

**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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Dear Councillor

You are hereby summoned to attend the Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Monday 18<sup>th</sup> September 2023 commencing at 7.30 pm at the Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting, there will be a public forum from 7.15 pm for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Portas Clerk to the Parish Council. 12<sup>th</sup> September 2023

**AGENDA**

- 70. CHAIRMANS WELCOME:**
- 71. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**
- 72. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:**
- 73. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17<sup>th</sup> JULY 2023:**
- 74. TO RECEIVE AN UPDATE FROM MERC:**
- 75. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:**
- 76. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:**
- 77. MATTERS OUTSTANDING – REPORT CIRCULATED TO COUNCILLORS:**
- 78. TO REVIEW THE FOLLOWING POLICIES AND IMPLEMENT CHANGES:**
  - FINANCIAL REGULATIONS –**

**AMENDMENTS MADE:**

- 1.6 TO PROVIDE FOR THE POSSIBILITY OF DISCIPLINARY ACTION IN THE EVENT OF A BREACH OF REGULATIONS, RATHER THAN A DEFINITIVE STATEMENT AS TO GROSS MISCONDUCT;
- 11. INCORPORATION OF THE SPECIFIC REQUIREMENTS OF THE PUBLIC CONTRACTS REGULATIONS 2015
- **DIGNITY AT WORK – NO CHANGE**
- **COMMUNITY ENGAGEMENT – NO CHANGE**
- **TRAINING – NO CHANGE**
- **CEMETERY HANDBOOK**
- **SICKNESS ABSENCE – NO CHANGE**
- **PRIVACY POLICY – NO CHANGE**

**79. TO CONSIDER PURCHASING THE LATEST EDITION (13<sup>th</sup>) OF CHARLES ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION. SLCC MEMBERS PRICE £137 PLUS £4**

**P&P:**

**80. TO CONSIDER SWITCHING TO A FIXED PRICE PLAN FOR THE DEFIBRILLATOR ELECTRICITY AS THE VARIABLE PRICE PLAN IS DUE TO CHANGE on 12<sup>th</sup> OCTOBER 2023:**

	1-YEAR FIXED PRICE	2-YEAR FIXED PRICE	3-YEAR FIXED PRICE	VARIABLE PRICE PLAN	CURRENT PRICES
Standing charge (p/day)	90.509	100.566	100.56	100.56	86.956
Unit charge (p/kwh)	31.771	35.301	35.301	35.301	66.349

**81. TO CONSIDER A REQUEST FROM A RESIDENT REGARDING ADAPTING THE CEMETERY DRIVEWAY TO MAKE IT MORE ACCESSIBLE FOR WHEELCHAIR USERS. A QUOTE FOR GRAVELLING THE DRIVEWAY HAS BEEN RECEIVED FROM D KIRK BUILDERS FOR £17,000. A QUOTE FOR TARMAC RESURFACING FROM HEMSWELL WOULD BE APPROXIMATELY £42 PER SQUARE METRE WITH AN OVERALL COST OF APPROXIMATELY £42,000.**

**THE CLERK HAS CONSULTED WITH NUMEROUS OUTSIDE AGENCIES REGARDING THIS MATTER INCLUDING THE ICCM, THE EQUALITIES COMMISSION, PLANNING AND BUILDING CONTROL AND ALSO THE LEGAL ADVISOR AT THE SLCC. THE OVERALL CONSENSUS OF OPINION IS THAT ALTHOUGH THE COUNCIL MUST CONSIDER THIS REQUEST THERE IS NO OBLIGATION TO AUTOMATICALLY AGREE TO IT. THE COUNCIL MUST MAKE REASONABLE ADJUSTMENTS IF REASONABLE TO DO SO WHEN WEIGHED AGAINST PRACTICALITY, RISK FACTORS AND COST:**

**82. TO CONSIDER A QUOTE TO HAVE TWO CONCRETE BASES INSTALLED AT THE WAR MEMORIAL SO THAT A PIECE OF WAR MEMORABILIA AND INFORMATION TABLE CAN BE PLACED THERE:**

