MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL MONDAY 26th OCTOBER 2022 AT 7PM

Present: Councillor Mik Boon (Chairman)

 Councillor Helen Reynolds (Vice Chair)

 Councillor Anne Wheeler

 Councillor Matthew Starr

 Councillor Patrick Warrener

 Councillor David Springett

 Councillor Alison Edwards

 Councillor Teresa Dodge

 Councillor Maureen Redford

Councillor Phyll Smith - East Lindsey District Council

Councillor Terry Aldridge – East Lindsey District Council

Councillor Hugo Marfleet – Lincolnshire County Council

No Members of the public

Public Forum cancelled Due to Lack of Attendance

1. **CHAIRMANS WELCOME:**

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

1. **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**

Apologies received from Councillor Rowntree.

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

Councillor Reynolds, Councillor Edwards and Councillor Dodge declared an interest as members of MERC.

1. **TO APPROVE THE MINUTES OF THE ANNUAL FULL**

**COUNCIL MEETING HELD ON 18th JULY AND THE EXTAORDINARY FULL COUNCIL MEETING HELD ON 3RD AUGUST 2022:**

The minutes for the full council meeting held on 18th July 2022 and the Extraordinary Full Council Meeting held on 3rd August 2022 were accepted as a true record.

1. **TO RECEIVE AN UPDATE FROM MERC:**

Councillor Reynolds provided the following updates: the profits from the next afternoon tea will be shared between several cancer charities in aid of the Macmillan Coffee Morning. The November afternoon tea will be held on the 1st of the month and will be host to the annual advice day. Representatives from the fire brigade and the YMCA will be present to offer advice on a range of topics and the PCSO will also be invited. A pebble hunt is being organised for half term for the local children to find – they may be lucky enough to find one that leads them to a gift voucher, kindly supplied by Councillor Rowntree.

The annual remembrance day service will be held in November at the A16 memorial and will be followed as always by a veterans lunch at the Village Hall.

1. **TO RECEIVE AN UPDATE FROM THE MAGAZINE COMMITTEE:**

The magazine is running smoothly at the moment with plenty of articles coming in and a good amount of interest in advertising.

1. **UPDATE FROM DISTRICT COUNCILLOR:**

The District Councillor provided the following updates: Not a lot has been happening within the district council in recent months and all meetings have been cancelled.

The Neighbourhood Plan is due to be formally made on 2nd November when it will be presented at an executive board meeting.

1. **UPDATE FROM COUNTY COUNCILLOR**

A new health scrutiny is in the process of being set up which will involve Lincolnshire County Council, North East Lincs Council and East Riding. A new public health directory is also being set up as part of the devolution process.

Improvements are being made to Louth centre (Mercer Row and the Corn Market – with possible widening of roads and the installation of new benches.

Councillor Marfleet agreed to look into the possibility of having white lines on the road outside the Louth Road shops to try to combat the parking situation. He will also look at the cycle path on the new estate at the same time.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL LIVING ROOF GARDENS ON THE TOP OF BUS SHELTERS AROUND THE VILLAGE £474.96 EACH, INC VAT. THIS PRICE COULD INCREASE SLIGHTLY DEPENDING ON WHETHER OR NOT OTHER ACCESSORIES ARE NEEDED FOR THE ROOF SUCH AS WATERPROOFING MEMBRANES:**

It was decided that this item would be deferred as more information is needed on how much weight the bus shelters are able to bear and also to find someone to install the live roof.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE DIRECTIONAL SIGN ON LOUTH ROAD/TOP OF PICKSLEY CRESCENT CHANGED FROM ‘COMMUNITY CENTRE’ TO ‘PLAYING FIELD’. A SIGN SAYING 8 ACRES AND MUGA WAS CONSIDERED BUT THE COUNTY COUNCIL WAS VERY FIRM ON THE WORDING THEY WILL USE. THE COST OF A DOUBLE SIDED SIGN FROM THE SIGNS AND LINES TEAM AT LCC WILL BE £250. IF IT IS AGREED THAT THIS IS ACCEPTABLE, THE COUNTY COUNCIL WILL ALSO CHANGE A FADED ‘NO THROUGH ROAD’ SIGN FOR FREE ON YARBOROUGH CLOSE. ALSO, TO CONSIDER ASKING THE TEAM TO REMOVE THE ‘BEST KEPT VILLAGE’ SIGNS FROM THE ENTRANCES AS THEY ARE NOW OUT OF DATE:**

It was

RESOLVED: to have the Community Centre sign changed to a directional sign depicting the words ‘Playing Field’ and also to have the ‘No Through Road’ sign in Yarborough Road changed updated at the same time. It was also agreed that the Best Kept Village signs should really be taken down now as they are now out of date.

