

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 24TH APRIL 2017.

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

Ten members of the public.

In Attendance: Emma Harris, Clerk to the Parish Council

The meeting opened at 7pm.

304. CHAIRMAN'S WELCOME:

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

305. TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Webster.

306. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Dulieu declared an interest in item 317 as he is a member of the cricket club. However, he does not have any financial interest. Councillor Rowntree declared an interest in the planning application N/085/00617/17 as he knows the applicant.

307. TO APPROVE THE PUBLIC AND PRIVATE MINUTES OF THE FULL COUNCIL MEETING HELD MONDAY N20TH MARCH 2017, AND THE PRIVATE MINUTES OF THE EXTRAORDINARY METING HELD ON MONDAY 27TH MARCH 2017:

The minutes had previously been circulated to members.

It was PROPOSED, SECONDED and RESOLVED that the minutes were approved as correct records.

308. TO CONSIDER STEVE PRATT FOR CO-OPTION ONTO THE PARISH COUNCIL – (Letter of application circulated to members previously)

It was PROPOSED, SECONDED and RESOLVED that Steve Pratt be co-opted as a member of the parish council.

309. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:

- 9 x ASB Inconsiderate Behaviour – some of which were isolated incidents however some related to youths. It has been Easter Hols which did see a small rise in incidents being reported. We are regularly checking the parks etc and will continue to monitor the situation.

- 2 x ABS Malicious Communications – both isolated incidents
- 1 x ASB Throwing Things
- 1 x Burglary Dwelling – entry gained whilst occupants were on holiday. Patio door was attempted to be jemmied but this was unsuccessful so offenders smashed the window of the door.
- 1 x Criminal Damage – tyres of a vehicle slashed
- 3 x Vehicle Offences – red diesel stolen from a work vehicle. Attempt theft of a motorbike and lastly items stolen from a vehicle overnight which was left unlocked.
- 1 x Violence – isolated incident of common assault where the offender was identified and dealt with
- 2 x Concern for Safety
- 2 x Domestic Related Incidents
- 6 x Suspicious Incidents – nothing of note.

310. TO NOTE THE PROGRESS OF ACTIONS FROM THE PREVIOUS MEETING:

Councillor Dulieu circulated a draft questionnaire on the wish list to all members. He asked that councillors read through it and provide him with some feedback as soon as possible.

The clerk will check with Sign of The Times to see whether the cover for the clerks name can be picked up and fitted ourselves due to the length of time we have been waiting for the work to be done.

311. TO RECEIVE A REPORT FROM OUTSIDE BODIES:

None received.

312. TO RECEIVE A REPORT FROM EAST LINDSEY DISTRICT COUNCILLORS:

Councillor Weller informed the group that the planning application on Peacefields Business Park has gone to committee due to there being a loss of employment land should the plan for 14 new homes go ahead.

East Lindsey District Council are in the process of transferring all footway lighting to LED's. Holton Le Clay is the first on the list for works to be carried out.

A lighting column on the green on Louth road was reported as out and also the lamp outside 48 Grainsby Avenue. The clerk will report these to highways.

313. TO ADJOURN THE MEETING FOR A PUBLIC FORUM: (30 MINUTES MAXIMUM)

The meeting adjourned at 7.10pm

One member of the public raised the issue of traffic in and out of the village and suggested that a roundabout on the A16 may be an idea for resolving the problem.

One member of the public raised issue with the parish council's objections to planning application N/085/00514/17. He did not agree with the objections that were put forward.

Another issue that came up was the problem of villagers parking on the roads and on the grass verges. Councillor Weller has spoken with PC Precious and he informed her that in order to take action the police need photographic evidence on three separate occasions of a vehicle being parked illegally.

A member of the public said that a number of vehicles have been seen turning right into the Murphy/Dong compound from the A16, even though there is a no entry sign. There are still generators on site which are noisy and produce diesel fumes which then affect the neighbouring properties. There are stones and aggregate being stored on the site which weren't part of the original plan. This in turn causes dust and noise pollution. The clerk will invite Dereth Morgan to the next meeting to discuss this.

