

HOLTON-LE-CLAY PARISH COUNCIL
Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire
DN36 5DL Lucy Waller - Clerk to the Council Telephone and Fax
01472 234566

E mail: HLC.PC@btconnect.com Website:
<http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Holton-le-Clay Parish Council, which will be held on Monday 21st May 2018 commencing at 7.30 pm in the Council Offices, Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.00pm for a maximum of 30 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Harris Clerk to the Parish Council. 11th May 2018

AGENDA

- 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2018/19 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 2. CHAIRMANS WELCOME:**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2017/18 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 4. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF INTEREST:**
- 5. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 6. TO RECEIVE DECLARATIONS OF INTEREST:**
- 7. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 16TH APRIL 2018 AS CORRECT RECORDS:**
- 8. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:**
- 9. TO RECEIVE REPORTS FROM OUTSIDE BODIES:**

NDP

10. PLANNING MATTERS E.L.D.C:

To resolve consultee comments:

N/085/00689/18 - 25 May 2018. Planning Permission - Change of use, conversion of, extension and alterations to existing commercial storage building to form a residential dwelling and erection of a fence 2.4 metres in height to enclosure existing air conditioning units.

111-113 LOUTH ROAD, HOLTON LE CLAY, GRIMSBY, DN36 5AD

N/085/00704/18 - 17 May 2018. Planning Permission - Extension to existing dwelling to provide additional living space, on the site of an existing conservatory which is to be removed.

50 BEVERLEY CLOSE, HOLTON LE CLAY, GRIMSBY, DN36 5HG

N/085/00831/18 - than 26 May 2018. Planning Permission -Extension to existing dwelling to provide a kitchen/dining room.

48 PINFOLD LANE, HOLTON LE CLAY, GRIMSBY, DN36 5DN

11. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;

NDP

MERC

13. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED APRIL 2018, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.

14. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED JULY 2017 – DUE FOR REVIEW JUNE 2018 BUT CONTINUALLY UPDATED WHEN NEEDED

15. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2018/19:

UPDATED MARCH 2018

16. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2018/19:

LAST REVIEWED FEBRUARY 2018

17. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2018/19:

- Health and Safety reviewed February 2018 next review January 2019
- Grievance reviewed March 2018 next review February 2019
- Equal opportunities reviewed May 2017 Reviewed by clerk May 2018 – no changes
- Safeguarding Reviewed June 2017 due for review June 2018
- Lone Working Policy reviewed October 2017 due for review October 2018
- Disciplinary reviewed October 2017 due for review October 2018
- Harassment Reviewed October 2017 due for review October 2018
- Complaints reviewed February 2018 due for review January 2019
- Publication Scheme Reviewed February 2018 due for review February 2019
- Press and Media reviewed June 2017 due for review June 2018
- Freedom of Information Reviewed October 2017 due for review October 2018
- Data Protection reviewed October 2017 due for review October 2018
- Parish Councillor Protocol reviewed February 2018 due for review February 2019
- Social Media reviewed March 2018 due for review March 2019
- Financial Support and Grants reviewed March 2018 due for review March 2019
- Retention and Disposal Policy May 2018 due for review May 2019
- Data Breach Policy May 2018 due for review May 2019

- 18. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2018/19:**
- 19. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**
- 20. TO CERTIFY THE ANNUAL ACCOUNTING STATEMENTS:**
- 21. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS:**
- 22. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2018/19:**
 - Virgin Media
 - BT
 - Scottish Power Electricity
 - Npower Gas
 - PWLB
 - Data Protection Services
 - Anglian Water
- 23. TO CONSIDER INSURANCE QUOTES AND RESOLVE AN INSURER:**
- 24. TO APPROVE BURIAL FEES FROM MAY 2018:**
- 25. PROPOSED BY COUNCILLOR ROWNTREE TO UTILISE THE MEETING ROOM IN THE VILLAGE HALL BY OFFERING IT TO MERC FOR HIRING OUT TO SMALL GROUPS. THIS MAY GO TOWARDS ELIMINATING THE NEED FOR A LIFT TO THE FIRST FLOOR:**
- 26. TO DISCUSS POSSIBLE TASKS FOR THE CO-OP VOLUNTEER GROUP TO UNDERTAKE OVER THE SUMMER MONTHS:**
- 27. PROPOSED BY COUNCILLOR ROWNTREE TO TRANSFER FUNDS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT TO COVER THE COST OF THE CEMETERY CONTRACT £4086**
- 28. PROPOSED BY COUNCILLOR REYNOLDS TO REPLACE THE BROKEN WOODEN FENCES DIVIDING THE CEMETERY AND THE PARISH GARDENS, WITH A GREEN WIRE MESH FENCE AT A COST OF £1600.**

