

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 21ST MAY 2018

Present: Councillor P. Rowntree (Chairman), Councillor H. Reynolds (Vice-Chairman), Councillor P. Webster, Councillor P. Warrener, Councillor S. Weller.

Councillor T Aldridge (ELDC)

7 members of the public.

In Attendance: Emma Harris. Clerk to the Parish Council

The public forum opened at 7.00pm.

Issues raised during the public forum:

- Not enough information on the planning portal when viewing planning applications.
- Road resurfacing is inadequate and badly organised.
- Lack of local police in the area.
- Complaint regarding frequency of grass cutting and non-collection of grass following cuts. Complaint regarding poor drainage on the 8 Acres playing field.
- Complaint regarding the holes left behind on the 8 Acres following removal of goal posts by the local football teams.
- Too much litter on the 8 Acres playing fields.

Eddie Coulbeck have an update on MERC's activities. They have now secured funding for a new noticeboard for the village. MERC has also secured funding for a new porch way on the village hall and for a new container for the maintenance operative to use for storage.

The open forum closed at 7.32pm

The meeting opened at 7.32pm.

**1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE
COUNCIL YEAR 2018/19 AND RECEIVE THE CHAIRMAN'S
DECLARATION OF ACCEPTANCE OF OFFICE:**

As there were two candidates for the position of Chairman, a closed ballot took place and votes were handed to the clerk for counting. Councillor Paul Rowntree held the majority of votes and was appointed Chairman for another year.

The declaration of acceptance of office was duly signed and witnessed.

2. CHAIRMAN'S WELCOME:

Councillor Rowntree thanked all those in attendance and accepted the role of Chairman with thanks.

3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2017/18 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:

It was RESOLVED that Councillor H Reynolds be appointed as Vice-Chairman.

VOTE: all in favour

The declaration of acceptance of office was duly signed and witnessed.

4. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF INTEREST:

None received.

5. TO RECEIVE APOLOGIES FOR ABSENCE:

Councillor S Pratt sent his apologies.

6. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Webster declared an interest as a member of NDP and as a tenant on the parish gardens.

7. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 16TH APRIL 2018 AS CORRECT RECORDS:

It was RESOLVED that the draft minutes of the full council meeting held on 16th April be approved as a correct record.

VOTE: all in favour

8. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:

Councillor Aldridge explained that a scrutiny is taking place for Louth Market. Councillor Weller has spoken to Craig Leyland regarding the Toll Bar

Roundabout and the section 106 monies. ELDC has no sway over the section 106 money that was given to NELC.

Councillor Weller informed the group that the Economic Action Plan does not include Holton Le Clay's industrial park and she is looking into ways to challenge this.

9. TO RECEIVE REPORTS FROM OUTSIDE BODIES:

Councillor Webster gave an update on NDP. The consultation period of 6 weeks has now passed without any problems. It has now moved on to the next stage. An examiner has been appointed and is now due to look at the Neighbourhood Development Plan.

10. PLANNING MATTERS E.L.D.C:

To resolve consultee comments:

N/085/00689/18 - 25 May 2018. Planning Permission - Change of use, conversion of, extension and alterations to existing commercial storage building to form a residential dwelling and erection of a fence 2.4 metres in height to enclosure existing air conditioning units.

111-113 LOUTH ROAD, HOLTON LE CLAY, GRIMSBY, DN36 5AD

Members resolved to object to this application. Report submitted to the clerk.

N/085/00704/18 - 17 May 2018. Planning Permission - Extension to existing dwelling to provide additional living space, on the site of an existing conservatory which is to be removed.

50 BEVERLEY CLOSE, HOLTON LE CLAY, GRIMSBY, DN36 5HG

Members resolved to support this application.

N/085/00831/18 - than 26 May 2018. Planning Permission -Extension to existing dwelling to provide a kitchen/dining room.

48 PINFOLD LANE, HOLTON LE CLAY, GRIMSBY, DN36 5DN

Members requested an extension until the next full council meeting as more information is required.

11. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:

It was RESOLVED that Emma Harris be appointed as the Responsible Financial Officer.

VOTE: all in favour

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;

NDP

MERC

It was RESOLVED that Councillor Helen Reynolds be appointed as representative for MERC and Councillor Paula Webster be appointed as representative for NDP.

VOTE: all in favour

13. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED APRIL 2018, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.

It was RESOLVED that the standing orders be adopted.

VOTE: all in favour

14. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED JULY 2017 – DUE FOR REVIEW JUNE 2018 BUT CONTINUALLY UPDATED WHEN NEEDED

It was RESOLVED that the Financial Regulations be adopted.

