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 17th October 2022 AT 7PM

Present: Councillor Mik Boon (Chairman)

Councillor Helen Reynolds (Vice Chair)

Councillor Maureen Redford

Councillor Teresa Dodge

Councillor Patrick Warrener

Councillor David Springett

Councillor Alison Edwards

Councillor Paul Rowntree

Councillor Phyll Smith - East Lindsey District Council

Councillor Terry Aldridge – East Lindsey District 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 Wheeler and Councillor Starr.

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

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

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

**COUNCIL MEETING HELD ON 26th SEPTEMBER 2022 AND THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 26TH SEPTEMBER 2022:**

The minutes for the full council meeting held on 26th September 2022 and the closed session minutes of the meeting held on 26th September 2022 were accepted as a true record. One abstention.

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

Councillor Reynolds provided the following updates: The Quiz night held on 15th October was a real success and had a good attendance. From 24th to 28th October there will be a Pebble Hunt in the village and the winners will be able to collect their prizes (donated by Councillor Rowntree) from the village hall. There will be an afternoon tea/advice day on 1st November. The veterans’ luncheon will be held at the village hall following the Remembrance Day service at the A16 memorial on 13 November. On Saturday 19th November there will be a Christmas shopping event at the hall and on 22nd November the Annual General Meeting will be held for MERC. The Christmas light switch on is planned for 25th November at 6pm. The Christmas afternoon tea is due to be held on 6th December.

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

The magazine working group is on the lookout for some good articles to use in future publications and have asked councillors to get their thinking caps on.

1. **UPDATE FROM DISTRICT COUNCILLOR:**

A full council meeting was held on 12th October – the first one since last May. At the last Planning Policy Committee Meeting Councillor Smith raised the issue of the Holton le Clay NDP being adopted and there was some discussion around the subject. However, the minutes from the meeting failed to document the discussion. Councillor Smith has raised it again at the most recent meeting in the hope that it will actually be minuted this time.

Councillor Smith received a response to his enquiry with National Express regarding the London Bus from the village. They informed him that they may look at reinstating the service next year but gave no guarantees.

1. **TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:**

County Councillor not present.

1. **PLANNING MATTERS: Application reference N/085/01845/22 has been received and is now being considered. Your observations are requested no later than 21/10/2022.**

**Section 73 application in relation to condition no. 9 (works to highway) as imposed on planning permission N/085/00883/15 which was for hybrid application consisting of outline erection of up to 300 dwellings with means of access to be considered and full planning permission for change of use of land from agricultural land to a recreation ground (incorporating sports pavilion, car park, play area, allotment gardens and cemetery extension).**

**LAND EAST OF, LOUTH ROAD, HOLTON LE CLAY**

After careful consideration it was decided that the parish Council will object to this application on the basis that the information provided is not sufficient.

1. **TO CONSIDER QUOTES FOR THE GRASS CUTTING CONTRACT. THREE COMPANIES WHERE APPROACHED FOR QUOTES BUT ONLY ONE PROVIDED A QUOTE:**

**GLENDALE – ONE YEAR CONTRACT £12,623.60**

**GLENDALE – THREE YEAR CONTRACT: YEAR ONE £12,623.60, YEAR TWO £12,945.30, YEAR THREE £13,249.88**

Councillor Rowntree proposed that the number of grass cuts budgeted for per year is reduced as historically the number of cuts quoted for are not needed. Clerk to go back to Glendale to request a revised quote based on a three year average amount of cuts.

Deferred until November.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL THE NEW BENCH ON PELHAM GREEN AT A COST OF £460 (NO VAT) :**

It was

RESOLVED: to install the new bench on Pelham Green.

1. **PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL THE NEW SELF WATERING PLANTERS AT THE ENTRANCE TOP THE VILLAGE NEAR THE TRAFFIC LIGHTS ON LOUTH ROAD:**

It was

RESOLVED: to install the planters side by side at the entrance to the village near the traffic lights on the A16.

1. **TO CONSIDER APPLYING FOR A NEW KISSING GATE AT THE MAGNOLIA DRIVE ENTRANCE TO THE 8 ACRES PLAYING FIELD BY COMPLETING AN AUTHORISATION OF STRUCTURES FORM WITH LINCOLNSHIRE COUNTY COUNCIL HIGHWAYS:**

It was

RESOLVED: to apply for a kissing gate to be installed at the Magnolia Drive entrance to the 8 Acres.

1. **TO CONSIDER QUOTES FOR NEW SIGNAGE AT THE JUNIOR PLAYING FIELD TO SIMPLIFY THE EXISTING RANGE OF SIGNS THAT ARE CURRENTLY IN PLACE – GRAPHICS PREVIOUSLY CIRCULATED:**

**SIGN OF THE TIMES £108 PLUS VAT**

**SIGNS EXPRESS £79.85 INC VAT**

It was

RESOLVED: to order a new sign for the Junior Playing Field from Signs Express.

1. **TO CONSIDER ADOPTING A NEW HOME WORKING POLICY – PREVIOUSLY CIRCULATED:**

It was

RESOLVED: to adopt the new Home Working Policy.

1. **TO REVIEW THE FOLLOWING POLICIES FOR UPDATES AND IMPLEMENT CHANGES:**

* **LONE WORKING POLICY – NO CHANGE**
* **DISCIPLINARY POLICY – NO CHANGE**
* **COUNCIL FREEDOM OF INFORMATION POLICY – NO CHANGE**
* **DATA PROTECTION POLICY – NO CHANGE**

It was

RESOLVED: to adopt all policies with no changes.