1. **TO CONSIDER AN OFFER FROM DALCOUR MACLAREN/ORSTED, OF £1,000 FOR FULL AND FINAL SETTLEMENT TO GET RID OF ANY SURFACE DAMAGE CLAIMS THAT MAY ARISE IN THE FUTURE:**

It was

RESOLVED: to refuse the offer from Dalcour Maclaren/Orsted.

One abstention.

1. **(22/09/22 – AMENDMENT TO AGENDA)**

**PROPOSED BY COUNCILLOR REYNOLDS TO ARRANGE A JOINT MEETING WITH CHURCH, MERC AND PARISH COUNCIL TO DISCUSS AND CONFIRM DETAILS OF VILLAGE HALL PURCHASE AGREEMENT:**

It was

RESOLVED: to arrange a meeting with members of the church, the parish council and MERC to resolve with the church committee, any matters they are feeling unhappy about. The investment in the village hall by the church several years ago was made on the condition that the church would be entitled to use the village hall free of charge, several times per year and there has been some confusion as to what exactly they are allowed. Clerk to arrange.

1. **PROPOSED BY COUNCILLOR WHEELER TO FOLLOW UP WITH NATIONAL EXPRESS - THE REINSTATEMENT OF THE LONDON BUS THROUGH HOLTON LE CLAY:**

It was

RESOLVED: to have the clerk contact National Express to ask when the service is due to return, since the information from them on Twitter has been somewhat misleading.

1. **TO REVIEW THE FOLLOWING POLICIES FOR UPDATES AND IMPLEMENT CHANGES:**
* **FINANCIAL REGULATIONS – NO CHANGE**
* **COMMUNITY ENGAGEMENT – NO CHANGE**
* **TRAINING POLICY – NO CHANGE**
* **CEMETERY HANDBOOK – WORK MOBILE NUMBER ADDED**
* **SICKNESS ABSENCE – NO CHANGE**
* **DIGNITY AT WORK POLICY TO REPLACE THE CURRENT BULLYING AND HARASSMENT POLICY, APPROVED FOR USE BY NALC and SLCC:**

A letter was read out by the chairman from Councillor Rowntree in which he expressed his opinion that he would like to defer the adoption of the Dignity at Work Policy.

It was

RESOLVED: to adopt the Dignity at Work policy and implement any updates on all of the listed policies.

One abstention.

1. **TO CONSIDER FORMING A MAGAZINE COMMITTEE TO BE MADE UP OF A MINIMUM OF THREE MEMBERS TO REPLACE THE EXISTING MAGAZINE WORKING GROUP. IF APPROPRIATE, TO APPOINT MEMBERS TO THE MAGAZINE COMMITTEE:**

It was

RESOLVED: to retain the current working group as it is.

1. **TO DECIDE BETWEEN A FIXED AND VARIABLE PRICE PLAN FOR ELECTRICITY WITH BRITISH GAS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 year fixed price | Variable price plan | Current prices |
| Standing Charge per day | 82.608 | 86.956 | 53.110 |
| Unit charge p/kwh | 63.032 | 66.349 | 42.960 |

It was

RESOLVED: to choose the variable price plan with the option of switching to a fixed plan in the future.

1. **PROPOSED BY COUNCILLOR ROWNTREE TO HAVE THE BIN STORE AT THE CEMETERY PAVED AND A SMALL PATH LAID FROM THE CEMETERY DRIVEWAY TO THE BIN STORE:**
* **GLENDALE £695 PLUS VAT**
* **D KIRK BUILDERS £737 (NO VAT) EXTRA £100 FOR DISPOSAL OF SOIL IF NOWHERE TO LOSE IT**

It was

RESOLVED: to request Glendale to install paving and a pathway to the cemetery bin store.

