

**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 19th JUNE 2023 AT 7.15pm**

Present:

**Councillor Mik Boon (Chairman)
Councillor Teresa Dodge
Councillor Anne Wheeler
Councillor Patrick Warrener
Councillor David Springett
Councillor Helen Reynolds (Vice Chair)**

No members of the public

Public forum opened at 7.15pm.

Councillor Aldridge reported that he is no longer on the Planning Committee. He is now a member of the Planning Policy team which he felt was more useful. Councillor Aldridge indicated that there may be a plan for more houses to be built in Holton le Clay in addition to those already planned and he will obtain confirmation of this from Andrew Booth (ELDC)

Public forum closed at 7.30pm.

25. CHAIRMANS WELCOME:

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

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 15TH MAY 2023:

The Declaration of Acceptance of Office was duly signed.

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:

It was

AGREED that Mr Chris Lyons be co-opted to the Parish Council. The Declaration of Acceptance of Office was duly signed.

RESOLVED

28. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies for absence were received and accepted from councillor Paul Rowntree.

29. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:

Councillor Dodge and Councillor Reynolds declared an interest in Item 30 of the agenda as members of MERC. Councillor Mik Boon declared an interest in Items 41, 45 and 48.

30. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 15TH MAY 2023:

The minutes of the Annual Full Council Meeting held on 15th May 2023 were approved as a true record.

31. TO GRANT FINANCIAL DISPENSATION TO ALL COUNCILLORS FOR A PERIOD OF FOUR YEARS:

Resolved

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

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

Councillor Dodge, Springett and Boon were appointed as members of the Planning Committee.

Councillors Warrener, Wheeler, Reynolds and Lyons were appointed as members of the HR Committee.

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

The Annual Governance Statement was approved by full council and duly signed by the Chairman. The clerk would sign the document in the presence of the chairman upon her return to work.

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

The Annual Accounting Statements were approved by full council.

35. TO RECEIVE AN UPDATE FROM MERC:

Councillor Reynolds provided an update. The summer fayre will be held on 8th July this year and there will be lots of attractions and animals for visitors to enjoy. The village hall committee is appealing for volunteers to help with the event.

Afternoon Tea continues to be very popular and all classes are running well. The village hall continues to be busy with parties booked in for most weekends. The next Quiz Night will be held on 22nd July 2023.

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

Councillor Dodge provided an update. A lot of businesses have expressed an interest in advertising within the magazine but there is still a short fall of £150 per month against expenses. A sponsor is being sought to help with this. The matter of deadlines for articles for the magazine was raised; Councillor Dodge will contact the editor and provide feedback at the next full council meeting.

37. MATTERS OUTSTANDING – REPORT CIRCULATED TO COUNCILLORS:

Matters Outstanding were noted by councillors. Councillor Aldridge requested that he is copied in to all emails to East Lindsey District Council.

38. TO REVIEW THE FOLLOWING POLICIES AND IMPLEMENT CHANGES:

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

Both policies were accepted for adoption.

Resolved.

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

Councillors gave careful consideration to the application and raised no objections.

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

Adopted.

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:**

Agreed.

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:

Agreed.

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:

It was

RESOLVED: to request that the cemetery maintenance contractor carries out an even grass cut of the cemetery at every visit instead of aiming to condition the grass.

44. PROPOSED BY CLLR ROWNTREE TO PURCHASE THREE SUBSTITUTE CAMERAS FOR DISPLAY AROUND THE VILLAGE COSTING £11.99 EACH inc VAT – AMAZON

Deferred until July meeting.

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:

Councillor Reynolds retracted her proposal due to the cost of footpath sealing.

46. PROPOSED BY COUNCILLOR SPRINGETT TO TRANSFER £20,000 OF SURPLUS FUNDS TO THE VILLAGE IMPROVEMENT RESERVE – CALCULATIONS CIRCULATED TO COUNCILLORS:

Agreed.

47. PROPOSED BY COUNCILLOR REYNOLDS TO ENTER HOLTON LE CLAY INTO THE BEST KEPT VILLAGE COMPETITION AT A COST OF £45:

Agreed.

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

This item was deferred with the suggestion that it may prove more cost effective to purchase and install a second speed bump closer to the entrance of the village hall.

Deferred.

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

All invoices were accepted for payment.

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
Add - Income		
General Receipts		5,170.30
Burial Receipts		<u>950.00</u>
		6,120.30
		<u>92,533.64</u>
Less - Expenditure		
General Payments		9,814.87
Burial Payments		<u>5,000.00</u>
		14,814.87
Balance Carried Forward	31/05/2023	<u><u>77,718.77</u></u>

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

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
*APPROX FUNDS AVAILABLE AS AT	31/05/2023	<u>24,176.17</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**

The Finance report was accepted as a true record of the Parish Councils finances.

RESOLVED.

51. DATE AND TIME OF NEXT MEETING: MONDAY 17TH JULY 2023 AT 7PM