

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire**  
**DN36 5DL Emma Portas - Clerk to the Council Telephone and Fax**  
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<http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the Annual Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Monday 19<sup>th</sup> June 2023 commencing at 7.30pm at the Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.15pm for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council. District and County Councillors will provide updates during public forum.

Signed Emma Portas Clerk to the Parish Council. 13<sup>th</sup> June 2023

**AGENDA**

- 25. CHAIRMANS WELCOME:**
- 26. TO RECEIVE THE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FOR COUNCILLOR REYNOLDS WHO WAS DULY APPOINTED VICE CHAIR AT THE ANNUAL FULL COUNCIL MEETING HELD ON 15<sup>TH</sup> MAY 2023:**
- 27. TO CONSIDER MR CHRIS LYONS FOR CO-OPTION TO THE PARISH COUNCIL AND TO WITNESS THE SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE:**
- 28. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**
- 29. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:**
- 30. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 15<sup>TH</sup> MAY 2023:**
- 31. TO GRANT FINANCIAL DISPENSATION TO ALL COUNCILLORS FOR A PERIOD OF FOUR YEARS:**

**32. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**

- PLANNING COMMITTEE (3 MEMBERS INCLUDING CHAIR)
- HR COMMITTEE (3 MEMBERS INCLUDING CHAIR)

**33. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2022/23 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

**34. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2022/23:**

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

**36. TO RECEIVE AN UPDATE FROM THE MERC REGARDING THE HOLTON NEWS MAGAZINE:**

**37. MATTERS OUTSTANDING – REPORT CIRCULATED TO COUNCILLORS:**

**38. TO REVIEW THE FOLLOWING POLICIES AND IMPLEMENT CHANGES:**

- COMPLAINTS POLICY – NO CHANGE
- DOCUMENT RETENTION AND DISPOSAL POLICY – NO CHANGE

**39. PLANNING MATTERS:**

Application reference N/085/01175/23 has been received and is now being considered. Your observations are requested no later than 03/07/2023.

Planning Permission - Extension to existing dwelling to provide additional living accommodation.

74 TETNEY LANE, HOLTON LE CLAY, GRIMSBY, DN36 5AX

**40. TO CONSIDER ADOPTING THE MEMORIALS TESTING POLICY AND ACCOMPANYING CHECKLIST – CIRCULATED TO COUNCILLORS:**

**41. PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL 20 WOODEN POSTS WITH REFLECTORS AT THE A16 MEMORIAL**

**ALONG THE VERGES TO PREVENT CARS PARKING ON THE GRASS. PERMISSION HAS BEEN OBTAINED FROM LINCOLNSHIRE COUNTY COUNCIL HIGHWAYS:**

- **SUPPLY OF POSTS AND INSTALLATION INCLUDING BRACKETS, BOLTS ETC - £50 PER POST. BUILDER TO INSTALL ONE POST AS A 'TEST' AND THEN IF INSTALLATION IS NOT A PROBLEM WILL CONTINUE WITH THE REST - TOTAL PRICE £1000**
- **10 METRES HIGH VIS REFLECTOR TAPE £37.80 inc VAT:**
- 42. **PROPOSED BY COUNCILLOR REYNOLDS TO CARRY OUT AN ONLINE SURVEY OF THE VILLAGE IN PREPARATION FOR APPLYING FOR A WREN GRANT FOR THE SKATE PARK. SAMPLE SURVEY CIRCULATED TO COUNCILLORS:**
- 43. **TO CONSIDER OPTIONS FOR THE CEMETERY MAINTENANCE – CONTINUE WITH 'CONDITIONING WORK' WHICH MEANS THE GRASS WILL NOT ALWAYS HAVE AN EVEN CUT BUT WILL BRING THE CONDITION OF THE CEMETERY TO A BETTER STANDARD WITHIN A YEAR OR SO; OR REQUEST THE CONTRACTOR TO CUT THE GRASS EVENLY WITH EVERY CUT:**
- 44. **PROPOSED BY CLLR ROWNTREE TO PURCHASE THREE SUBSTITUTE CAMERAS FOR DISPLAY AROUND THE VILLAGE COSTING £11.99 EACH inc VAT – AMAZON**
- 45. **PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE VILLAGE HALL FOOTPATH SEALED WITH TILE ADHESIVE AT A COST OF £300 BY D KIRK, BUILDER, AS A TEMPORARY FIX IN TIME FOR THE ANNUAL SUMMER FAYRE. THE SURFACE IS SLIPPERY AT PRESENT AND THIS WILL MAKE IT SAFER TO WALK ON TEMPORARILY:**
- 46. **PROPOSED BY COUNCILLOR SPRINGETT TO TRANSFER £20,000 OF SURPLUS FUNDS TO THE VILLAGE IMPROVEMENT RESERVE – CALCULATIONS CIRCULATED TO COUNCILLORS:**
- 47. **PROPOSED BY COUNCILLOR REYNOLDS TO ENTER HOLTON LE CLAY INTO THE BEST KEPT VILLAGE COMPETITION AT A COST OF £45**

**48. PROPOSED BY COUNCILLOR REYNOLDS TO MOVE THE SPEED BUMP AT THE VILLAGE HALL SO THAT IT IS CLOSER TO THE END OF THE DRIVEWAY:**