VOTE: all in favour

15. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2018/19:

UPDATED MARCH 2018 to include the Trim Trail, the roundabout on the Junior Playing Fields and the new bench and display tables at the War Memorial and also the CCTV.

It was RESOLVED to adopt the Asset Register for 2018/19.

VOTE: all in favour

16. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED FEBRUARY 2018. Petty Cash procedures removed and Cemetery Software and Internet Banking procedures added.

It was RESOLVED that the Financial Risk Management be adopted.

VOTE: all in favour

17. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2018/19:

- Health and Safety reviewed February 2018 next review January 2019
- Grievance reviewed March 2018 next review February 2019
- Equal opportunities reviewed May 2017 Reviewed by clerk May 2018 – no changes
- Safeguarding Reviewed June 2017 due for review June 2018
- Lone Working Policy reviewed October 2017 due for review October 2018
- Disciplinary reviewed October 2017 due for review October 2018
- Harassment Reviewed October 2017 due for review October 2018
- Complaints reviewed February 2018 due for review January 2019
- Publication Scheme Reviewed February 2018 due for review February 2019
- Press and Media reviewed June 2017 due for review June 2018
- Freedom of Information Reviewed October 2017 due for review October 2018
- Data Protection reviewed October 2017 due for review October 2018
- Parish Councillor Protocol reviewed February 2018 due for review February 2019
- Social Media reviewed March 2018 due for review March 2019
- Financial Support and Grants reviewed March 2018 due for review March 2019
- Retention and Disposal Policy May 2018 due for review May 2019

- Data Breach Policy May 2018 **due for review May 2019**

It was RESOLVED that the above policies be adopted.

VOTE: all in favour

18. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2018/19:

It was RESOLVED that the meeting dates (circulated to members) be approved.

VOTE: all in favour

19. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:

The clerk circulated copies of the Annual Governance Statement to members.

VOTE: all in favour. The Annual Governance was duly signed by the Chairman and witnessed by the clerk.

20. TO CERTIFY THE ANNUAL ACCOUNTING STATEMENTS:

The Clerk circulated copies of the Annual Accounting Statements to members. The Clerk and Chairman signed/certified the annual accounting statements.

21. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS:

Members noted that they as the corporate body held overall responsibility for the financial dealings of the council. The Chairman signed the annual return and confirmed that the accounting statements were approved by the Parish council.

Vote: all in favour

22. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2018/19:

- Virgin Media
- BT
- Scottish Power Electricity
- Npower Gas
- PWLB

- Data Protection Services
- Anglian Water

It was RESOLVED to continue to pay the existing direct debits.

VOTE: all in favour

23. TO CONSIDER INSURANCE QUOTES AND RESOLVE AN INSURER:

Members noted the RFO report in regard to three insurance quotes received from a specialist broker. It was RESOLVED that the quote of £1690.47 for three years be taken with Inspire.

VOTE: all in favour

24. TO APPROVE BURIAL FEES FROM MAY 2018:

It was RESOLVED that the Burial Fees will remain the same as the previous year.

VOTE: all in favour

25. PROPOSED BY COUNCILLOR ROWNTREE TO UTILISE THE MEETING ROOM IN THE VILLAGE HALL BY OFFERING IT TO MERC FOR HIRING OUT TO SMALL GROUPS. THIS MAY GO TOWARDS ELIMINATING THE NEED FOR A LIFT TO THE FIRST FLOOR:

Counter Proposal received from Councillor Webster to utilise the meeting room only if disabled access is required for classes taking place on the first floor.

VOTE: all in favour, one abstention.

26. TO DISCUSS POSSIBLE TASKS FOR THE CO-OP VOLUNTEER GROUP TO UNDERTAKE OVER THE SUMMER MONTHS:

It was RESOLVED that the following suggestions are made to the Co-Op volunteer group:

Bulb Planting in the village

Clearance of weeds/bushes on the Junior Playing Field to make way for a wildlife area.

The fence and gate to be painted on the 8 Acres Playing Field. Clerk to contact the volunteer group with suggestions.

27. PROPOSED BY COUNCILLOR ROWNTREE TO TRANSFER FUNDS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT TO COVER THE COST OF THE CEMETERY CONTRACT £4086

It was RESOLVED that the cemetery contract cost of £4086 is transferred from the burial account to the general account.

VOTE: all in favour

28. PROPOSED BY COUNCILLOR REYNOLDS TO REPLACE THE BROKEN WOODEN FENCES DIVIDING THE CEMETERY AND THE PARISH GARDENS, WITH A GREEN WIRE MESH FENCE AT A COST OF £1600.