* **ELAN CITY SOLAR SPEED RADAR INC INSTALLATION KIT, 2 YEAR WARRANTY, 12V BATTERY, MOUNTING KIT AND DELIVERY £5,400 FOR TWO INCLUDING VAT**
* **PANDORA TECHNOLOGIES LTD SOLAR SPEED RADAR SIGN INCLUDES INSTALLATION KIT, DATA LOGGING SOFTWARE, MOUNTING KIT, TWO YEAR WARRANTY AND DELIVERY £5718 FOR TWO**

**COUNCILLOR WHEELER AMENDED HER PROPOSAL TO ASK THAT TWO SIGNS ARE PURCHASED FOR THE VILLAGE.**

It was

RESOLVED: to purchase two signs from ELAN City on the premise that permission is granted by LCC Highways to site them at certain locations within the village. Clerk to contact Highways with suggested locations and report back to Council. (6 in favour of purchasing two signs – 1 against)

1. **PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE A SPEED BUMP FOR THE VILLAGE HALL DRIVEWAY TO TRY AND LIMIT THE SPEED AT WHICH VEHICLES ENTER AND EXIT THE CAR PARK:**
* **THE WORK PLACE DEPOT.CO.UK £51.01 (2.34METRES) PLUS VAT (FREE DELIVERY)**
* **SETON.CO.UK £203.99 (2.5METRES) PLUS VAT (FREE DELIVERY)**
* **THE RAMP PEOPLE £100 (2 METRES) PLUS VAT (FREE DELIVERY)**
* **INSTALLATION COST (D KIRK BUILDERS REQUESTED TO PROVIDE QUOTE)**

**AMENDMENT – D KIRK QUOTE £150 FOR SPEED BUMP INSTALLATION**

It was

RESOLVED: to purchase a speed bump from The Work Place Depot to be installed by D Kirk Builders.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO WRITE TO ELDC TO COMPLAIN ABOUT THE LACK OF PLANNING CONSULTATION ON N/085/01215/21 – IN PARTICULAR TWO PROPOSED APARTMENT BLOCKS THAT WERE NOT MENTIONED AT THE MEETING WITH GLEESONS:**

It was

RESOLVED: to write to ELDC planning department to complain about the lack of consultation and the fact that the application did not go to committee despite many objections on the planning portal. Clerk to also contact the architects to request an explanation as to why there are - what appear to be - 3 storey apartment blocks on the plan when this was never discussed at previous meetings.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE BROKEN CHAIN LINK FENCING AROUND THE MUGA/TENNIS COURT REPAIRED/REPLACED (APPROX 37 METRES):**
* **COMPANY A £7793.50 PLUS VAT**
* **COMPANY B £5995 PLUS VAT**

It was

RESOLVED: to appoint Company B to carry out repairs to the chain link fence.

