

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 19TH FEBRUARY 2018.

Present: Councillor P. Rowntree (Chairman), Councillor H. Reynolds (Vice-Chairman), Councillor P. Webster, Councillor S. Pratt, Councillor A. Dulieu.

6 members of the public.

Councillor T. Aldridge (ELDC)

In Attendance: Emma Harris, Clerk to the Parish Council.

Police report circulated to members prior to the meeting.

Councillor P. Rowntree opened the meeting for the public forum. One member of the public, a councillor from Waltham Parish, discussed the plans for the Tollbar Roundabout and questioned whether or not Holton Le Clay Parish Council had been involved with the consultation.

One member asked whether unauthorised advertising was permitted within the village. He had concerns about the number of signs and billboards that have been appearing at the entrance near the Jug and Bottle. The clerk will make enquiries regarding this. Councillor Aldridge explained that if the signs are on private land then very little action can be taken.

One member reported that a local business is burning wood near the Jug and Bottle and it is producing toxic fumes that are carried over the neighbouring properties. Clerk to contact Environmental Health.

One member raised concerns over the inconsiderate parking of a vehicle on Grainsby Avenue. He will forward some photographs to the clerk who will pass them on to the local police team.

The meeting began at 7.30pm

220. CHAIRMAN'S WELCOME:

The Chairman welcomed everyone present and thanked them for their attendance. Councillor Aldridge did not have time to give an update during the public forum due to so many members wishing to speak. He did say that District Councillors will be given £1500 budget to spend on local groups for one year only.

221. TO RECEIVE APOLOGIES FOR ABSENCE:

Councillor Weller and Councillor Warrener sent their apologies.

222. TO RECEIVE DECLARATIONS OF INTEREST:

None Received.

223. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15TH JANUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON THE 29TH JANUARY 2018:

It was PROPOSED, SECONDED and RESOLVED that the minutes of the full council meeting held on 15th January 2018 and the Extraordinary Meeting held on the 29th January 2018 be approved as a correct record and signed by the Chairman.

VOTE: All in favour.

224. TO RECEIVE REPORTS FROM OUTSIDE BODIES:

None Received.

225. PLANNING MATTERS:

TO RECEIVE CONSULTEE COMMENTS ON PLANNING APPLICATIONS:

N/085/00075/18 APPLICATION TO VARY CONDITION NUMBER 2 (PLAN NUMBERS) AS IMPOSED ON PLANNING PERMISSION REF N/085/588/16 LAND NORTH OF LOUTH ROAD, HOLTON LE CLAY. (14TH Feb)

No objections.

226. TO ACCEPT DOCUMENTATION REVIEW FOR THE FOLLOWING:

- **FINANCIAL MANAGEMENT/RISK ASSESSMENT – amended to include removal of petty cash system, internet banking now fully up and running since last review, cemetery software now in use for back up of cemetery data.**
- **HEALTH AND SAFETY POLICY – No change**
- **PUBLICATION SCHEME – Councillor S Pratt added to contact list for parish council**
- **PARISH COUNCILLOR PROTOCOL – No Change**

It was PROPOSED, SECONDED and RESOLVED that the documentation be adopted following review.

VOTE: all in favour.

227. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE DOG FOULING SIGNS FOR THE VILLAGE. ELDC WILL ONLY SUPPLY A PDF TO PRINT OUT AND ARE NOT VERY DURABLE, EVEN WHEN LAMINATED.

A4 PVC SIGN - £17.00 PLUS VAT

ALUMINIUM SIGN - £35 PLUS VAT

COUNCILLOR REYNOLDS PROPOSES THAT 10 OF THE PVC SIGNS ARE PURCHASED.

It was PROPOSED, SECONDED and RESOLVED that 10x PVC Signs are purchased.

VOTE: all in favour.

228. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

29th January 2018

CASH BOOK

Balance Brought forward	29/01/2018	
General		
Account		112,158.35
Burial Account		5,632.24
		<hr/>
		117,790.59
 Add - Income		
General		
Receipts	3,373.30	
Burial Receipts	1,052.00	
		<hr/>
		122,215.89
 Less - Expenditure		
General		
Payments	3,440.97	
Burial		
Payments	0.00	
		<hr/>

		3,440.97
Balance Carried Forward	29/01/2018	<u>118,774.92</u>
<u>BANK BALANCES as at</u>	29/01/2018	
General Account per Statement		112,205.67
less - Outstanding		
Cheques		<u>30.00</u>
plus - Receipts not		
cleared		0.00
		112,175.67
Burial Account per		
Statement		6,684.24
less - Outstanding		
Cheques		<u>0.00</u>
		<u>6,684.24</u>
TOTAL COUNCIL FUNDS AS AT		<u>118,859.91</u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		118,859.91
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	15,300.00	
Village improvement	17,326.51	
8 Acres Tesco Grant	21,000.00	
		66,626.51
Burial Account Bank Balance (upkeep of Cemetery)		<u>6,684.24</u>
		73,310.75
PRECEPT RECEIVED IN ADVANCE (see below)		
2		
months		<u>9,667.00</u>
		<u>82,977.75</u>
*APPROX. FUNDS AVAILABLE as		
at	29/01/2018	<u>35,882.16</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**

*3637.00 of surplus monies is for cemetery upkeep

The Finance Report was accepted as a true account of the parish council's income and expenditure.

VOTE: all in favour

229. FINANCIAL MATTERS:

February 2018 Payments out of committee/For Authorisation

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
Ch 28	SCOTTISH POWER	Gas usage village hall	£475.90
BACS	Oxley Shutters	Shutter Service	£510.00
DD	Nest	Employee pension scheme	£12.62
BACS	M&J Electrical	Defibrillator installation	£96.00
BACS	Signs Express	Wall of Remembrance	£54.00
BACS	Playdale	Deposit - Trim Trail	£12,874.32
BACS	Glendale	Kerb Edging	£2,400.00
BACS	Viking Direct	Office stationery	£19.91
BACS	Duncan Toplis	Payroll Services	£40.80
BACS	Staff	SALARY	£1487.87
BACS	Councillor	Mileage	£13.50
BACS	Councillor	Mileage	£13.50
bacs	Byatt Builders	War Memorial	£2,004.00
BACS	Badgemaster	Photo Id badges	£163.04
BACS	HMRC	PAYE Liabilities	£113.52
BACS	HMCTS	AOE	£25.87
DD	Virgin	Broadband village hall	£85.98
	Mowns and		
BACS	Growns	Tree branch removal - cemetery	£50.00
	Mowns and		
BACS	Growns	Cemetery contract	£454.28
		Total	£20,895.11

It was PROPOSED, SECONDED and RESOLVED that orders for payment for the sum of £20,895.11 be accepted.

230. CLERKS REPORT:

The clerk has now completed the CiLCA portfolio and is ready to submit it 7 months ahead of the due date.

The list of actions and status that have been circulated to councillors on a weekly basis seems to be working well so the clerk will continue to use this as a means of keeping councillors up to date.

The clerk has written a risk assessment for Lone Working for both the clerk and the maintenance operative. This has been forwarded to Councillor Pratt and will be brought to full council for adoption.

231. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

232. STAFFING MATTERS, PROPOSAL FROM COUNCILLOR PRATT REGARDING CLERKS SALARY RANGE IN RELATION TO JOB EVALUATION:

It was RESOLVED that the salary range for the clerk will be changed in accordance with current NJC guidelines and recommended pay scales.

233. PROPOSED BY COUNCILLOR PRATT TO CONSIDER A SINGLE SALARY POINT WITHIN THE RANGE ON CLERKS SALARY:

It was RESOLVED that a single salary point will be adopted.

234. PROPOSED BY COUNCILLOR PRATT TO REVIEW CLERKS SALARY:

The clerks salary was reviewed and a RESOLUTION was made.

235. AGENDA ITEMS FOR NEXT MEETING:

