

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 SEPTEMBER 2022 AT 7PM

Present: Councillor Mik Boon (Chairman)
Councillor Helen Reynolds (Vice Chair)
Councillor Anne Wheeler
Councillor Maureen Redford
Councillor Teresa Dodge
Councillor Matthew Starr
Councillor Patrick Warrener
Councillor David Springett
Councillor Alison Edwards

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

69. CHAIRMANS WELCOME:

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

70. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies received from Councillors Rowntree.

71. TO RECEIVE DECLARATIONS OF INTEREST:

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

72. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 18th JULY 2022 AND THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 3RD AUGUST 2022:

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

73. TO RECEIVE AN UPDATE FROM MERC:

Councillor Reynolds provided the following updates: the profits from the next afternoon tea will be split between several cancer charities in aid of the Macmillan Coffee Morning.

The afternoon tea that is being held on 1st November will include the annual advice day. Representatives from the fire brigade and the YMCA will be attending to give advice to residents on a range of topics. The clerk will extend an invitation to the local policing team to attend.

A Pebble Hunt will be taking place during half term during which children can look for decorated pebbles that may lead to a prize of a gift voucher.

The annual Remembrance Day lunch will be held for veterans following the service at the A16 war memorial.

The village hall committee will hold its AGM in November.

74. TO RECEIVE AN UPDATE FROM THE MAGAZINE COMMITTEE:

The magazine is running smoothly and there are plenty of news articles coming in for future publications. There is still quite a lot of interest being shown in advertising within the magazine.

75. UPDATE FROM DISTRICT COUNCILLOR:

There has been very little business transacted at the district council in recent weeks and many meetings have been cancelled.

The NDP for Holton le Clay is due to be formally adopted on 2nd November 2022 when it will be presented at an executive board meeting.

76. UPDATE FROM COUNTY COUNCILLOR:

A new health scrutiny panel is being set up that will involve several councils including East, Riding, Lincolnshire and North East Lincolnshire. A public health directory is also being set up as part of the devolution process.

Improvements are being made to the corn market in Louth with a possible widening of the roads and installation of benches.

Councillor Marfleet agreed to look into the possibility of having white or yellow lines painted on the road outside the Louth Road shops. He will also look into the progress of the cycle path on the new estate.

77. 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 until further information can be obtained regarding installation and also whether the bus shelter will be able to bear the weight of a living roof.

78. 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 request that the signage on Louth Road is changed to 'Playing Field' and that the 'No Through Road' sign on Yarborough Close is updated. Clerk to also enquire as to whether the Best Kept Village signs can be removed.

79. 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 turn down the offer of £1000 from Dalcour/Orsted.

One abstention.

80. (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 joint meeting with the church, parish council and MERC to discuss the village hall purchase agreement.

2 abstentions.

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

It was

RESOLVED: to write to the National Express to request clarification as to if and when the bus service to London will resume.

82. 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:

The chairman read out a letter from Councillor Rowntree in which he gave his views on the adoption of the Dignity at Work policy and that he would prefer to defer this item due to staffing issues that were due to be discussed in closed session.

It was

RESOLVED: to adopt all listed policies with any necessary amendments.

One abstention.

83. 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 keep the existing working group for the magazine rather than changing it to a committee. Councillor Redford has decided to step down from the working group.

84. 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 for electricity.

85. 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 that Glendale carry out the work on the bin store and path.

86. TO APPROVE SECTION 137 SPENDING TO PURCHASE TWO POPPY WREATHS FOR THE REMEMBRANCE DAY SERVICE. IF ORDERING FROM THE ROYAL BRITISH LEGION THE COST WILL BE £17 EACH:

It was

RESOLVED: to order two poppy wreaths from the Royal British Legion at a cost of £17 each.

87. TO CONSIDER SPENDING THE REMAINDER OF THE SECTION 137 BUDGET OF £66 ON 22 LAMP POST POPPIES FOR RESIDENTS TO PLACE OUTSIDE THEIR HOMES ON A FIRST COME FIRST SERVED BASIS:

It was

RESOLVED: to use up the section 137 budget by ordering 22 more lamp post poppies for members of the public to put up outside their homes for Remembrance Day.

88. TO CONSIDER A QUOTE FROM PLATERS FOR THE REPAIR OF THE 8 ACRES FENCE. ONLY ONE QUOTE HAS BEEN OBTAINED AS THERE ARE NO OTHER SUPPLIERS OF THIS TYPE OF FENCING IN THE AREA - £255 INC VAT:

A further quote has been requested as the fence has now completely broken apart.

It was

RESOLVED: to agree to pay up to £300 for the repair by platers.

