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 18TH SEPTEMBER 2017

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

5 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. The Chairman also thanked the clerk and Councillor Pratt for the work they did in placing the new litter bins around the village.

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

None received.

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

Councillor Webster declared an interest in item 124 of the agenda. She also declared her interest as an NDP member.

1. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21ST AUGUST 2017 AND THE EXTRAORDINARY MEETING HELD ON 31ST AUGUST 2017:**

It was PROPOSED, SECONDED and RESOLVED that the minutes of the meeting held on 21st August and the Extraordinary meeting held on 31st August be approved as a correct record.

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

Theft x 2 – Theft of a trailer from the A16 and a theft from shop

Criminal Damage x 2 – Damage on Garthway playing fields equipment & damage to a vehicle (suspect identified and enquiries ongoing for latter incident)

Burglary Non Dwelling x 2. Farm building and a cabin on building site broken into

Burglary Dwelling x 2

Abandoned vehicle x 1 – A16

Police Generated / Admin x 5

Concern For Safety x 2

Domestic Incident x 3

Suspicious Circumstances x 2 – Male cycling around looking into houses and gardens and leaflet distributers which turned out to be genuine

RTC Damage Only x 2

Transport Hazzard/Disruption x 2

Transport Infrastructure Defect x 2

Transport Traffic Offence x 3

P.C Precious informed the group that from the end of October the police station in the village will be manned on a regular basis.

1. **TO RECEIVE A REPORT FROM EAST LINDSEY DISTRICT COUNCILLORS:**

Councillor Weller informed the group that the planning application for the Four Candles has now been approved following a committee hearing.

1. **TO RECEIVE A REPORT FROM COUNTY COUNCILLORS:**

County Councillor not present.

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

**DONG ENERGY – PROJECT MANAGER NATASHA NANUCK AND STAKEHOLDER ADVISOR MICHAEL CREAGH**

Natasha Nanuck addressed the issue of HGV’s turning from the Dong Energy compu8nd onto the A16. She said that the Murphys traffic management plan dictates that any HGV’s form Murphy’s are not to turn right from the compound but that this rule does not apply to loads from any other contractors. Some vehicles come in to the village on traffic management plans from a pre-determined route with traffic escort vehicles that carry heavy loads that aren’t necessarily on HGV’s. Councillor Dulieu pointed out that the original plan stated that no HGV’s would be allowed to turn right at all.

Councillor Rowntree asked whether potholes and damage to the road would be repaired at the end of the project. Michael Creagh said this is continually assessed and the issues will be addressed. Councillor Reynolds voiced her disappointment with the lack of communication lately – particularly with the alteration to working hours without prior notification to the parish council. Natatsha Nanuck asked that any work being carried out outside of the new working hours be reported to Dereth Morgan as soon as possible.

Hornsea Project Two has now been awarded a contract but as yet there are no details available as the work that will go forward from here on in.

**NDP - RESPONSE TO THE PUBLIC CONSULTATION**

Councillor Webster delivered a report. Some people responded after the closing date of the 6 week consultation but their opinions were still taken included in the report. Historic England has pointed out that the ‘white house’ near the church was missed from the village character assessment. This has now been added along with the grading of each building listed. They also asked for more detail on conservation and listed buildings within the plan. Anne Shorland has been consulted on this.

East Lindsey Drainage Board left positive feedback. Anglian Water asked how grey water will be recycled. Sports England have checked the policy is in line with theirs. Particular focus was placed on open spaces and recreation. Sports England said that Holton Le Clay does not have adequate space for sports and recreation. A policy has now been added to say that new developments must identify locations for accessible, communal open space and recreation provision.

1. **HCCA UPDATE FROM COUNCILLOR REYNOLDS**

Councillor Reynolds has circulated an update to all councillors following a recent meeting with HCCA. There is a second meeting planned before Christmas. HCCA has offered £5,000 to the parish council as a contribution to the 8 Acres trim trail and a further £1000 towards the grass cutting on the 8 Acres playing field.

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

*The meeting adjourned at 7.40pm*

One member of the public complained about the footpaths being flooded on Church Close every time it rains. The clerk explained that this has repeatedly been reported to LCC but no further action is planned by them. The clerk will contact Councillor Marfleet to see whether anything can be done about this.

One member pointed out that dustbins are not being left outside the properties once they have been emptied. Councillor Weller will look into this.

One member praised the work of the Highways department in the recent revamp of the traffic lights.

Eddie Coulbeck announced the following diary dates for the village hall:

24th October – Fashion Show

21st October – Murder Mystery Evening

12th November – Remembrance Day luncheon with members of the 100 Squadron. He extended an invitation for all parish councillors to attend if they are available.

Two members of the public raised an issue with the Hawthorne Bush on the 8 Acres that grows alongside their house in Beech Grove. The clerk circulated photographs to members. The residents have asked that the height of the bush is reduced.

*The meeting reconvened at 8.10pm.*

1. **TO ELECT A HUMAN RESOURCES COMMITTEE CONSISTING OF NO LESS THAN THREE MEMBERS:**

Councillors Pratt, Reynolds and Warrener volunteered to be on the HR Committee.

