

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 JUNE 2017

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

7 members of the public.

In attendance: Emma Harris, clerk to the Parish Council

Councillor T Aldridge – East Lindsey District Council

The Meeting opened at 7.00pm

38. CHAIRMAN'S WELCOME:

The Chairman welcomed all those present and thanked them for their attendance.

39. TO RECEIVE APOLOGIES FOR ABSENCE:

None received.

40. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Webster – NDP

Councillor Reynolds – MERC, personal interest in the planning application N/085/01010/17 relating to 105 Louth road.

41. TO APPROVE THE PUBLIC AND PRIVATE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 2ND MAY 2017:

It was PROPOSED, SECONDED and RESOLVED that the minutes of the last full council meeting held on 2nd May 2017 be approved as a correct record.

VOTE: all in favour

42. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:

3x ASB incidents

1x Burglary

2x Suspicious Circumstances

3x Concerns for Welfare

4x Traffic Related Incidents

The police team has reduced from 7 officers to 3 in recent months. The team will now be based at Louth as a means of channelling resources more efficiently.

43. TO RECEIVE A REPORT FROM THE ELDC DISTRICT COUNCILLORS:

Councillor Aldridge explained that the planning application for 44 Holton Mount has now gone to an appeal committee and that the outcome of the appeal should be received within 6-8 weeks. Councillor Reynolds asked whether there had been an update to the amended application from Snape Properties. Councillor Weller will look into this as nothing has been published on the planning portal as yet.

44. TO RECEIVE REPORTS FROM OUTSIDE BODIES:

NDP GROUP – pre submission of consultation with public and statutory consultates.

Councillor Webster gave a brief explanation of the Neighbourhood Development Plan to residents. She explained that it is a 15 year plan that will be used by county councils and parish councils. Following a final meeting with Anne Shorland a period of consultation will now begin which will last a minimum of 6 weeks. This will involve landowners, business owners, members of the public and service providers such as Anglian Water. After that, the NDP will be passed and made a statutory requirement.

MERC

Councillor Reynolds requested a joint meeting between MERC and the Parish Council in August to discuss various issues such as the fire safety check. She also reminded all present about the upcoming Scarecrow competition.

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

The meeting adjourned at 7.12pm

One member of the public wished to comment on the planning application N/085/00771/17. He wanted to ask that trees are retained should the plan go ahead as they are not currently shown on the amended application. The trees form a barrier between residents and the A16. Another resident raised

a concern about access for emergency vehicles and also the increase in the amount of traffic in the area if the plan is agreed.

A member of the public raised many concerns around application N/085/01010/17. Her house is opposite the Four Candles and she has experienced customers of the shop reversing onto her drive, parking over her drive, parking on the path in front of her house and also being verbally abusive when she has asked them to move their cars. She was extremely concerned about the growing number of parked cars and the high volume of traffic on the road. The application includes a request to open 6 days a week but there is a concern that the business will operate for private parties on a Sunday – which will again attract a number of vehicles to the area.

The clerk will take photographs of a pothole outside the property and forward them to LCC Highways. The clerk will also contact the inspector at Lincolnshire Police to request that he logs onto the planning portal and note traffic concerns in relation to the application.

A member of the public raised a concern about the amount of industrial traffic passing his house on a daily basis – causing damage to the roads and also to his home. He will bring photographs to the clerk's office so that they can be forwarded to LCC and the county councillor.

The meeting reconvened at 7.45pm

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

To resolve consultee comments:

N/085/00771/17 Planning Permission - Erection of 1no. block of 7no. business units and 1no. block of 6no. business units with associated parking and landscaping and construction of a vehicular/pedestrian access.

LAND AT PEACEFIELD BUSINESS PARK, LOUTH ROAD, HOLTON LE CLAY

Extension granted for comments.

It was decided that due to the amendment, further time is needed to make comments. The clerk will request a further two weeks extension.

N/085/00744/17 Planning Permission - Change of use for the siting of a summer house to be used as an A1 retail unit for the sale of card and gifts and associated parking

21 SILVER STREET, HOLTON LE CLAY, GRIMSBY, DN36 5DY

No Objections

N/085/00817/17 Planning permission – extension to existing building to provide storage of hay, and the erection of 6 camera poles (which are presently on site)

Land off, (Golf Driving Range), Cheapside, Holton Le Clay

The storage building is a low structure that already has hay kept inside it. There is adequate off road parking. The only question raised was regarding the cameras and whether there will be shrouding for them; what will they be pointing at??