89. AT THE JULY 2022 MEETING IT WAS AGREED TO PURCHASE TWO SOLAR SPEED SIGNS FROM ELAN CITY FOR THE VILLAGE. COUNCILLOR MIK BOON HAS MET WITH A HIGHWAYS OFFICER TO DISCUSS POSSIBLE LOCATIONS FOR THE SIGNS AND THE FOLLOWING WAS CONCLUDED:

- TETNEY LANE –LOCATION JUST NORTH OF LANGTON ROAD OUTSIDE PROPERTIES 84/86. THERE IS PLENTY OF VERGE HERE AND NO TREE CANOPY THAT WOULD INTERFERE WITH THE SOLAR UNIT. ALSO LOOKED AT LOCATIONS FURTHER INTO THE VILLAGE, BUT VERGE IS LIMITED AND THERE IS TREE CANOPY HERE.
- CHURCH LANE –JUST SOUTH OF BEVERS WAY NEAR THE CEMETERY. THIS IS POSSIBLE, BUT FELT THAT TRAFFIC SPEED WAS FAIRLY LOW COMING OFF THE LOUTH ROAD.
- LOUTH RD –VERGE OPPOSITE CARMEN CRESENT. THERE IS PLENTY OF AVAILABLE VERGE AND NO TREE CANOPY.
- LOUTH RD –LOCATION JUST FURTHER AROUND THE BEND NEAR THE BUS STOP AND WARNING SIGN FOR THE CHURCH LANE JUNCTION. PLENTY OF VERGE HERE AND NO ISSUES WITH TREE CANOPY.
- LOUTH RD –JUST SOUTH OF HOLTON MOUNT JUNCTION ON THE VERGE WHERE THE NEW JUBILEE BENCH IS SITED. THIS IS A GOOD LOCATION, PLENTY OF VERGE AND OPEN TREE CANOPY.
- LOUTH RD –LOCATION OPPOSITE BEVERLEY CLOSE OUTSIDE PROPERTY NUMBER 34. THIS IS ON THE OFFSIDE OF THE ROAD, BUT ALLOWS A GOOD VIEW FOR APPROACHING DRIVERS AND HAS AN OPEN TREE CANOPY.

THE COST OF POSTS TO BE PROVIDED BY LCC HIGHWAYS WILL BE £300 EACH.

It was

RESOLVED: to place an order with LCC for two posts to be erected at the locations on Tetney Lane to the north of Langton Road and Louth Road outside number 34.

90. FINANCIAL REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

30/08/2022

CASH BOOK

Balance Brought forward	30/08/2022		
General Account			61,563.50
Burial Account			<u>2,913.49</u>
			64,476.99
Add - Income			
General Receipts		1,348.39	
Burial Receipts		<u>1,148.39</u>	
		2,496.78	<u>66,973.77</u>
Less - Expenditure			
General Payments		5,836.48	
Burial Payments		<u>1,048.39</u>	
			<u>6,884.87</u>
Balance Carried Forward	30/08/2022		<u><u>60,088.90</u></u>

BANK BALANCES as at

30/08/2022

General Account per Statement		57,075.41	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		57,075.41	57,075.41
Burial Account per Statement		3,013.49	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u> </u>	
			<u><u>3,013.49</u></u>
			<u>7,157.55</u>

TOTAL COUNCIL FUNDS AS AT

60,088.90

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE		60,088.90
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Junior Playing Field New Equipment	705.00	
Village Improvement Reserve	14,531.90	
magazine costs reserve	2,939.28	
muga renovation	207.51	
		31,383.69
Burial Account Bank Balance (upkeep of Cemetery)		3,013.49
		<u>34,397.18</u>
PRECEPT RECEIVED IN ADVANCE (see below)		
2 months		12,071.16
		<u>46,468.34</u>
*APPROX FUNDS AVAILABLE as at	30/08/2022	<u>13,620.56</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**

*4086.00 of surplus monies is for cemetery upkeep

The finance report was accepted as a true record of the councils' finances.

RESOLVED.

91. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED:

District and County Councillors were excused.

92. STAFFING MATTERS TO BE CONSIDERED – CLERKS OFFICE HOURS:

Councillor Edwards amended her proposal and home working was agreed at three days per week with an adjustment to office days now being Tuesday and Wednesday.

93. TO CONSIDER AMENDING THE CLERKS CONTRACT WITH THE ADDITION OF HOME ADDRESS, IF APPROPRIATE:

Proposal withdrawn.

94. TO CONSIDER A MANAGEMENT PLAN FOR STAFF:

Proposal withdrawn.

95. TO CONSIDER A PROPOSAL FOR STAFF TRAINING:

Proposal withdrawn.

96. DATE AND TIME OF NEXT MEETING: MONDAY 17TH OCTOBER 2022.