It was PROPOSED, SECONDED and RESOLVED that Councillors Pratt, Reynolds and Warrener would form the HR Committee.

Vote: All in favour.

1. **TO ELECT A CHAIRMAN AND VICE-CHAIR OF THE HUMAN RESOURCES COMMITTEE:**

Councillor Pratt volunteered to be Chairman of the Committee and Councillor Warrener volunteered to act as Vice-Chairman.

It was PROPOSED, SECONDED and RESOLVED that Councillor Pratt would be elected Chairman and Councillor Warrener be elected Vice-Chairman.

Vote: all in favour.

1. **TO ADOPT THE TERMS OF REFERENCE FOR A HUMAN RESOURCES COMMITTEE:**

It was PROPOSED, SECONDED and RESOLVED that the terms of reference for the HR Committee be adopted.

Vote: all in favour.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO SPEND £100 OUT OF THE BURIAL BOARD FUNDS TO PURCHASE LOW-MAINTENANCE SHRUBS AND BULBS TO PLANT IN THE FLOWERBED IN FRONT OF THE WALL OF REMEMBRANCE AND TO REPLENISH THE PLANTERS ALONG THE ENTRANCE DRIVE TO THE CEMETERY:**

It was PROPOSED, SECONDED and RESOLVED that £100 will be spent from burial funds.

VOTE: all in favour. Councillor Reynolds will make arrangements to purchase the bulbs.

1. **PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE A NEW NOTICE BOARD FOR THE PARISH GARDENS USING BURIAL BOARD FUNDS:**

This item will not be voted upon until Councillor Rowntree provides a price for a new noticeboard.

Deferred.

1. **PROPOSED BY COUNCILLOR ROWNTREE TO SEND A LETTER OF THANKS ON BEHALF OF THE PARISH COUNCIL TO MARK BAINBORROW. THE RECENT ROADWORKS AT THE ENTRANCE TO THE VILLAGE WERE CARRIED OUT EFFICIENTLY AND IT IS FELT THIS SHOULD BE RECOGNISED:**

It was PROPOSED, SECONDED and RESOLVED that a letter of thanks will be sent to Highways.

VOTE: All in favour.

1. **PROPOSED BY COUNCILLOR ROWNTREE TO USE ANY EXCESS FUNDS FROM THE GRASS CUTTING BUDGET TO EMPLOY GLENDALE TO CARRY OUT KERB EDGING IN THE VILLAGE:**

The proposal was amended to say ‘a contractor’ rather than Glendale. Councillor Reynolds proposed that £3,000 is ring-fenced from the amenity grass cutting budget to pay for the ritting, as there is a significant underspend expected at the end of the financial year. Additionally, there is a refund of £1249.71 expected from LCC by the end of October for amenity grass cutting so there is surplus money left in the budget.

It was PROPOSED, SECONDED and RESOLVED that the original proposal was amended. It was PROPOSED, SECONDED and RESOLVED that £3,000 is set aside for ritting.

VOTE: all in favour.

1. **PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL HAS A BUSINESS CREDIT CARD IN ORDER TO REMOVE THE NEED FOR THE CLERK TO MAKE PURCHASES FROM HER PERSONAL ACCOUNT.**

**AA Dual Credit Card - 0% on purchases for 32 months**

**Sainsburys Bank - 0% on purchases for 32 months. This one gives reward points on a Nectar Card.**

**Post Office Money – 0% on purchases for 30 months**

Councillor Pratt suggested that a TESCO credit card is applied for as it will bring in more income in terms of reward points which can be spent on stationery or equipment as needed.

It was PROPOSED, SECONDED and RESOLVED that a Tesco Credit Card and TESCO Clubcard are applied for in the Parish Councils name.

VOTE: All in favour.

1. **TO RESOLVE THE LOCATION OF THE BENCH AND DISPLAY TABLES AT THE WAR MEMORIAL:**

Councillor Reynolds circulated a rough sketch of the war memorial area along with where the new bench and tables may be located.

It was PROPOSED, SECONDED and RESOLVED that the design for the layout by Councillor Reynolds is used for the siting of the new bench and display tables.

VOTE: All in favour, one abstention.

1. **TO RESOLVE ACTION REGARDING THE HAWTHORN BUSH ON THE 8 ACRES PLAYING FIELD TO THE REAR OF 35 BEECH GROVE:**

Councillor Reynolds proposed that £300 is spent from the 8 Acres budget to flail the hedge. Three quotes need to be obtained ready for the next meeting.

It was PROPOSED, SECONDED and RESOLVED that £300 is spent on reducing the size of the hedge.

VOTE: All in favour.