Eddie Coulbeck gave an update on MERC:

- The car park lights have now been installed and are proving to be very effective. MERC are now looking at installing security lights at their own cost with the approval of the parish council.
- The village hall alarm was set off last week. This was the clerks fault as the internal door was not closed securely.
- The computer classes have now finished. There will be a one-off session on 11th May.
- The new defibrillator is now in place on the side of the village hall. Details of training for the machine will be advertised shortly.

The meeting reconvened at 7.45pm

314. PLANNING MATTERS ELDC:

N/085/00459/17 – planning permission for first floor extension to existing dwelling to provide an additional bedroom and en-suite. (59 Lindsey Drive). It was PROPOSED, SECONDED and RESOLVED that the parish council supports this application. VOTE ALL IN FAVOUR with ONE ABSTENTION.

N/085/00514/17 – outline erection of 14 new dwellings, inc. garages on the site of an existing dwelling and outbuildings which are to be demolished. (1 Louth Road) Comments submitted.

N/085/00522/17 – Erection of fencing with netting to a maximum height of 10 metres. (Holton le Clay Golf Driving Range) Comments submitted.

N/085/00617/17- First floor extension over existing public house to provide 3 flats. (Unit 1 Pinfold Lane). Comments to be submitted. It was PROPOSED, SECONDED and RESOLVED that this planning application is objected to. VOTE ALL IN FAVOUR OF OBJECTING with ONE ABSTENTION.

315. FINANCIAL MATTERS:

April 2017 Payments out of committee

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
BACS	E Harris	Norton Internet refund	£29.99
BACS	HMRC	Paye Liabilities	£124.32
BACS	Staff	wages	£270.00
BACS	Staff	wages	£1,014.21
BACS	RBS	Cemetery online training	£42.00
BACS	Viking Direct	Laminator/lever arch files	£39.40

ITEMS FOR AUTHORISATION

DD	Scottish Power	Electricity supply village hall	£71.00
BACS	Konica Minolta	Printer services	£99.14
BACS	LaC	Burials training	£24.00
BACS	RBS	Cemetery software renewal	£220.80
BACS	Lalc	Annual Subscription	£733.25
BACS	ELDC	Ctax - Cemetery	£96.94
BACS	Glendale	JPF	£56.16
BACS	Glendale	8 Acres	£177.60
BACS	Glendale	Amenity area	£1,056.00
BACS	Mowns and Grows	Cemetery Contract	£230.00
BACS	Mowns and Grows	Waste clearance Parish Gardens	£180.00
DD	Scottish Power	Gas supply - village hall	£100
DD	Virgin Media	internet useage	£93
BACS	AMJ Electrical	Pat Testing - village hall	£72.00
BACS	AMJ Electrical	Defibrillator Installation	£60.00
		Total	£4,789.51

Petty Cash Expenditure:

NONE

0

316. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at **31/03/2017**

CASH BOOK

Balance Brought forward	31/03/2017		
General		69,708.7	
Account			3
Burial Account		<u>6,258.29</u>	
		75,967.0	
			2
 Add - Income			
General			
Receipts	4,288.93		
Burial Receipts	<u>681.00</u>		
		4,969.93	
		<u>80,936.9</u>	
			5
 Less - Expenditure			
General			
Payments	8,045.71		
Burial			
Payments	<u>0.00</u>		
		<u>8,045.71</u>	
		72,891.2	
 Balance Carried Forward	31/03/2017		<u>4</u>

BANK BALANCES as at **31/03/2017**

General Account per Statement	65,951.95		
less - Outstanding			
Cheques	<u>0.00</u>		
		65,951.9	
			5
 Burial Account per			
Statement	6,939.29		
less - Outstanding			
Cheques	<u>0.00</u>		
		<u>6,939.29</u>	
		72,891.2	
 TOTAL COUNCIL FUNDS AS AT			<u>4</u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		72,891.2	4
RESERVES			
Parish Council Minimum Reserve	13,000.00		
Village Hall Loan			
Repayments	15,300.00		
Village improvement	3,556.45		
8 Acres Tesco Grant	6,000.00		
		35,034.79	
Burial Account Bank Balance (upkeep of Cemetery)		<u>6,258.29</u>	
		41,293.08	
PRECEPT RECEIVED IN ADVANCE (see below)			
1			
month		<u>4,833.00</u>	
			46,126.0
			<u>8</u>
			26,765.1
*APPROX FUNDS AVAILABLE as at 31.03.2017			<u>6</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**

317. PROPOSED BY COUNCILLOR WELLER THAT THE PARISH COUNCIL FUNDS EQUIPMENT FOR THE JUNIOR CRICKET TEAM IN HOLTON LE CLAY FOLLOWING THEIR APPLICATION FOR SECTION 137 GRANT FUNDING.