29. PROPOSED BY COUNCILLOR REYNOLDS TO REPLACE THE NOTICEBOARD ON PEPPERCORN WALK WITH A NEW ONE TO BE DONATED BY MERC. THE COST FOR REMOVING THE OLD ONE AND INSTALLING THE NEW NOTICEBOARD WOULD BE £100

30. PROPOSED BY COUNCILLOR REYNOLDS TO WRITE TO ALL LOCAL BUSINESSES AND ASK FOR BENCH DONATIONS TO THE VILLAGE PROVIDING THAT THE PARISH COUNCIL ATTACHES A PLAQUE TO EACH BENCH INFORMING RESIDENTS AS TO WHO MADE THE DONATION:

31. FINANCIAL MATTERS:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 30th April 2018

CASH BOOK

Balance Brought forward	30/04/2018		
General Account			77,604.47
Burial Account			<u>7,501.52</u>
			85,105.99
Add - Income			
General Receipts		33,302.17	
Burial Receipts		<u>558.00</u>	
			<u>118,966.16</u>
Less - Expenditure			
General Payments		22,885.98	
Burial Payments		<u>0.00</u>	
			<u>22,885.98</u>
Balance Carried Forward	30/04/2018		<u><u>96,080.18</u></u>

BANK BALANCES as at 30/04/2018

General Account per Statement		88,024.66	
less - Outstanding Cheques		<u> </u>	
plus - Receipts not cleared		0.00	
			88,024.66
Burial Account per Statement		8,055.52	
less - Outstanding Cheques		<u>0.00</u>	

	<u>8,055.52</u>
TOTAL COUNCIL FUNDS AS AT	<u><u>96,080.18</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE		96,080.18
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan Repayments	13,600.00	
Village improvement	11,056.51	
8 Acres Tesco Grant	0.00	
		37,656.51
Burial Account Bank Balance (upkeep of Cemetary)		<u>8,055.52</u>
		45,712.03
PRECEPT RECEIVED IN ADVANCE (see below)		
6 months		<u>29,000.00</u>
		<u>74,712.03</u>
* APPROX FUNDS AVAILABLE as at 30/04/2018		<u><u>21,368.15</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**

*4086.00 of surplus monies is for cemetery upkeep

32. FINANCE REPORT:

May 2018 Payments

GENERAL	Payee	Invoice	Total
BACS	HMRC	PAYE Liabilities	£192.73
DD	Scottish Power	electric usage village hall	£99.00
BACS	Staff	salaries	£1,823.00
DD	nest	Employee pension	£41.62
BACS	Asgard Systems	Email set up	£35.00
DD	Anglian Water	Village Hall Water usage	£44.20
DD	Anglian Water	Cemetery water usage	£35.31

BACS	Abatis	CCTV Installation	£1,878.77
BACS	Viking Direct	Stationery	£20.26
BACS	Amazon	Tree Pruner	£22.94
DD	Virgin	Broadband Services	£80.15
BACS	ALERT	Fire Safety Inspection	£440.99
BACS	ELDC	Council Tax cemetery	£107.34
BACS	Glendale	Amenity Area	£1,056.00
BACS	Glendale	JPF	£56.16
BACS	M&J Electrical	Village Hall PAT testing	£144.00
BACS	AUDITOR	internal Audit	£50.00
BACS	Glendale	8 Acres	£177.60
BACS	Office Friends	Minute Book	£8.38
BACS	Viking Direct	Stationery	£6.58
BACS	RBS	Year End Closedown	£675.60
BACS	Mowns and Growns	Cemetery Contract	£349.11
		Total	£7,344.74

33. ITEMS FOR NEXT AGENDA:

34. TIME AND DATE OF NEXT MEETING:

Annual Parish Meeting 29TH MAY 2018