

MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF HOLTON LE CLAY  
PARISH COUNCIL HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE  
CLAY AT 7.00PM ON MONDAY 2<sup>ND</sup> MAY 2017

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

Four members of the public.

In Attendance: Emma Harris. Clerk to the Parish Council

The meeting opened at 7.00pm.

**1. CHAIRMAN'S WELCOME:**

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

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

It was proposed and seconded that Councillor P. Rowntree be appointed as Chairman of the Parish Council.

VOTE: all in favour

RESOLVED

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

**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 proposed and seconded that Councillor H. Reynolds be appointed as Vice Chairman of the parish Council.

VOTE: all in favour

RESOLVED

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:**

No applications for co-option were received.

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

Apologies for absence were received from Councillor S. Pratt and Councillor S. Weller.

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

Councillor Webster declared that she is a member of the NDP Group. Councillor Dulieu and Councillor Warrener declared an interest in planning application N/085/00705/17.

**7. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 24<sup>TH</sup> APRIL 2017 AS CORRECT RECORDS:**

It was proposed and seconded that the draft minutes of the last full council meeting held on 24<sup>th</sup> April 2017 be approved as a correct record.

VOTE: all in favour

RESOLVED

**8. TO NOTE THE PROGRESS OF ACTIONS FROM PREVIOUS MEETINGS:**

Members noted that the actions were all complete or in hand.

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

No report was received from Lincolnshire Police.

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

No report was received and there was no district councillor in attendance at the meeting.

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

**DONG ENERGY**

Mick Grey, John Helping and Dereth Morgan were present from Dong Energy/Murphy Group. The Chairman opened up the meeting for members of the public to put their questions forward to the panel.

One member of the public wanted to know why vehicles were turning right in to the Dong energy site from the A16 – despite the no entry sign. John Helping stated that the rule only applied to HGV's. He said that the security

guard on site is supposed to monitor the activity of vehicles leaving and entering the compound.

The same member of the public asked why the generators were still on site. The response came that one of the generators was removed last week and the second one is going to be moved from the site at the end of the month.

Dereth Morgan will send a report to the clerk to give a broader explanation to the questions raised.

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

*The meeting adjourned at 7.20pm*

One member of the public questioned the timing of planning applications in relation to full council meetings and asked if they could be better organised so that the public could hear the opinions that are put forward on planning applications. It was explained by Councillor Reynolds that is not possible as the meetings don't always coincide with the closing date for comments to applications and that councillors very often communicate their views via email out of committee.

*The meeting reconvened at 7.25pm.*

## **13. PLANNING MATTERS E.L.D.C:**

To resolve consultee comments:

N/085/00711/17 – Application to vary condition no.10 (delivery times) imposed on planning permission ref N/085/00588/16. LAND NORTH OF LOUTH ROAD, HOLTON LE CLAY

Members resolved to object to this application.

N/085/0709/17 – Extensions/alterations to existing dwelling to provide ground floor sitting room, garden store and utility with first floor bedroom over on site of the existing detached garage which is to be demolished. 26 TETNEY LANE, HOLTON LE CLAY

Members resolved a response of no objections.

N/085/00685/17 – Extension and alterations to existing dwelling to provide a dining room and enlarged kitchen. 129 LOUTH ROAD, HOLTON LE CLAY

Members resolved a response of no objections.

N/085/00705/17 – Erect 1 pair of semi-detached houses on the site of an existing village hall which is to be demolished and construction of a vehicular access. 55 CHURCH LANE, HOLTON LE CLAY

Members commented that this application was no in keeping with the area due to the Scandinavian style cladding and aluminium roof material. It was also felt that parking and access would be a problem.

It was resolved that these objections be put forward to ELDC. 2 abstentions.

**14. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:**

It was proposed, seconded and RESOLVED to appoint Emma Harris as the Responsible Financial Officer.

VOTE: all in favour

**15. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;**

**NDP**

**MERC**

It was proposed, seconded and 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

**16. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2017/18: LAST REVIEWED APRIL 2017, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.**

It was proposed and seconded that the standing orders be adopted.