1. **FINANCE REPORT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **HOLTON LE CLAY PARISH COUNCIL**  |  |  |
|  |  |  |  |  |  |  |  |
| **FINANCIAL REPORT as at**  |  | **30/06/2022** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CASH BOOK** |  |  |  |  |  |  |
|  | Balance Brought forward  | 30/06/2022 |  |  |  |
|  |  | General Account  |  |  |  | 74,537.60 |
|  |  | Burial Account  |  |  |  | 2,359.48 |
|  |  |  |  |  |  |  | 76,897.08 |
|  | Add - Income  |  |  |  |  |  |
|  |  | General Receipts |  |  | 490.00 |  |
|  |  | Burial Receipts |  |  | 0.00 |  |
|  |  |  |  |  |  | 490.00 |   |
|  |  |  |  |  |  |  | 77,387.08 |
|  | Less - Expenditure  |  |  |  |   |   |
|  |  | General Payments |  |  | 8,861.64 |  |
|  |  | Burial Payments |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 8,861.64 |
|  |  |  |  |  |  |  |  |
|  | **Balance Carried Forward**  | **30/06/2022** |  |  | **68,525.44** |
|  |  |  |  |  |  |  |  |
| **BANK BALANCES as at** |  | **30/06/2022** |  |  |  |
|  | General Account per Statement  |  | 66,165.96 |  |
|  | less - Outstanding Cheques  |  |  | 0.00 |  |
|  | plus - Receipts not cleared |  |  | 66,165.96 |  |
|  |  |  |  |  |  |  | 66,165.96 |
|  | Burial Account per Statement |  |  | 2,359.48 |  |
|  | plus - receipts not cleared |  |  | 0.00 |  |
|  | less - Outstanding Cheques  |  |  |   |  |
|  |  |  |  |  |  |  | 2,359.48 |
|  |  |  |  |  |  |  | 7,157.55 |
| **TOTAL COUNCIL FUNDS AS AT**  |  |  |  |  | **68,525.44** |
|  |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |  |
| **ALLOCATION OF FUNDS -** |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| TOTAL FUNDS, PER ABOVE  |   |   |   |   | 68,525.44 |
|   |   |   |   |   |   |   |   |
| RESERVES |   |   |   |   |   |   |
|   | Parish Council Minimum Reserve | 13,000.00 |   |   |
|   | Junior Playing Field New Equipment | 1,445.00 |   |   |
|   | Village Improvement Reserve |   | 14,531.90 |   |   |
|   | magazine costs reserve |   | 3,648.51 |   |   |
|   | muga renovation |   |   | 207.51 |   |   |
|   |   |   |   |   |   | 32,832.92 |   |
|   |   |   |   |   |   |   |   |
|   | Burial Account Bank Balance (upkeep of Cemetery) | 2,359.48 |   |
|   |   |   |   |   |   | 35,192.24 |   |
|   |   |   |   |   |   |   |   |
| PRECEPT RECEIVED IN ADVANCE (see below) |   |   |   |
|   | 4 months |   |   |   |   | 24,142.32 |   |
|   |   |   |   |   |   |   | 59,334.56 |
|   |   |   |   |   |   |   |   |
| **\*APPROX FUNDS AVAILABLE as at** | **30/06/2022** |  |  | **9,190.88** |
| 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** |
| \*4086.00 of surplus monies is for cemetery upkeep |  |  |  |

**THE FINANCE REPORT WAS ACCEPTED AS A TRUE RECORD.**

1. **FINANCIAL MATTERS:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   | July 2022 Payments |  |
|  |  |  |  |
|  |  |  |  |
| GENERAL |  | Invoice |  |
|  | Payee |  |  |
| DD | BRITISH GAS | ELECTRICITY VILLAGE HALL | 193.35 |
| BACS | ABATIS | CCTV, FIRE ALARM, EXTINGUISHER SERVICE | 657.6 |
| BACS | ABATIS | FIRE BLANKET, REPLACE EMERGENCY LIGHTS | 429.6 |
| BACS | D KIRK BUILDER | REMOVAL AND INSTALLATION OF BENCHES | 740 |
| DD | VIRGIN | broadband  | £50.40 |
| BACS | KONIKA MINOLTA | PRINTER HIRE | £69.76 |
| BACS | FABRIQUE | REPLACE BROKEN WINDOW | £87.59 |
| BACS | SADS UK | DEFIBRILLATOR PADS | £116.64 |
| BACS | P NOTLEY | PETROL REFUND | £5.01 |
| BACS | GLENDALE | 8 ACRES GRASS | £96.00 |
| BACS | GLENDALE | JPF GRASS | £31.68 |
| BACS | GLENDALE | AMENITY GRASS | £572.40 |
| DD | DUNCAN TOPLIS | PAYROLL SERVICES | £55.50 |
| DD | UNITY TRUST | SERVICE CHARGE | £2.40 |
| BACS/DD | NEST/STAFF/HMRC | PAYE/SALARIES/PENSIONS/MILEAGE | £2,661.96 |
| DD | BRITISH GAS | GAS - VILLAGE HALL |  |
| BACS | GLENDALE | CEMETERY BIN STORE/HEDGE | £474.00 |
| BACS | A EDWARDS | MAGAZINE SET UP  | £50.00 |
| CREDIT CARD PAYMENTS  |  | £6,293.89 |
|  | GIFFGAFF | MOBILE TOP UP | 12 |
|  | CLOUDNEXT | CLLR EMAIL SUBSCRIPTION | 17.98 |
|  | A-Z PROMOTIONS | MAGAZINE PRINTING | £358.80 |
|  | AMAZON | DURACELL BATTERIES FOR CAMERAS | 33.98 |
|  |  |  | 422.76 |

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**ALL FINANCIAL MATTERS WERE ACCEPTED FOR PAYMENT.**

1. **DATE AND TIME OF NEXT MEETING: MONDAY 19th SEPTEMBER 2022**