Councillor Dulieu questioned whether the equipment could be purchased by the parish council on behalf of the cricket club.

It was PROPOSED, SECONDED and RESOLVED that the section 137 grant is awarded to the Holton Le Clay Cricket Club. VOTE ALL IN FAVOUR.

318. PROPOSAL FROM COUNCILLOR ROWNTREE TO ACCEPT THE QUOTE RECEIVED FROM MOWNS AND GROWNS AND AWARD THE CONTRACT FOR 2017/18 TO THEM AT A COST OF £3967 PER YEAR PLUS £10 PER TOP UP. (QUOTES WERE SOUGHT FROM TWO OTHER COMPANIES BUT NONE CAME IN)

It was PROPOSED, SECONDED and RESOLVED that Mowns and Growns are given the contract for 2017/18.

319. PROPOSED BY COUNCILLOR ROWNTREE TO ACCEPT ONE OF THE QUOTES FOR REPAIRS TO THE JUNIOR PLAYING FIELD FOLLOWING THE ROSPA INSPECTION:

QUOTE A: £4932.00 PLUS VAT TO REPAIR EVERY ITEM LISTED IN THE REPORT.

QUOTE B: £300.60 TO REPAIR ONLY ESSENTIAL ITEMS THAT REQUIRE ATTENTION.

It was PROPOSED, SECONDED and RESOLVED that quote B will be used for the repair of essential items on the Junior Playing Field. The maintenance operative will look at the non-essential, low priority jobs to be done.

320. PROPOSED BY COUNCILLOR ROWNTREE TO TRANSFER THE COST OF THE CEMETERY CONTRACT FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT. THIS WOULD STILL LEAVE £2291.29 IN THE BURIALS ACCOUNT AND WOULD FREE UP THE BUDGETED £3800 FOR VILLAGE IMPROVEMENT.

Councillor Reynolds was not happy with the wording of the proposal and put forward a counter proposal: PROPOSED that the cost of the cemetery upkeep £3967 be transferred to the general account.

It was PROPOSED, SECONDED and RESOLVED. VOTE: All In Favour.

**321. TO ACCEPT DOCUMENTATION REVIEW FOR THE FOLLOWING:
STANDING ORDERS – NO CHANGE**

FINANCIAL SUPPORT AND GRANT AWARDS POLICY – NO CHANGE

It was RESOLVED that the documentation be accepted. VOTE ALL IN FAVOUR with ONE ABSTENTION.

322. TO RESOLVE THAT THE INTERNAL AUDITOR, JEN COOPER BE APPOINTED TO CARRY OUT THE 2017 AUDIT.

It was PROPOSED, SECONDED and RESOLVED that Jen Cooper is appointed as internal auditor. VOTE: ALL IN FAVOUR.

323. CLERKS REPORT

The end of year financial closedown has now been completed with one discrepancy identified. A claim has been incorrectly made for VAT and the clerk will need to investigate this prior to the external audit.

The cemetery software is working well and the clerk has been inputting historic records when time permits. The cemetery map is out of date and there are some inaccuracies which have been identified. The clerk will obtain copies of the map and take some time in the summer months to reproduce the map with the correct details.

324. 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 TRANSACTED.**

325. STAFFING ISSUES:

326. BURIALS TABLE OF FEES:

327. DATE AND TIME OF NEXT MEETING:

TUESDAY 2nd MAY AT 7PM – ANNUAL COUNCIL MEETING

MONDAY 8TH MAY AT 7.30PM – ANNUAL PARISH MEETING