The clerk read out price comparisons received for fencing at the cemetery; it was RESOLVED that the existing wooden fence is replaced with a green wire mesh fence costing £1600 in total.

VOTE: all in favour

29. PROPOSED BY COUNCILLOR REYNOLDS TO REPLACE THE NOTICEBOARD ON PEPPERCORN WALK WITH A NEW ONE TO BE DONATED BY MERC. THE COST FOR REMOVING THE OLD ONE AND INSTALLING THE NEW NOTICEBOARD WOULD BE £100

It was RESOLVED that the noticeboard on Peppercorn Walk will be replaced with a new noticeboard, as funded by MERC. The Parish Council will pay the £100 for removal of the existing noticeboard and installation of the new noticeboard. Councillor Reynolds to order the new noticeboard.

VOTE: all in favour

30. PROPOSED BY COUNCILLOR REYNOLDS TO WRITE TO ALL LOCAL BUSINESSES AND ASK FOR BENCH DONATIONS TO THE VILLAGE PROVIDING THAT THE PARISH COUNCIL ATTACHES A PLAQUE TO EACH BENCH INFORMING RESIDENTS AS TO WHO MADE THE DONATION:

It was RESOLVED that the clerk will write to all local businesses to ask for bench donations. This will be done once the clerk returns from Annual Leave.

VOTE: all in favour

31. FINANCIAL MATTERS:

FINANCIAL REPORT as at**30th April 2018****CASH BOOK**

Balance Brought forward	30/04/2018		
General Account			77,604.47
Burial Account			<u>7,501.52</u>
			85,105.99
Add - Income			
General Receipts		33,302.17	
Burial Receipts		<u>558.00</u>	
			<u>118,966.16</u>
Less - Expenditure			
General Payments		22,885.98	
Burial Payments		<u>0.00</u>	
			<u>22,885.98</u>
Balance Carried Forward	30/04/2018		<u><u>96,080.18</u></u>

BANK BALANCES as at**30/04/2018**

General Account per Statement		88,024.66	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared			88,024.66
Burial Account per Statement		8,055.52	
less - Outstanding Cheques		<u>0.00</u>	
			<u>8,055.52</u>

TOTAL COUNCIL FUNDS AS AT**96,080.18****ALLOCATION OF FUNDS -**

TOTAL FUNDS , PER ABOVE 96,080.18

RESERVES

Parish Council Minimum Reserve	13,000.00
Village Hall Loan Repayments	13,600.00
Village improvement	11,056.51
8 Acres Tesco Grant	0.00

	37,656.51
Burial Account Bank Balance (upkeep of Cemetery)	<u>8,055.52</u>
	45,712.03
PRECEPT RECEIVED IN ADVANCE (see below)	
6 months	<u>29,000.00</u>
	<u>74,712.03</u>
*APPROX. FUNDS AVAILABLE as at 30/04/2018	<u>21,368.15</u>

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

It was RESOLVED that the finances were accepted as a true record.

VOTE: all in favour

32. FINANCE REPORT:

May 2018 Payments

GENERAL	Payee	Invoice	Total
BACS	HMRC	PAYE Liabilities	£192.73
DD	Scottish Power	electric usage village hall	£99.00
BACS	Staff	salaries	£1,823.00
DD	nest	Employee pension	£41.62
BACS	Asgard Systems	Email set up	£35.00
DD	Anglian Water	Village Hall Water usage	£44.20
DD	Anglian Water	Cemetery water usage	£35.31
BACS	Abatis	CCTV Installation	£1,878.77
BACS	Viking Direct	Stationery	£20.26
BACS	Amazon	Tree Pruner	£22.94
DD	Virgin	Broadband Services	£80.15
BACS	ALERT	Fire Safety Inspection	£440.99
BACS	ELDC	Council Tax cemetery	£107.34
BACS	Glendale	Amenity Area	£1,056.00
BACS	Glendale	JPF	£56.16

BACS	M&J Electrical	Village Hall PAT testing	£144.00
BACS	AUDITOR	internal Audit	£50.00
BACS	Glendale	8 Acres	£177.60
BACS	Office Friends	Minute Book	£8.38
BACS	Viking Direct	Stationery	£6.58
BACS	RBS	Year End Closedown	£675.60
BACS	Mowns and Grows	Cemetery Contract	£349.11
		Total	£7,344.74

It was RESOLVED that the finance report was accepted as a true record of the May 2018 payments.

VOTE: All in favour

33. ITEMS FOR NEXT AGENDA:

34. TIME AND DATE OF NEXT MEETING:

Annual Parish Meeting 29TH MAY 2018