VOTE: all in favour

RESOLVED

**17. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2017/18:**

**LAST REVIEWED AUGUST 2016 – DUE FOR REVIEW JULY 2017 BUT CONTINUALLY UPDATED WHEN NEEDED**

It was proposed and seconded that the Financial Regulations be adopted.

VOTE: all in favour

RESOLVED

**18. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2017/18:**

**UPDATED APRIL 2017 AS NOT UPDATED SINCE 2014**

**- ITEMS TO BE REMOVED: Play Equipment Jack and Jill Climber**

**PC Samsung Fax/Scan/Photocopier**

**- ITEMS TO BE ADDED: Play Equipment Zip Wire, Play Equipment Trim Trail, War Memorial, Flag Pole, Litter Bins, 3x Notice boards, Defibrillators x2**

There is some confusion as to who owns the war memorial. Clerk to make enquiries.

**19. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2017/18:**

**LAST REVIEWED FEBRUARY 2017**

It was proposed and seconded that the Financial Risk Management be adopted.

VOTE: all in favour

RESOLVED

**20. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2017/18:**

- Health and Safety reviewed February 2017 next review January 2018
- Grievance reviewed March 2017 next review February 2018
- Equal opportunities reviewed May 2016 Reviewed by clerk May 2017 – no changes
- Safeguarding Reviewed June 2016 due for review May 2017
- Lone Working Policy reviewed December 2016 due for review November 2017
- Disciplinary reviewed December 2016 due for review November 2017

- Harassment Reviewed December 2016 due for review November 2017
- Complaints reviewed February 2017 due for review January 2018
- Publication Scheme Reviewed February 2017 due for review January 2018
- Press and Media reviewed July 2016 due for review June 2017
- Freedom of Information Reviewed December 2016 due for review November 2017
- Data Protection reviewed December 2016 due for review November 2017
- Parish Councillor Protocol reviewed February 2017 due for review January 2018

It was proposed and seconded that the above policies be adopted.

VOTE: all in favour

RESOLVED

**21. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2017/18:**

It was proposed, seconded and RESOLVED that the meeting dates be approved with the August meeting date to be used only if absolutely necessary.

VOTE: all in favour

**22. TO CERTIFY THE ANNUAL ACCOUNTING STATEMENTS:**

The clerk circulated copies of the Annual Accounting Statements to members. The clerk read the following statement:

'I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.'

The clerk then signed/certified the annual accounting statements.

**23. 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 page 3 of the

Annual Return and confirmed that the accounting statements were approved by the Parish Council.

VOTE: all in favour

RESOLVED

**24. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT AND ACCOUNTS STATEMENTS:**

The Annual Governance Statement was read aloud and the accounts statements were noted.

VOTE: all in favour

RESOLVED

**25. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2017/18:**

- Virgin Media
- BT
- Scottish Power Gas/Electricity
- PWLB
- Data Protection Services
- Anglian Water

It was proposed and seconded to continue to pay the existing direct debits.

VOTE: all in favour

RESOLVED

**26. 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 proposed and seconded that the quote of £1398.81 for one year be taken up with Axa/Inspire.

VOTE: all in favour

RESOLVED

**27. TO APPROVE BURIAL FEES FROM MAY 2017:**

It was proposed, seconded and RESOLVED that the revised burial fees be adopted.

VOTE: all in favour

RESOLVED

**28. TO ADOPT THE WISH LIST:**

It was proposed by Councillor Dulieu to commence a consultation exercise for the wish list, to be launched at the Annual Parish Meeting.

VOTE: all in favour

RESOLVED

**29. TO NOTE YEAR END SURPLUS FUNDS AND RESOLVE ANY ACTION IF NECESSARY:**

Members noted the end of year surplus of £19,089.58 and the ear marked reserve of £7845.38 for village improvement.

It was proposed, seconded and RESOLVED that the year-end surplus was accepted with a future discussion to be held on action to be taken with regard to this.

