

MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH  
COUNCIL HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY AT  
7.00PM ON MONDAY 16<sup>TH</sup> JULY 2018.

Present: Councillor P. Rowntree (Chairman), Councillor H. Reynold (Vice-Chairman), Councillor S. Pratt, Councillor P. Warrener.

In Attendance: Emma Harris – Clerk to the Parish Council

4 members of the public

*The public forum opened at 7.00pm.*

Issues raised:

- Complaint from Whisby Court residents regarding the dustbin wagon that parks on the driveway.
- Complaint regarding the holes left on the 8 Acres Playing Field by the goal posts during football season.
- Complaint regarding loose chippings on Cambrian Way.

**50. CHAIRMANS WELCOME:**

The Chairman welcomed all those present and thanked them for their attendance. He also thanked Don and Alan from MERC for all of their hard work on setting up the new containers in the village hall car park.

**51. TO RECEIVE APOLOGIES FOR ABSENCE:**

Apologies were given by Councillor Webster and Councillor Weller.

**52. TO RECEIVE DECLARATIONS OF INTEREST:**

Councillor Reynolds declared an interest in Agenda item 62.

**53. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 18<sup>TH</sup> JUNE 2018:**

It was RESOLVED that the draft minutes of the full council meeting held on 18<sup>th</sup> June 2018 be approved as a correct record.

VOTE: all in favour, 2 abstentions.

**54. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:**

None Present

**55. TO RECEIVE REPORTS FROM OUTSIDE BODIES:**

Councillor Reynolds gave an update on the Village Hall Plans. The architect is in the process of submitting the plans along with a second plan for where a lift can be located should one be required.

**56. PLANNING MATTERS E.L.D.C:**

Application reference N/085/01073/18. Planning Permission - Rear and side extension to existing bungalow to provide a bedroom, dining room and an attached single garage. 1 WHISBY COURT, HOLTON LE CLAY, GRIMSBY, DN36 5BG. Deadline extended to 17<sup>th</sup> July 2018

No comments submitted.

Application reference N/085/01127/18. Planning Permission - Extension and alterations to the existing dwelling to provide a porch with a first floor bathroom over. 69 LOUTH ROAD, HOLTON LE CLAY, GRIMSBY, DN36 5AA

No comments submitted.

**57. TO ACCEPT DOCUMENTATION FOR REVIEW:**

**FINANCIAL REGULATIONS – No Change**

The clerk has reviewed the policy and no changes have been made. It was RESOLVED that the Financial Regulations be adopted.

VOTE: All in favour.

**58. TO ADOPT A CODE OF CONDUCT FOR COUNCILLORS:**

The Code of Conduct was adopted.

VOTE: all in favour

**59. TO ADOPT A COMMUNITY ENGAGEMENT STRATEGY:**

The Community Engagement Strategy was adopted.

VOTE: all in favour

**60. TO ADOPT A STRATEGIC BUSINESS PLAN FOR THE YEAR 2018/19:**

The Strategic Business Plan was adopted.

VOTE: All in favour

**61. TO ADOPT A TRAINING POLICY WITH ACCOMPANYING TRAINING RECORD FOR CLERK AND COUNCILLORS:**

The Training Policy and Training Record were both adopted.

VOTE: all in favour

**62. PROPOSED BY CLLR REYNOLDS TO DECIDE WHICH TYPE/SIZE OF NOTICEBOARD TO PLACE AT PEPPERCORN WALK. MERC ARE DONATING £1000 FROM AN AWARDS FOR ALL GRANT. THIS WOULD PAY FOR A 3 BAYx4 NOTICEBOARD.**

**A 3 BAY x9 NOTICEBOARD WOULD BE MORE USEFUL BUT COSTS £2000. IF THE LARGER NOTICEBOARD IS DECIDED UPON IT IS PROPOSED BY CLLR REYNOLDS THAT PARISH COUNCIL CONTRIBUTES £500:**

It was PROPOSED, SECONDED and RESOLVED for the Parish Council to contribute a sum of £500 towards a larger noticeboard.

VOTE: All in favour

**63. THE CLERK HAS APPLIED FOR A COMMUNITY WILDLIFE GRANT ON BEHALF OF THE PARISH COUNCIL. PROPOSED BY CLLR REYNOLDS TO PURCHASE A RECYCLED PLASTIC PICNIC BENCH AT A COST OF £350 - £395, DEPENDING ON WHICH TYPE OF BENCH IS INSTALLED. THERE ARE SUFFICIENT FUNDS IN THE JPF BUDGET FOR THIS:**

It was RESOLVED that a recycled plastic picnic bench will be purchased at a cost of £350.

VOTE: all in favour.

**64. PROPOSED BY CLLR PRATT TO REGISTER WITH NALC TO APPLY FOR THE LOCAL COUNCIL QUALITY AWARD AT A COST OF £50:**

It was RESOLVED that the Parish Council will register an interest with NALC in order to be considered for the Local Council Quality Award.

VOTE: all in favour

**65. PROPOSED BY CLLR PRATT TO PURCHASE A STIHL KM-FCB EDGE TRIMMER KOMBI TOOL FOR RITTING OF GRASS VERGES. THE CHEAPEST OF THIS MODEL IS WITH FR JONES AND SON COSTING £79.50 INCLUSIVE OF VAT:**

It was RESOLVED to purchase a Stihl Edge Trimmer attachment.

