

PUBLIC 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 20TH FEBRUARY 2017

Present:

Councillor P. Rowntree (Chairman), Councillor H. Reynolds (Vice Chairman), Councillor A. Dulieu, Councillor P. Warrener, Councillor P. Webster, Councillor S. Weller and 7 members of the public.

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

The meeting opened at 7:02pm.

245. CHAIRMANS WELCOMING COMMENTS:

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

246. TO RECEIVE APOLOGIES FOR ABSENCE: Councillor Aldridge of East Lindsey District Council, Councillor Marfleet of Lincolnshire County Council, Councillor Bridges of Lincolnshire County Council, Councillor Shreeve of North East Lincolnshire Council Humberston and New Waltham Ward and Councillor Jackson of North East Lincolnshire Council Waltham Ward.

247. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Webster declared an interest as member of the Neighbourhood Development Plan Group. Councillor Reynolds declared an interest as member of MERC.

248. TO APPROVE THE PUBLIC AND PRIVATE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 16th January 2017.

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

249. TO NOTE THE PROGRESS OF THE ACTIONS FROM PREVIOUS MEETINGS:

Members noted that the majority of actions were in hand or completed.

Councillor Dulieu said that he will be working alongside Councillor Webster to have the wish list completed by the first week in March. An update will be given at the next full council meeting.

The signs for the Junior Playing Field have now been erected. The chairman thanked Alan Tacey for his help in this matter.

Councillor Webster gave an update on the transfer of responsibilities to the clerk. The NDP documents on the parish website will need to be updated and a standard letter will need to go out on Parish Council letter head and sent out via email to consultees (doctors, landowners, schools, Environmental Agency etc). This will follow a six week consultation period.

The 8 Acres working party is still collating quotes, maps and plans etc in preparation for setting up their aims and objectives.

The clerk has written to the neighbours (13/02/17) regarding the treatment needed for the Japanese Knotweed that grows between the village hall and a neighbouring property. No response has been given. The clerk will contact Gary Waller of Mowns and Growns and also the local police team to see whether a joint visit can be made with one of the parish councillors to the neighbours.

The cemetery tap has now been replaced but needs some form of insulation around it. The clerk will arrange for this to be done.

The clerk has tried unsuccessfully to obtain more than one quote for clearance of the Busi-Bodies day nursery site. Councillors Reynolds and Rowntree will take another look at the site and come back with their recommendations for the area.

250. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:

Incidents in the village since 16/01/2017 (date of last meeting).

- 7 x Police Admin Incidents
- 4 x Anti-Social Behaviour – one report of eggs and flour being thrown at a vehicle, one report of youths causing a nuisance on Garthway playing field, one report of people banging on windows and running away and last report was an isolated incident.
- 1 x Burglary – to business premises on Cheapside.
- 2 x Thefts – both shop thefts.
- 2 x Domestic Related Incidents.
- 4 x Suspicious Incidents – nothing of note.

- 1 x Criminal Damage – to wing mirrors of a vehicle.
- 1 x Wildlife – report of possible hare coursing, no trace on arrival.
- 2 x Transport Hazards – reports of a horse in the road.
- 2 x Road Traffic Collision – one was a non-injury accident and details were exchanged between the two parties. The other was an accident on the A16 near the traffic lights, this was a two vehicle accident with minor injury. One male from one of the vehicle was arrested and is currently on bail pending further inquiries.

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

Councillor Weller gave an update explaining that there is a proposed referendum to be held on 4th May 2017 regarding the proposed single unitary authority. Councillor Weller will keep the parish council posted on any updates as and when she receives them.

252. TO RECEIVE REPORTS FROM OUTSIDE BODIES;

- **NDP GROUP**

The report for the NDP Group was delivered as part of agenda item 258.

253. TO ADJOURN THE MEETING FOR A PUBLIC FORUM: (30 MINUTE MAXIMUM)

The meeting was adjourned at 7:14pm.

A member of the public raised the issue of horses being seen on the 8 Acres playing field in recent weeks. The chairman explained that gateways are in place to restrict the access of horses but it seems to be an ongoing issue with horses also being ridden on footways around Southfield Road. He suggested that the clerk may write to the local stables asking the horse riders to be more mindful of where they are permitted to ride in the village.