N/085/01010/17 Change of use of existing first floor flat to form a café

105 Louth Road, Holton Le Clay

Due to the amount of concerns raised by members of the public it has been decided that the clerk will request an extension for comments to be made on this application.

47. PROPOSED BY COUNCILLOR REYNOLDS TO USE THE REMAINING PETTY CASH FUNDS OF APPROX. £60 TO PURCHASE HANGING BASKETS FOR AROUND THE VILLAGE HALL TO ENCOURAGE OTHER RESIDENTS TO DO THE SAME AROUND THEIR PROPERTIES.

It was PROPOSED, SECONDED and RESOLVED that the remaining petty cash be used to purchase hanging baskets.

Vote: all in favour

48. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE ALL EXISTING COUNCILLORS AS SIGNATORIES ON HLC PC BANK ACCOUNT. TO INCREASE THE NUMBER OF AVAILABLE SIGNATORIES TO 7 TO ALLOW FOR COUNCILLORS BEING UNAVAILABLE THROUGH HOLIDAYS.

It was PROPOSED, SECONDED and RESOLVED that Councillor Pratt and Councillor Warrener are added as signatories to the HLC PC bank account as the remaining councillors did not wish to be added at this time.

49. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE 2 NEW BLANK MAPS OF THE CEMETERY MADE TO ALLOW THE CLERK TO UPDATE THE LOCATION OF GRAVE PLOTS.

QUOTE - £30 PER HOUR, TOTAL COST £112

It was PROPOSED, SECONDED and RESOLVED that the new maps are purchased.

VOTE: all in favour

- 50. PROPOSED BY COUNCILLOR REYNOLDS TO ACCEPT THE OFFER OF A DEFIBRILLATOR DONATED BY A RESIDENT AND TO SITE IT ON THE FRONT OF THE ROYAL OAK PUB, LOUTH ROAD. ANY INSTALLATION COSTS TO BE PAID BY THE PARISH COUNCIL.**

It was PROPOSED, SECONDED and RESOLVED that the Parish Council pays for installation costs of the new defibrillator.

VOTE: all in favour

- 51. PROPOSED BY COUNCILLOR ROWNTREE TO CONSIDER SPRAYING THE JAPANESE KNOTWEED TWICE A YEAR OR TO REQUEST THE LOCAL POLICE TEAM TO ADDRESS THE ISSUE WITH THE VILLAGE HALL NEIGHBOUR.**

It was PROPOSED, SECONDED and Resolved that the parish council will pay to have the Japanese Knotweed sprayed two or three times a year. The clerk will contact the wildlife liaison officer at Lincolnshire Police to request that they contact the neighbour of the village hall to convince them to spray their side of the fence.

- 52. TO RESOLVE TO GRANT FINANCIAL DISPENSATION TO COUNCILLOR STEVE PRATT SO THAT HE MAY VOTE ON FINANCIAL MATTERS.**

It was RESOLVED that final dispensation be granted to Councillor Pratt for a period of 4 years.

- 53. TO CONSIDER THE APPLICATION FOR GRANT AID FROM HOLTON LE CLAY FOOTBALL CLUB FOR THE AMOUNT OF £400 FOR A SET OF ALUMINIUM GOAL POSTS:**

It was decided that as the football club has submitted an incomplete application this item will be deferred until the complete document is received.

- 54. TO ACCEPT DOCUMENTATION REVIEW FOR**
- SAFEGUARDING POLICY – NO CHANGE

LAST REVIEWED JUNE 2016

Vote: all in favour

1 abstention

55. FINANCIAL MATTERS:

JUNE 2017 Payments
out of committee/For
Authorisation

GENERAL

| CHQ NO | PAYEE | DETAILS | TOTAL |
|--------|-------------------|-------------------------------|-----------|
| 20 | CPRE | Membership renewal | £36.00 |
| 21 | Jen Cooper | Internal Audit Fee | £50.00 |
| BACS | HMRC | PAYE Liabilities | £107.33 |
| BACS | BT | Email usage | £33.60 |
| DD | Scottish Power | Gas supply village hall | £119.00 |
| DD | Scottish Power | Elec Supply village hall | £71.00 |
| BACS | Glendale | Junior playing Field | £28.08 |
| BACS | Glendale | 8 acres | £133.20 |
| DD | Glendale | Amenity area | £528.00 |
| BACS | Dickies Store | Work Boots - Maint. Operative | £37.50 |
| DD | Virgin Media | Broadband | £81.64 |
| | ALERT Fire | | |
| BACS | Protection | Fire Safety Risk Assessment | £225.00 |
| BACS | Sign of the Times | Cemetery Sign | £45.60 |
| BACS | LALC | Cilca Training | £150.00 |
| BACS | Playdale | JPF repairs | £360.72 |
| DD | LALC | Councillor Training Day | £25.00 |
| BACS | Steve Pratt | Mileage Claim | £20.96 |
| BACS | P. Notley | Main. Operative salary | £675.00 |
| BACS | E. Harris | Staff salary | £1,109.57 |
| | MOWNS N | | |
| BACS | GROWNS | CEMETERY CONTRACT | £391.11 |
| BACS | Konika Minolta | Printer/photocopier | £44.15 |
| | | Total | £4,272.46 |

56. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 26/05/2017

CASH BOOK

| | | |
|-------------------------|------------|-----------|
| Balance Brought forward | 26/05/2017 | |
| General Account | | 91,234.96 |

| | | |
|--------------------------------|-------------------|--------------------------------|
| Burial Account | | 7,090.02 |
| | | <u>98,324.98</u> |
| Add - Income | | |
| General | | |
| Receipts | 4,219.36 | |
| Burial Receipts | <u>0.00</u> | |
| | | <u>4,219.36</u> |
| | | ##### |
| Less - Expenditure | | |
| General | | |
| Payments | 5,934.48 | |
| Burial Payments | <u>3,967.00</u> | |
| | | <u>9,901.48</u> |
| Balance Carried Forward | 26/05/2017 | <u><u>92,642.86</u></u> |

| | | |
|-----------------------------------|-------------------|--------------------------------|
| <u>BANK BALANCES as at</u> | 26/05/2017 | |
| General Account per Statement | | 89,519.84 |
| less - Outstanding Cheques | | <u>0.00</u> |
| | | 89,519.84 |
| Burial Account per | | |
| Statement | | 3,123.02 |
| less - Outstanding Cheques | | <u>0.00</u> |
| | | <u>3,123.02</u> |
| TOTAL COUNCIL FUNDS AS AT | | <u><u>92,642.86</u></u> |

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE 92,642.86

RESERVES

| | | |
|--|-----------|-----------------|
| Parish Council Minimum Reserve | 13,000.00 | |
| Village Hall Loan | | |
| Repayments | 15,300.00 | |
| Village improvement | 7,585.40 | |
| 8 Acres Tesco Grant | 6,000.00 | |
| | | 41,885.40 |
| Burial Account Bank Balance (upkeep of Cemetery) | | <u>3,123.02</u> |
| | | 45,008.42 |

| | |
|--|-------------------------|
| PRECEPT RECEIVED IN ADVANCE (see below) | |
| 5 months | 24,167.00 |
| | <u>69,175.42</u> |
| *APPROX. FUNDS AVAILABLE as at 26.05.2017 | <u>23,467.44</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 Approx. funds £19830.44

57. CLERKS REPORT:

The clerk has now completed the CiLCA training course and has 30 assignments to write in just under 12 months. She is allowed up to 200 hours of work time to complete this.

The agenda has changed slightly with Actions from Previous Meetings being removed. This is because the items listed are things which have already been discussed and no longer need to be talked about again. The clerk will continue to keep everyone up to date with the progress of issues as and when they happen.

The clerk reminded everyone that all councillors are equal and that if any work is being passed to her it must be with the knowledge of full council and cannot come from any one individual. It was also pointed out that if any quotes are required for anything, it is the mainly the responsibility of the clerk to do this but if a councillor wishes to obtain a quote there must be more than one person meeting with tradesman to ensure complete transparency.

The clerk suggested that a HR/Personnel committee is formed so that as a clerk she has someone to report to for sickness/holidays and grievances. At the moment the clerk is emailing all councillors and requesting leave or flexi leave and it really only needs to be one or two people. The HR Committee cannot include the chair or vice chair as they have to remain impartial – but delegated powers can be given to 2 or 3 councillors to deal with staffing issues. Councillor Webster and Councillor Pratt said they would like to be a part of this. It will be added to the next agenda as a proposal.

The clerk will be out of the office on Wednesday 28th June for training on Allotments.

The clerk will be on leave from 5th to 7th July which leaves 8 days plus 2x statutory days. Paul Notley has 15 days plus 2x statutory days remaining.

58. ITEMS FOR NEXT AGENDA:

HR Staffing Committee

Maintenance of Play Equipment

The meeting closed at 8.45pm