1. **FINANCE REPORT:**

|  |  |  |  |
| --- | --- | --- | --- |
| September 2017 Payments | | | |
|  |  | out of committee/For Authorisation |  |
| GENERAL |  |  |  |
| CHQ NO | PAYEE | DETAILS | TOTAL |
| BACS | HMRC | PAYE Liabilities | £107.33 |
|  |  |  |  |
| BACS | Grant Thornton | Annual Audit | £360.00 |
| BACS | Viking Direct | Stationary | £10.99 |
| BACS | Viking Direct | Litter Bins | £804.00 |
| DD | Nest | Pension | £10.93 |
| BACS | Net world Sports | Goal Posts | £490.95 |
| BACS | Glendale | JPF | £28.08 |
| BACS | Glendale | 8 Acres | £88.80 |
| BACS | Glendale | Amenity Area | £528.00 |
| BACS | Glendale | Amenity Area | £528.00 |
| BACS | Glendale | Junior Playing Field | £28.08 |
| BACS | Glendale | 8 Acres | £88.80 |
| DD | Virgin | Internet usage | £84.34 |
| BACS | MOWNS N GROWNS | Cemetery Contract | £349.11 |
| DD | Scottish Power | Gas usage | £103.00 |
| DD | Scottish Power | Electricity supply village hall | £62.00 |
| BACS | E. Harris | Staff Salary | £1,067.97 |
| BACS | P.Notley | Maint operative salary | £472.50 |
| BACS | David Ogilvie | War memorial bench | £928.20 |
|  |  |  |  |
|  |  | Total | £6,141.08 |

The finance report was accepted as a true record of the expenditure for September.

VOTE: All in favour.

1. **FINANCIAL MATTERS:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  | **HOLTON LE CLAY PARISH COUNCIL** | | | |  |
|  |  |  |  |  |  |  |  |
| **FINANCIAL REPORT as at** | | |  | **30th August 2017** | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CASH BOOK** | |  |  |  |  |  |  |
|  | Balance Brought forward | | | 30/08/2017 |  |  |  |
|  |  | General Account | |  |  |  | 82,777.23 |
|  |  | Burial Account | |  |  |  | 4,683.70 |
|  |  |  |  |  |  |  | 87,460.93 |
|  | Add - Income | |  |  |  |  |  |
|  |  | General Receipts | |  |  | 2,000.00 |  |
|  |  | Burial Receipts | |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 2,000.00 |
|  |  |  |  |  |  |  | 89,460.93 |
|  | Less - Expenditure | |  |  |  |  |  |
|  |  | General Payments | |  |  | 4,339.48 |  |
|  |  | Burial Payments | |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 4,339.48 |
|  |  |  |  |  |  |  |  |
|  | **Balance Carried Forward** | | | **30/08/2017** |  |  | **85,121.45** |
|  |  |  |  |  |  |  |  |
| **BANK BALANCES as at** | | |  | **30/08/2017** |  |  |  |
|  | General Account per Statement | | | |  | 80,437.75 |  |
|  | less - Outstanding Cheques | | |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 80,437.75 |
|  | Burial Account per Statement | | |  |  | 4,683.70 |  |
|  | less - Outstanding Cheques | | |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 4,683.70 |
|  |  |  |  |  |  |  |  |
| **TOTAL COUNCIL FUNDS AS AT** | | |  |  |  |  | **85,121.45** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ALLOCATION OF FUNDS -** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL FUNDS , PER ABOVE | | |  |  |  |  | 85,121.45 |
|  |  |  |  |  |  |  |  |
| RESERVES | |  |  |  |  |  |  |
|  | Parish Council Minimum Reserve | | | | 13,000.00 |  |  |
|  | Village Hall Loan Repayments | | |  | 15,300.00 |  |  |
|  | Village improvement | | |  | 20,805.01 |  |  |
|  | 8 Acres Tesco Grant | |  |  | 6,000.00 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 55,105.01 |  |
|  |  |  |  |  |  |  |  |
|  | Burial Account Bank Balance ( upkeep of Cemetery ) | | | | | 4,683.70 |  |
|  |  |  |  |  |  | 59,788.71 |  |
|  |  |  |  |  |  |  |  |
| PRECEPT RECEIVED IN ADVANCE ( see below ) | | | | |  |  |  |
|  | 1 months |  |  |  |  | 4,833.33 |  |
|  |  |  |  |  |  |  | 64,622.04 |
|  |  |  |  |  |  |  |  |
| **\*APPROX FUNDS AVAILABLE as at** | | | | **30/08/2017** |  |  | **20,499.41** |
| 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 | | | | |  |  |  |

1. **CLERKS REPORT:**

The old leaf blower has been taken in to LD Mowers to see if it can be repaired and it can’t. The new equipment has now been added to the asset register along with the new noticeboard and bins and the insurance schedule has also been updated.

The order for poppy wreaths has been placed ready for November.

Several letters have gone out this month for overgrown hedges and trees and improvements have been seen. Waterloo Homes have been contacted about the state of the weeds in Sarge Close and they are going to send a maintenance crew to deal with them.

A meeting has been set up regarding CCTV on Wednesday at 10am. Northern Powergrid requires more detail on the location of the cameras.

The clerk has completed a full day of first aid training and is now a qualified first aider.

The new bins have now been put out around the village – the clerk Councillor Pratt put them out and filled the bottom of them with sand to weigh them down.

A quote has been received for name badges for councillors and this was read out to members.

1. **AGENDA ITEMS FOR NEXT MEETING:**

Name badges for councillors.