

MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH
COUNCIL HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY AT
7PM ON MONDAY 16TH OCTOBER 2017.

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

In Attendance: Emma Harris – Clerk to the Parish Council

2 members of the public

Councillor T. Aldridge

The meeting opened at 7pm.

135. CHAIRMAN'S WELCOME:

Councillor Reynolds explained that she would be chairing the meeting in
Councillor Rowntree's absence. She thanked all those in attendance.

136. TO RECEIVE APOLOGIES FOR ABSENCE:

Councillor Rowntree and Councillor Dulieu sent their apologies.

137. TO RECEIVE DECLARATIONS OF INTEREST:

None received.

**138. TO APPROVE THE MINUTES OF THE FULL COUNCIL
MEETING HELD 18TH SEPTEMBER 2017 AND THE
EXTRAORDINARY MEETING HELD ON 2ND OCTOBER
2017:**

It was PROPOSED, SECONDED and RESOLVED that the minutes of the
Extraordinary meeting held on 2nd October 2017b and the Full Council
meeting held on 18th September 2017 be approved as a correct record.

**139. TO RECEIVE A REPORT FROM LINCOLNSHIRE
POLICE:**

A total of 33 incidents are recorded and detailed below:-

5x Police Generated

1x Audible Only Alarm – Nothing suspicious

3x ABS Inconsiderate Behaviour – 2 were licenced premises. 1 incident was youths
playing knock door run. Area search conducted with no trace or further descriptions
or names from our caller

1x Nuisance Neighbours

2x Criminal Damage – 1 incident was domestic related, the other I reported to you on the last report, damage of a window at the Church.

1x Sexual Related

1x Violence – No violence or offences occurred

1x Civil Dispute

3x Concern for safety

3x Domestic Incidents

1x – Pets/Domesticated Animals

6x Suspicious Circumstances. 1x person disturbed in a garden. 1x more ABS related but no offences. 1x man taking photos of children (I personally dealt with this). This was someone involved in a local project and nothing untoward. 1x person with suspected mental health problems. 1x alarm activation of a fire door allegedly being forced open but this was not the case.

2x Transport Hazard/Disruption

2x RTC minor injury

1x Traffic Offence

**140. TO RECEIVE A REPORT FROM EAST LINDSEY
DISTRICT COUNCILLORS:**

Councillor Weller recently attended an area forum on deprivation. Holton le Clay is the least deprived ward in terms of access to health services, transport and education etc.

There will be a consultation shortly regarding the council tax support scheme. This will look at special dispensations for council tax such as single adult rebates, students etc.

Lincolnshire has now joined the Fairer Funding Campaign.

Louth Cattle Market will continue and will be refurbished. Other uses for the cattle market are also being considered for the times when it is not in use.

**141. TO RECEIVE A REPORT FROM COUNTY
COUNCILLORS:**

County Councillor not present.

**142. TO RECEIVE REPORTS FROM OUTSIDE BODIES:
NDP**

None received.

**143. TO ADJOURN THE MEETING FOR A MAXIMUM OF 30
MINUTES FOR THE PUBLIC FORUM:**

The meeting adjourned at 7.15pm

One member of the public voiced his objections to the council tax contributions from Holton Le Clay going towards the funding of the Louth Cattle Market.

Eddie Coulbeck reminded all present of the upcoming events to be held in the Village Hall:

The Fashion Show – 24th October at 7pm

The Murder Mystery Evening – 21st October at 7pm

Remembrance Day Luncheon – 12th November

The meeting reconvened at 7.25pm

**144. TO RECEIVE A REPORT ON THE BEST KEPT VILLAGE
COMPETITION FROM COUNCILLOR REYNOLDS:**

Councillor Reynolds delivered a report on the Best Kept Village competition and explained the areas that needed improving if we are to enter the competition again next year.

**145. TO ACCEPT DOCUMENTATION REVIEW FOR THE
FOLLOWING:**

- **DISCIPLINARY POLICY – NO CHANGE**
- **HARASSMENT POLICY – NO CHANGE**
- **DATA PROTECTION POLICY – NO CHANGE (DUE TO BE
UPDATED 2018 – CLERK TO ATTEND FURTHER TRAINING
ON THIS IN DECEMBER)**
- **COUNCIL FREEDOM OF INFORMATION ACT – NO CHANGE**
- **LONE WORKING POLICY – NO CHANGE**

It was PROPOSED, SECONDED and RESOLVED that the above documentation be accepted following review. VOTE: all in favour.

146. PROPOSED BY COUNCILLOR WARRENER TO PURCHASE NAME BADGES FOR THE PARISH COUNCIL AT A COST OF £7.10 EACH PLUS A ONE OFF COST OF £25 FOR THE DESIGN OF THE ARTWORK.

This item was deferred as the clerk will obtain further quotes for photographic I'd badges.

147. PROPOSED BY COUNCILLOR PRATT TO PURCHASE A NOTICE BOARD FOR THE PARISH GARDENS. THREE QUOTES CIRCULATED.

- **£923.47 SINGLE BAY MAN MADE TIMBER**
- **£948.66 SINGLE BAY OAK FINISH**
- **£899.74 SINGLE BAY OAK FINISH WALL MOUNTED**

It was PROPOSED, SECONDED and RESOLVED that the Single Bay Man Made Timber noticeboard is purchased for the Parish Gardens at a cost of £923.47.

VOTE: all in favour, one abstention.