The same member of the public asked whether East Lindsey District Council had chosen the proposed names of the streets on the new Snape Housing Development. He did not feel that naming the streets after trees was appropriate and that names relating to the 100 Squadron would be more in keeping with the area. The Chairman explained that the Parish Council had held an informal meeting with Mr Snape prior to the full council meeting taking place, during which new names were put forward

that related directly to the 100 Squadron. Mr Snape seemed agreeable to this but the Parish Council will still put forward their own suggestions in direct response to the planning application SN/17/0023.

The same member of the public addressed the clerk and pointed out that an error was made in her article for the October issue of the parish magazine in which she named Humberside police as the local policing team instead of Lincolnshire Police. The clerk pointed out that the issue had already been dealt with via the parish councils Facebook page and also during a phone conversation with the gentleman's wife. An apology was made but as this was a genuine typing error it was not felt that any further explanation was needed by the clerk.

One resident raised the issue of people parking on the grass verges outside properties in the village. The clerk has written to several residents recently asking them to be more careful when parking their vehicles and also to re-turf the verges that had been damaged. It was pointed out that sometimes people are having to park their cars on the verges in order to make sure there is access for emergency vehicles.

The same member of the public wished to raise his objections to planning application N/085/00090/17. He has submitted a letter of objection to the parish council. He also wished to add that the proposed roof plan submitted by the applicant refers to a property in Holton Mount – not Grainsby Avenue. He also pointed out a typing error on the plan saying that it refers to a 'hobby room' when it should in fact say 'lobby room'. The gentleman's objections have been noted and will be taken into consideration by the parish council when submitting the response to ELDC.

One member of the public wanted to know why the cemetery sign had to have the clerks name on it. The chairman explained that the proposal number 259 on the agenda will discuss removal of the previous clerks name with the suggestion that the sign just depicts the clerk's telephone number.

The same member of the public wanted to know whether there had been any discussions between the parish council and HCCA regarding the 8 Acres playing field. Councillor Reynolds and Rowntree are due to meet with Samantha Hardy from Lincolnshire County Council on Friday 24th February to discuss this.

Eddie Coulbeck from HLC MERC announced that there is a Fashion Show to be held in the Village Hall on 14th march 2017 from 7pm. Tickets are £2.50. He also pointed out that places are filling up quickly for the FREE I.T courses. They are due to begin on Monday 27th February 2017 in the

village hall in association with County Linx radio. The course will run for 6 weeks.

Members of the public asked why Holton le Clay has not been consulted regarding the roundabout at Toll Bar. Councillor Weller said that she believed it was still under negotiation and that nothing has been authorised as yet. Councillor Weller will make enquiries regarding the section 106 funding from the Holton Le Clay housing developments and whether any of it will be used to fund a project in North East Lincolnshire. She will invite Andy Booth to attend the next full council meeting.

(The meeting reconvened at 7:43pm)

254. PLANNING MATTERS ELDC:

• MEMBERS RESPONSE TO

N/085/00090/17 – Extension to dwelling to provide a sun room, hobby room, w.c and an attached garage on the site of an existing detached garage which is to be removed. An extension has been granted for comments as closing date is 19th February 2017. The following observations were made: the development is very large, it is not in keeping with the surrounding area, and it will possibly block out the light to other properties and be quite imposing. There may be drainage and surface water issues. It was suggested that in view of the huge impact these issues will have on the next door neighbour that the planning application is objected to.

It was PROPOSED, SECONDED and RESOLVED that this planning application is OBJECTED to. VOTE: All in favour.

N/085/00085/17 – Extension to existing garage to provide outbuildings, on the site of existing outbuildings which are to be demolished. PC Decision – no objections. Comments submitted 08.02.17.

N/085/00091/17 – Extension to existing bungalow to provide a first floor bedroom with en-suite and a bathroom and provision of dormer windows. Closing date 15th February 2017. Parish Council decision – objected based on size of plan and not in keeping with other properties in the area. Comments submitted 08.02.17.

SN/17/0023 – Register new development comprising 103 dwellings. To comment on the proposed street names: Maple Lane, Magnolia Lane, Aspen Ct, Ash Walk, Pear Tree Lane, Hazel Lane, Hawthorne Lane.