VOTE: all in favour

**30. FINANCIAL MATTERS:**

**HOLTON LE CLAY PARISH COUNCIL**

**FINANCIAL REPORT as at                      30/04/2017**

**CASH BOOK**

Balance Brought forward	30/04/2017	
General		
Account		66,451.95
Burial Account		<u>6,939.29</u>
		73,391.24
 Add - Income		
General		
Receipts	29,974.43	
Burial Receipts	<u>150.73</u>	
		<u>30,125.16</u>
		#####
 Less - Expenditure		

General Payments	5,191.42	
Burial Payments	<u>0.00</u>	5,191.42
<b>Balance Carried Forward 30/04/2017</b>		<b><u>98,324.98</u></b>

<b><u>BANK BALANCES as at</u></b>	<b>30/04/2017</b>	
General Account per Statement	91,234.96	
less - Outstanding Cheques	<u>0.00</u>	91,234.96
Burial Account per Statement	7,090.02	
less - Outstanding Cheques	<u>0.00</u>	7,090.02
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b><u>98,324.98</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS , PER ABOVE		98,324.98
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan Repayments	15,300.00	
Village improvement	7,845.38	
8 Acres Tesco Grant	6,000.00	
		42,145.38
Burial Account Bank Balance ( upkeep of Cemetery )	<u>7,090.02</u>	49,235.40
PRECEPT RECEIVED IN ADVANCE ( see below )		
6 months	<u>29,000.00</u>	78,235.40

**\*APPROX. FUNDS AVAILABLE**

as at	30.04.2017	<u>20,089.58</u>
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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**

Members noted the finance report.

**31. PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL ACCEPTS THE OFFER OF ADDITIONAL CAR PARK LIGHTING FROM MERC. QUOTE CIRCULATED TO MEMBERS:**

It was proposed and seconded that the Parish Council accepts the offer of additional car park lighting from MERC.

VOTE: all in favour

RESOLVED

**32. PROPOSED BY COUNCILLOR STEVE PRATT THAT A NEW PETROL MOWER IS PURCHASED FOR THE USE OF THE MAINTENANCE OPERATIVE AS THE CURRENT ONE IS BEYOND REPAIR.**

**AMAZON – SOVEREIGN PUSH PETROL MOWER £149.99 PLUS DELIVERY**

**ARGOS – CHALLENGE PUSH PETROL MOWER £129.99**

**B&Q- VALUE LM40 PETROL MOWER £112.00**

It was proposed and seconded that the mower from ARGOS be purchased at £129.99. Councillor Rowntree will make the purchase and claim the money back in the form of a cheque from the Parish Council.

VOTE: all in favour

RESOLVED

**33. TO RECEIVE AN UPDATE ON THE BEST KEPT VILLAGE ENTRY FROM COUNCILLOR REYNOLDS**

Councillor Reynolds delivered a report on the Best Kept Village entry for 2017. She asked that the residents help the parish council in preparing for the competition. She asked for help in reporting street signs that need cleaning, letting the clerk know if there are any bushes overhanging the street from gardens, report graffiti or fly tipping to the clerk. Could anyone put up extra hanging baskets and make their gardens look more attractive. The clerk will help with this by featuring it on the Facebook page.

#### **34. CLERKS REPORT:**

The internal audit will take place on Monday 8<sup>th</sup> May at 10.00am. Councillor Pratt has been booked for a place on the Councillors Training day in May. The clerk will be out of the office on Thursday 11<sup>th</sup> May due to training.

The clerk read out an email from Kevin Snape in response to the request for a contribution to the village from his company:

*I believe you have been trying to contact reference a contribution for the Village amenities.*

*As I indicated at our pre application meetings we were willing to contribute to help the Village if we gained the support of the Parish council for our application.*

*At our meetings and subsequently after our application it seemed like we had gained the support of the Parish.*

*Then on our final meeting there seemed to be an about turn even though you had only a small group of opposition you decided to oppose the development?*

*We have no obligation in our s106 to make any contribution to the Village but as I indicated at our last meeting I am willing to make a small contribution of say £2500 for the upgrade of the Tennis courts.*

The Parish Council discussed the content of the email and will formulate an appropriate response for the clerk to send in due course.

#### **35. ITEMS FOR NEXT AGENDA:**

The Wish List consultation results.

Action to be taken regarding the surplus funds.

#### **36. 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  
TRANSACTIONED.**

**37. STAFFING MATTERS:**

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

**Annual Parish Meeting Monday 8<sup>th</sup> May 2017 at 6.30pm.**