148. TO RESOLVE WHICH CCTV INSTALLER WILL BE EMPLOYED TO INSTALL CAMERAS AT THE VILLAGE HALL AND PINFOLD LANE. QUOTES CIRCULATED:

- **COMPANY A - £3200 PLUS VAT (£3840)**
- **COMPANY B - £1551.64 PLUS VAT (£1861.96)**

BOTH ARE 'LIKE FOR LIKE' QUOTES. COMPANY B IS NOT CHARGING FOR LABOUR AND IS OFFERING TO INSTALL EQUIPMENT AT COST PRICE. THERE WILL BE A SLIGHT ADDITIONAL COST FOR A DOUBLE PLUG SOCKET TO BE INSTALLED IN THE CLERKS OFFICE

This item was deferred until the next full council meeting. Councillors would like to hear some testimonials from the different companies that have been supplied with CCTV by Company A and Company B.

149. PROPOSED BY COUNCILLOR REYNOLDS TO PAINT THE FENCE AT THE REAR OF 56 LOUTH ROAD IN THE PASSAGE LEADING TO THE JUNIOR PLAYING FIELD.

It was PROPOSED, SECONDED and RESOLVED that the fence will be painted.

VOTE: all in favour.

**150. PROPOSED BY COUNCILLOR ROWNTREE TO
PURCHASE BIRD FEEDERS FOR THE TREE ON LOUTH
ROAD BETWEEN THE TWO PARADES OF SHOPS.**

The proposal was not seconded.

VOTE: all against.

It was suggested that a proposal is made at the next meeting to install new bird houses or bat boxes in order to enhance the wildlife provisions in the village.

151. FINANCE REPORT:

October 2017 Payments
out of committee/For
Authorisation

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
BACS	E Harris	memory stick	£14.98
BACS	Viking Direct	Stationery	£21.47
DD	PW LB	Public works loan board	£4,604.31
BACS	LAIC	1st Aid Training	£25.00
BACS	MAJ ELECTRICAL	Fire safety remedial works	£1,752.00
DD	Scottish Power	Electricity supply village hall	£62.00
DD	ANG WATER	Water supply village hall	£50.65
DD	ANG WATER	water supply cemetery	£47.33
BACS	Monika minolta	Printer supply	£43.12
BACS	Viking Direct	office stationery	£58.76
BACS	konika minolta	printer hire	£53.82
DD	VIRGIN	Internet usage	£83.14
BACS	Mowns and Grows	Cemetery contract	£554.31
BACS	Mowns and Grows	Japanese Knotweed	£15.00
DD	WEX Esso	Petrol for mower	£6.64
DD	Scottish Power	Gas usage village hall	£103.00
BACS	E Harris	Staff salary	£1,123.64
BACS	P Notley	Staff salary	£495.00
BACS	P ROWNTREE	DIGITAL CAMERA	£40.98
BACS	GLENDALE	8 ACRES	£88.80
BACS	GLENDALE	JPF	£28.08
BACS	GLENDALE	AMENITY AREA	£528.00
BACS	GOODWINS	DATA SHREDDING	£15.00

BACS	DUNCAN TOPLISS	PAYE LIABILITIES	£107.33
		Total	£9,922.36

It was PROPOSED, SECONDED and RESOLVED that the October invoices were accepted for payment. VOTE: all in favour.

152. FINANCIAL MATTERS:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 27th September 2017

CASH BOOK

Balance Brought forward	27/09/2017		
General Account			80,437.75
Burial Account			4,683.70
			<u>85,121.45</u>
Add - Income			
General Receipts		35,040.99	
Burial Receipts		328.00	
			<u>120,490.44</u>
Less - Expenditure			
General Payments		6,173.48	
Burial Payments		0.00	
			<u>6,173.48</u>
Balance Carried Forward	27/09/2017		<u>114,316.96</u>
<u>BANK BALANCES as at</u>	<u>27/09/2017</u>		
General Account per Statement		108,776.01	
less - Outstanding Cheques		21.47	
plus - Receipts not cleared		550.72	
			109,305.26
Burial Account per Statement		5,011.70	
less - Outstanding Cheques		0.00	
			<u>5,011.70</u>
TOTAL COUNCIL FUNDS AS AT			<u>114,316.96</u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		114,316.96
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan Repayments	15,300.00	
Village improvement	19,361.51	
8 Acres Tesco Grant	6,000.00	
		53,661.51
Burial Account Bank Balance (upkeep of Cemetery)		<u>5,011.70</u>
		58,673.21
PRECEPT RECEIVED IN ADVANCE (see below)		
6 months		<u>29,000.00</u>
		<u>87,673.21</u>
*APPROX FUNDS AVAILABLE as at 27/09/2017		<u>26,643.75</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

153. CLERKS REPORT:

The clerk continues to report fly tipping, lighting and other repair issues in the village.

The clerk has had a big office clear out and disposed of a lot of out of date information and paperwork that is no longer relevant and the office is now looking a lot tidier.

Work has begun on the budget ready for the finance meeting that is planned for the 13th November 2017. The clerk will circulate reports on current spend etc. before the meeting.

154. 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

**DURING THE CONSIDERATION OF THE FOLLOWING
ITEMS OF BUSINESS AS PUBLICITY WOULD BE
PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF
THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE
TRANSACTIONED.**

**155. TO DISCUSS CHANGES TO THE ALLOCATION OF
PARISH GARDEN PLOTS.**

156. AGENDA ITEMS FOR NEXT MEETING:

To install a plaque at the war memorial.

Request updates on the plans for the Youth Club.