1. **FINANCIAL MATTERS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | OCTOBER 2022 Payments | |  |
|  |  |  |  |
|  |  |  |  |
| GENERAL |  | Invoice |  |
|  | Payee |  |  |
| DD | BRITISH GAS | ELECTRICITY VILLAGE HALL | 239.5 |
| DD | BRITISH GAS | GAS - VILLAGE HALL | 82.32 |
| DD | DUNCAN TOPLIS | PAYROLL SERVICES | 55.5 |
| BACS | VIKING | INK CARTRIDGE, 1st CLASS STAMPS | 85.82 |
| BACS | TEC PARTNERSHIP | MAGAZINE PRINTING | 336.6 |
| BACS | LINCS COUNTY COUNCIL | SIGN REPLACEMENT LOUTH RD | 250 |
| DD | VIRGIN | broadband | £50.40 |
| BACS | GLENDALE | 8 ACRES GRASS | £96.00 |
| BACS | GLENDALE | JPF GRASS | £31.68 |
| BACS | GLENDALE | AMENITY GRASS | £572.40 |
| BACS/DD | NEST/STAFF/HMRC | PAYE/SALARIES/PENSIONS | £2,553.97 |
| BACS | SERENITY MEMORIALS | A16 MEMORIAL REFURBISHMENT | £713.00 |
| BACS | APEX ENGINEERING | SHUTTER REPAIR | £132.00 |
| BACS | BEST VALUE PEST CONTROL | WASP NEST TREATMENT | £95.00 |
| BACS | SIGNS EXPRESS | MEMORIAL PLAQUE | £54.00 |
| BACS | A EDWARDS | MAGAZINE SET UP | £50.00 |
| BACS | PLATERS | 8 ACRES FENCE REPAIR | £255.00 |
| CREDIT CARD PAYMENTS | |  | £5,653.19 |
|  | Statement not received at time of printing agenda | |  |

All invoices accepted for payment

RESOLVED

1. **FINANCE REPORT:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **HOLTON LE CLAY PARISH COUNCIL** | | |  |  |
|  |  |  |  |  |  |  |  |
| **FINANCIAL REPORT as at** | | |  | **30/09/2022** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CASH BOOK** | |  |  |  |  |  |  |
|  | Balance Brought forward | | | 30/09/2022 |  |  |  |
|  |  | General Account | |  |  |  | 57,075.41 |
|  |  | Burial Account | |  |  |  | 3,013.49 |
|  |  |  |  |  |  |  | 60,088.90 |
|  | Add - Income | |  |  |  |  |  |
|  |  | General Receipts | |  |  | 37,480.50 |  |
|  |  | Burial Receipts | |  |  | 1,375.00 |  |
|  |  |  |  |  |  | 38,855.50 |  |
|  |  |  |  |  |  |  | 98,944.40 |
|  | Less - Expenditure | |  |  |  |  |  |
|  |  | General Payments | |  |  | 11,938.31 |  |
|  |  | Burial Payments | |  |  | 0.00 |  |
|  |  |  |  |  |  |  | 11,938.31 |
|  |  |  |  |  |  |  |  |
|  | **Balance Carried Forward** | | | **30/09/2022** |  |  | **87,006.09** |
|  |  |  |  |  |  |  |  |
| **BANK BALANCES as at** | | |  | **30/09/2022** |  |  |  |
|  | General Account per Statement | | | |  | 82,617.60 |  |
|  | less - Outstanding Cheques | | |  |  | 0.00 |  |
|  | plus - Receipts not cleared | | |  |  | 82,617.60 |  |
|  |  |  |  |  |  |  | 82,617.60 |
|  | Burial Account per Statement | | |  |  | 4,388.49 |  |
|  | plus - receipts not cleared | | |  |  | 0.00 |  |
|  | less - Outstanding Cheques | | |  |  |  |  |
|  |  |  |  |  |  |  | 4,388.49 |
|  |  |  |  |  |  |  | 7,157.55 |
| **TOTAL COUNCIL FUNDS AS AT** | | |  |  |  |  | **87,006.09** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ALLOCATION OF FUNDS -** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL FUNDS, PER ABOVE | | |  |  |  |  | 87,006.09 |
|  |  |  |  |  |  |  |  |
| RESERVES | |  |  |  |  |  |  |
|  | Parish Council Minimum Reserve | | | | 13,000.00 |  |  |
|  | Junior Playing Field New Equipment | | | | 705.00 |  |  |
|  | Village Improvement Reserve | | |  | 14,213.58 |  |  |
|  | magazine costs reserve | | |  | 2,573.39 |  |  |
|  | muga renovation | |  |  | 207.51 |  |  |
|  |  |  |  |  |  | 30,699.48 |  |
|  |  |  |  |  |  |  |  |
|  | Burial Account Bank Balance (upkeep of Cemetery) | | | | | 4,388.49 |  |
|  |  |  |  |  |  | 35,087.97 |  |
|  |  |  |  |  |  |  |  |
| PRECEPT RECEIVED IN ADVANCE (see below) | | | | |  |  |  |
|  | 6 months |  |  |  |  | 36,213.50 |  |
|  |  |  |  |  |  |  | 71,301.47 |
|  |  |  |  |  |  |  |  |
| **\*APPROX FUNDS AVAILABLE as at** | | | | **30/09/2022** |  |  | **15,704.62** |
| 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

RESOLVED

1. **DATE AND TIME OF NEXT MEETING: MONDAY 21st NOVEMBER 2022 AT 7pm.**