VOTE: all in favour

**66. PROPOSED BY COUNCILLOR PRATT TO HAVE AN INSPECTION OF THE JPF ZIP WIRE AT A COST OF £120. THE INSPECTION IS OVERDUE AND SHOULD BE CARRIED OUT EVERY TWO YEARS:**

It was RESOLVED to request an inspection of the Junior playing Field Zip Wire as soon as possible and then again every two years as per ROSPA requirements.

VOTE: All in favour

**67. PROPOSED BY COUNCILLOR REYNOLDS TO REFUSE TO PAY GLENDALE FOR ONE OF THE GRASS CUTS WHICH TOOK PLACE IN JUNE DUE TO THE AMOUNT OF COMPLAINTS RECEIVED FROM RESIDENTS:**

It was RESOLVED that only one grass cut for June would be paid for by the Parish Council due to the poor standard and high level of complaints on the previous cut. Clerk to contact Glendale to explain.

VOTE: all in favour.

**68. PROPOSED BY COUNCILLOR REYNOLDS FOR CLERK TO TAKE BEFORE AND AFTER PHOTOGRAPHS OF ALLOTMENT PLOTS WHEN SIGNING UP A NEW TENANCY AND OBTAINING A £50 DEPOSIT FROM EACH NEW TENANT:**

It was RESOLVED that all new tenants will pay a £50 deposit for plots with effect from 1<sup>st</sup> August.

VOTE: All in favour

**69. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE A 'THERE BUT NOT THERE' TOMMY TO MARK THE CENTENARY OF THE END OF THE FIRST WORLD WAR. £750 INC VAT**

It was RESOLVED that the Parish Council will purchase a 'silent soldier' for the War Memorial at a cost of £750.

VOTE: All in favour

**70. PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL BLOCK CRETE AT THE END OF THE CEMETERY DRIVEWAY AT A COST OF £4960 PLUS VAT:**

It was PROPOSED that this item is revisited in September as the size of the area is possibly too small.

VOTE: All in favour of the counter proposal.

**71. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE TWO ALUMINIUM SIGNS FOR THE VILLAGE HALL SO THAT MEMBERS OF THE PUBLIC CAN CLEARLY SEE WHERE THE PARISH COUNCIL OFFICES ARE LOCATED. 600mmX300mm SIGN £39.00 PLUS VAT. A 300mmX150mm SIGN £24 PLUS VAT:**

It was RESOLVED to purchase two aluminium signs for the Village Hall.

VOTE: All in favour.

**72. FINANCIAL MATTERS:**

**HOLTON LE CLAY PARISH COUNCIL**

**FINANCIAL REPORT as at**

**29th June 2018**

**CASH BOOK**

Balance Brought forward	29/06/2018		
General Account			84,857.61
Burial Account			4,119.52
			<u>88,977.13</u>
Add - Income			
General Receipts		230.85	
Burial Receipts		198.00	
			<u>89,405.98</u>
Less - Expenditure			
General Payments		6,802.62	
Burial Payments		4,086.00	
			<u>10,888.62</u>
<b>Balance Carried Forward</b>	<b>29/06/2018</b>		<b><u>78,517.36</u></b>

**BANK BALANCES as at**

**29/06/2018**

General Account per Statement		78,285.84	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		0.00	
			78,285.84

Burial Account per Statement	4,317.52	
less - Outstanding Cheques	<u>0.00</u>	
		<u>4,317.52</u>
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b><u><u>82,603.36</u></u></b>

<b><u>ALLOCATION OF FUNDS</u></b> -		
TOTAL FUNDS , PER ABOVE		82,603.36
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan Repayments	13,600.00	
Village improvement	8,219.87	
		34,819.87
Burial Account Bank Balance ( upkeep of Cemetery )	<u>4,317.52</u>	
		39,137.39
PRECEPT RECEIVED IN ADVANCE ( see below )		
4 months		
	<u>19,367.00</u>	
		<u>58,504.39</u>
<b>*APPROX FUNDS AVAILABLE as at 29/06/2018</b>		<b><u><u>24,098.97</u></u></b>

PRECEPT - is received in advance twice a year , therefore we usually have monies in our account representing spend in coming months .

**\*EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

\*4086.00 of surplus monies is for cemetery upkeep

**The Financial Summary was accepted as a true record.**

**VOTE: All in favour**

**73. FINANCE REPORT:**

July 2018 Payments

GENERAL	Payee	Invoice	Total
BACS	oxley shutters	Shutter Repair	£280.50

bacs	amazing glazing	fascias/village hall	£5,400.00
BACS	Dickies Work Wear	Trousers/maint op	£55.50
BACS	Staff	salaries	£1,767.81
bacs	Mowns and Grows	Cemetery Contract	£524.37
DD	Virgin	Broadband Services	£74.36
BACS	konika minolta	printer/copier	£97.22
bacs	Councillor Rowntree	Refund equipment	£9.17
BACS	Viking Direct	1st Class Stamps	£0.00
BACS	glendale	8 acres	£88.80
bacs	glendale	JPF	£28.08
bacs	glendale	amenity area	£528.00
BACS	HMRC	PAYE liabilities	£192.73
		Total	£9046.54

**The Financial Report was accepted as a true record of the July 2018 payments.**

**VOTE: All in favour**

**74. DATE AND TIME OF NEXT MEETING:**

**17<sup>th</sup> September 2018**