**D KIRK BUILDERS £170**

**49. FINANCIAL MATTERS:**

June 2023 Payments

| GENERAL              | Payee                 | Invoice                     |           |
|----------------------|-----------------------|-----------------------------|-----------|
| DD                   | BRITISH GAS           | ELECTRICITY VILLAGE HALL    | £212.14   |
| DD                   | BRITISH GAS           | GAS - VILLAGE HALL          | £97.58    |
| DD                   | BRITISH GAS           | ELECTRICITY - DEFIBRILLATOR | £28.30    |
| DD                   | VIRGIN                | BROADBAND                   | £50.40    |
| BACS/DD              | NEST/STAFF/HMRC       | PAYE/SALARIES/PENSIONS      | £2,880.42 |
| DD                   | DUNCAN TOPLIS         | PAYROLL SERVICES            | £66.25    |
| BACS                 | GLENDALE              | AMENITY GRASS/JPF/8 ACRES   | £777.84   |
| BACS                 | LINDSEY TREE SERVICES | CEMETERY TREE WORK          | £816.00   |
| BACS                 | RIALTAS RBS           | YEAR END CLOSEDOWN          | £906.00   |
| BACS                 | KONIKA MINOLTA        | PRINTER HIRE/USE            | £41.58    |
| BACS                 | KONIKA MINOLTA        | PRINTER HIRE/USE            | £11.33    |
| BACS                 | WAVE/ANGLIAN WATER    | VILLAGE HALL WATER          | £128.59   |
| BACS                 | E PORTAS              | PETROL FOR MOWER            | £12.00    |
| BACS                 | OT GARDENS            | CEMETERY MAINTENANCE        | £523.33   |
| BACS                 | D KIRK BUILDERS       | WAR MEMORIAL PATH           | £440.00   |
|                      |                       |                             | £6,991.76 |
| CREDIT CARD PAYMENTS |                       |                             |           |
|                      | CLOUDNEXT             | CLLR EMAIL                  | £17.98    |
|                      | GIFF GAFF             | MOBILE PHONE TOP UP         | £12.00    |
|                      | COST CUTTER           | 2x BUG HOUSES               | £641.39   |
|                      | NESTBOX LTD           | 2x BIRD BOXES               | £52.84    |
|                      | WAYFAIR               | 2x TOAD HOUSES              | £62.97    |
|                      | AMAZON                | 3x HEDGEHOG HOUSES          | £59.97    |
|                      | THE PAPERBOX          | BURIAL DEED PARCHMENT       | £6.99     |
|                      | AMAZON                | CCTV SIGNS                  | £18.54    |
|                      |                       |                             | £872.68   |

## 50. FINANCE REPORT:

### HOLTON LE CLAY PARISH COUNCIL

#### FINANCIAL REPORT as at

31/05/2023

#### CASH BOOK

|                                    |                   |                 |                                |
|------------------------------------|-------------------|-----------------|--------------------------------|
| Balance Brought forward            | 31/05/2023        |                 |                                |
| General                            |                   |                 |                                |
| Account                            |                   |                 | 79,928.78                      |
| Burial Account                     |                   |                 | <u>6,484.56</u>                |
|                                    |                   |                 | 86,413.34                      |
| <br>Add - Income                   |                   |                 |                                |
| General                            |                   |                 |                                |
| Receipts                           |                   | 5,170.30        |                                |
| Burial Receipts                    |                   | <u>950.00</u>   |                                |
|                                    |                   | 6,120.30        |                                |
|                                    |                   |                 | <u>92,533.64</u>               |
| <br>Less - Expenditure             |                   |                 |                                |
| General                            |                   |                 |                                |
| Payments                           |                   | 9,814.87        |                                |
| Burial                             |                   |                 |                                |
| Payments                           |                   | <u>5,000.00</u> |                                |
|                                    |                   |                 | <u>14,814.87</u>               |
| <br><b>Balance Carried Forward</b> | <b>31/05/2023</b> |                 | <b><u><u>77,718.77</u></u></b> |

#### BANK BALANCES as at

31/05/2023

|                                      |  |                   |                                |
|--------------------------------------|--|-------------------|--------------------------------|
| General Account per Statement        |  | 68,284.21         |                                |
| less - Outstanding                   |  |                   |                                |
| Cheques                              |  | <u>0.00</u>       |                                |
| plus - Receipts not cleared          |  |                   | 68,284.21                      |
| <br>Burial Account per               |  |                   |                                |
| Statement                            |  | 2,434.56          |                                |
| plus - receipts not cleared          |  | 0.00              |                                |
| less - Outstanding                   |  |                   |                                |
| Cheques                              |  | <u>          </u> |                                |
|                                      |  |                   | <u>2,434.56</u>                |
|                                      |  |                   | 7,157.55                       |
| <br><b>TOTAL COUNCIL FUNDS AS AT</b> |  |                   | <b><u><u>70,718.77</u></u></b> |

#### ALLOCATION OF FUNDS -

|  |                   |                         |
|--|-------------------|-------------------------|
| TOTAL FUNDS, PER ABOVE                           |                   | 70,718.77               |
| RESERVES   |                   |                         |
| Parish Council Minimum Reserve                   | 13,000.00         |                         |
| Junior Playing Field New Equipment               | 705.00            |                         |
| Village Improvement Reserve                      | 17.63             |                         |
| muga renovation                                  | 207.51            |                         |
|  |                   | 13,930.14               |
| Burial Account Bank Balance (upkeep of Cemetery) |                   | <u>2,434.56</u>         |
|  |                   | 16,364.70               |
| PRECEPT RECEIVED IN ADVANCE (see below)          |                   |                         |
| 5 months   |                   |                         |
|  |                   | <u>30,177.91</u>        |
|  |                   | 46,542.60               |
| <b>*APPROX FUNDS AVAILABLE AS AT</b>             | <b>31/05/2023</b> | <b><u>24,176.17</u></b> |

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**

**51. DATE AND TIME OF NEXT MEETING: MONDAY 17<sup>TH</sup> JULY 2023 AT 7PM**