MAPLE LANE – CHANGE TO SQUADRON WALK

MAGNOLIA LANE – CHANGE TO THE RUNWAY

ASPEN COURT – WELLINGTON COURT

ASH WALK – CHANGE TO HURRICANE CLOSE

PEAR TREE LANE – CHANGE TO SPITFIRE LANE

HAZEL LANE – CHANGE TO LANDINGS LANE

HAWTHORNE LANE – CHANGE TO HANGAR VIEW

It was PROPOSED, SECONDED and RESOLVED that the above street names be put to ELDC as suggestions for the new development.

VOTE: All in favour.

255. FINANCIAL MATTERS

February 2017 Payments
out of committee

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
11	HMRC	PAYE Liabilities	£108.84

ITEMS FOR AUTHORISATION

BACS	Mowns and Growns	Cemetery Contract	£432.82	
BACS	Staff	wages	£432.00	
BACS	Staff	wages	£997.66	
D/D	Virgin	PHONE/INTERNET	£79.27	
D/D	Eon	Gas supply village hall	£550.28	
BACS	Mowns n Growns	Fence panel x2	£70.00	
bacs	Viking Direct	Stationery Order	£5.39	
D/D	Scottish Power	Electricity supply	£111.00	£75.51 in credit
BACS	Duncan Toplis	Payroll services	£33.00	
BACS	Mick Henry Plumber	Boiler service	£260.00	
TOTALS			£2,971.42	

Petty Cash Expenditure:
 1st class postage £1.27
 Cemetery tap £45.00
 Cement £13.74

256. FINANCE REPORT

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at **31st January 2017**

CASH BOOK

Balance Brought forward	30/01/2017		
General Account			67,072.53
Burial Account			<u>5,465.29</u>
			72,537.82
Add - Income			
General Receipts		7,113.36	
Burial Receipts		<u>468.00</u>	
			<u>7,581.36</u>
			80,119.18
Less - Expenditure			
General Payments		2,827.41	
Burial Payments		<u>0.00</u>	
			<u>2,827.41</u>
Balance Carried Forward	31/01/2017		<u><u>77,291.77</u></u>

BANK BALANCES as at **31/01/2017**

General Account per Statement	67,440.53	
less - Outstanding Cheques	<u>0.00</u>	67,440.53
Burial Account per Statement	5,565.29	
less - Outstanding Cheques	<u>0.00</u>	5,565.29
TOTAL COUNCIL FUNDS AS AT		<u><u>73,005.82</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		73,005.82
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	17,000.00	
Village improvement	3,556.45	
		33,556.45
Burial Account Bank Balance (upkeep of Cemetary)		<u>5,114.54</u>
		38,670.99
PRECEPT RECEIVED IN ADVANCE (see below)		
3 months		<u>9,668.00</u>
		48,338.99
*APPROX FUNDS AVAILABLE as at	31/01/2017	<u><u>24,666.83</u></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**

257. TO ACCEPT DOCUMENT REVIEW FOR THE FOLLOWING:

RISK ASSESSMENTS – MINOR CHANGES TO NAMES/DATES AND CHECKED THAT ADEQUATE PROCEDURES ARE IN PLACE

HEALTH AND SAFETY – NO CHANGE

PUBLICATION SCHEME – CONTACT DETAILS UPDATED

COMPLAINTS PROCEDURE – NO CHANGE

COUNCILLOR PROTOCOL – NO CHANGE

It was PROPOSED, SECONDED and RESOLVED that the above documents were accepted following review. VOTE: 5 in favour, 1 ABSTENTION

258. PROPOSED BY COUNCILLOR WEBSTER THAT THE NEIGHBOURHOOD DEVELOPMENT PLAN MOVES FORWARD TO THE PRE SUBMISSION CONSULTATION PERIOD.

Councillor Webster delivered a report summarising the Neighbourhood Development Plan and the Health Check. The Neighbourhood Development Plan will form a strategic part of East Lindsey district Councils planning process for the next 15 years.

Following extensive village surveys with residents and local businesses, a draft plan has now been drawn up in consultation with Ann Shorland (Planning Policy Team leader). It has been health checked by Andy Booth (Major Projects Officer). The Holton Le Clay NDP has been so well received by ELDC that it is also referred in the emerging East Lindsey Local Plan. The plan will be used by the parish council in making decisions about development in the village, with the knowledge that all legislation has been covered. Ann Shorland has requested a meeting with the parish council in early March – to be arranged.

It was PROPOSED, SECONDED and RESOLVED that the Neighbourhood Development Plan moves forward to the pre submission consultation period. Vote: All in favour.

259. PROPOSED BY COUNCILLOR DULIEU THAT THE PREVIOUS CLERKS NAME BE REMOVED FROM THE CEMETERY SIGN AT A COST OF £38 PLUS VAT AS PER QUOTE SUPPLIED BY SIGN OF THE TIMES.

The proposal was SECONDED and RESOLVED. Vote: All in favour.

260. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE 2X BENCHES DONATED BY THE CO-OP SITED ON THE GRASS VERGE ON THE CORNER OF CHURCH LANE OPPOSITE THE CHURCH AND ON THE LEFT HAND GRASS VERGE ON THE CORNER OF CHURCH LANE AND LOUTH ROAD. THE CLERK HAS CHECKED WITH

LINCOLNSHIRE COUNTY COUNCIL AND THEY HAVE NO OBJECTIONS TO THESE SITES BEING USED.

The PROPOSAL was SECONDED and RESOLVED. Vote: All in favour.

261. PROPOSED BY COUNCILLOR ROWNTREE THAT THE VILLAGE HALL CAR PARK IS REPAIRED AS A MATTER OF HEALTH AND SAFETY. THERE ARE THREE SECTIONS OF THE CAR PARK THAT ARE IN NEED OF TARMAC REPAIR. THE CLERK HAS OBTAINED QUOTES:

D&S SITE SERVICES - £572.20 PLUS VAT. (Hot Pour)

D&S SITE SERVICES - £395.10 PLUS VAT. (Cold Pour)

OLIVER CONSTRUCTION - £543.50 PLUS VAT. (Hot Pour)

The PROPOSAL was SECONDED and RESOLVED that the cheaper hot pour quote is used from Oliver Construction. VOTE: All in favour.

262. PROPOSED BY COUNCILLOR ROWNTREE THAT THE PARISH COUNCIL ACCEPTS A DONATION FROM LOCAL CHARITY MEMBERS CHARLIENE AND JANE SAMWELL TO PURCHASE A SECOND DEFIBRILLATOR FOR THE VILLAGE, AND TO DISCUSS POSSIBLE LOCATIONS FOR INSTALLATION.

The proposal was SECONDED and RESOLVED. Vote: All in favour.

The parish council wish to express their gratitude to Charliene and Jane Samwell for their generosity.

263. PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL ACCEPTS THE STYLE AND POSITION OF THE PROPOSED CAR PARK LIGHTING BEING OFFERED BY HLC MERC. PICTURE CIRCULATED.

The proposal was SECONDED and RESOLVED. Vote: all in favour.

264. CLERKS REPORT

The extra bottle bins that were requested have been in place for several weeks now but they are once again overflowing. A member of the public has also used one of the bottle bins for fly tipping. The clerk wrote to the owners of the Peacefields Business site to request permission to install another bottle bin site on the land but the letter received no response. The clerk has therefore sent an email and photographs to ELDC customer services and Councillor Leyland asking for further action to be taken.

The small drain in the village hall car park will be repaired in the next few weeks. Julian Byatt is chasing up his suppliers and they currently have a slight back log.

The Best Kept Village signs are now in place but the 'please drive carefully through our village' sign has been taken away. The clerk has been chasing up the signs and lines team to request that the sign is returned.

A letter was sent out to a resident on Louth road recently asking that the hedge is trimmed in the passageway behind his property. The gentleman concerned spoke to the clerk and explained that the passageway is littered with dog fouling making it difficult for him and making him reluctant – to go in the passage to trim the hedge. The clerk has contacted the ELDC Dog Warden and Councillor Weller will also contact them to request their assistance with the matter. Dog fouling is becoming a big problem in the village and so far the clerk has received no reply from the council.

265. 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.

266. CONFIDENTIAL STAFFING MATTERS

267. LEASELAND

268. PARISH GARDENS

269. BURIAL MATTERS

270. ITEMS FOR THE NEXT AGENDA

271. DATE AND TIME OF NEXT MEETING: MONDAY 20TH MARCH 2017 AT 7PM.