- **D KIRK BUILDERS £520 (NO VAT)**

**83. TO CONSIDER A QUOTE FROM SIGN OF THE TIMES FOR AN INFORMATION TABLE TO ACCOMPANY THE LANCASTER PIECE. ARTWORK CIRCULATED TO COUNCILLORS PREVIOUSLY:**

- **£425 PLUS VAT**

**84. PROPOSED BY COUNCILLOR WHEELER TO WRITE TO OUTGOING COUNCILLORS UPON THEIR RESIGNATION TO REQUEST THAT ALL PARISH COUNCIL DOCUMENTATION BE DESTROYED OR RETURNED AFTER THEIR DEPARTURE – THIS INCLUDES ANY INFORMATION RELATING TO ITS**

**EMPLOYEES. THIS IS IN ACCORDANCE WITH THE PRIVACY AND DATA PROTECTION POLICY:**

- 85. TO CONSIDER APPLYING FOR A DISTRICT COUNCILLOR GRANT TO COVER THE COST OF THE INFORMATION DISPLAY TABLE AND CONCRETE PADS AT THE A16 MEMORIAL FOR THE LANCASTER MEMORABILIA – TOTAL PRICE £945:**
- 86. TO CONSIDER INSTALLING TWO NEW SPEED SIGN POSTS COSTING £300 EACH. FOLLOWING A MEETING WITH THE HIGHWAYS OFFICER IT IS RECOMMENDED THAT ONE IS INSTALLED OUTSIDE 33A TETNEY LANE AND ONE OUTSIDE 122 LOUTH ROAD. IT WOULDN'T BE POSSIBLE TO INSTALL A POST DIRECTLY OUTSIDE MCOLLS DUE TO THE PARKING PROBLEMS AND TREE CANOPY:**
- 87. TO CONSIDER A QUOTE FROM OLDEN THYMES TO CARRY OUT STAKING AND BANDING OF UNSAFE MEMORIALS AT A COST OF £50 PER HEADSTONE AND TO CONSIDER A SPECIAL OFFER OF £200 TO FILL IN ALL HISTORIC GRAVES WITH CEMETERY SPOILS AND STAKE AND BAND TWO HEADSTONES INCLUDED IN THIS PRICE:**
- 88. TO CONSIDER DONATING £50 TO SADS UK IN RETURN FOR TWO SETS OF LABELS FOR EACH DEFIBRILLATOR IN THE VILLAGE. THE LABELS WILL ENSURE THAT DEFIBRILLATORS WILL BE RETURNED PROMPTLY TO THE PARISH COUNCIL AFTER USE:**
- 89. PROPOSED BY COUNCILLOR REYNOLDS TO MOVE £12,000 OF THE VILLAGE IMPROVEMENT FUND TO A RESERVE FOR THE INSTALLATION OF A PATH AND POWER SUPPLY TO GO FROM THE BEECH GROVE ENTRANCE OF THE 8 ACRES TO THE TENNIS COURT. REVISED QUOTES FOR THIS WILL BE NEEDED BUT THE LAST QUOTE FOR BOTH A TRENCH/PATH AND POWER SUPPLY CAME IN AT £32,100 IN TOTAL:**
- 90. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE 50 NEW LAMP POST POPPIES AT A COST OF £5 EACH:**

- 91. TO CONSIDER PURCHASING TWO POPPY WREATHS FOR REMEMBRANCE DAY AT A COST OF £25 EACH FOR A LAYERED WREATH OR £19.99 FOR A MEDIUM WREATH:**
- 92. PROPOSED BY COUNCILLOR REYNOLDS TO WRITE TO VICTORIA ATKINS MP REGARDING THE HIGH VOLUME OF PROPERTIES PROPOSED FOR HOLTON LE CLAY AND NEW WALTHAM AND THE STRAIN THAT IT WILL PLACE ON THE A16 AND SURROUNDING INFRASTRUCTURE:**
- 93. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE TWO DISCLAIMER SIGNS – FOR THE CEMETERY AND THE VILLAGE HALL CAR PARK – TO SAY THAT THE PARISH COUNCIL ACCEPTS NO LIABILITY FOR DAMAGE TO PROPERTY ON THE PREMISES:**
- **SIGN OF THE TIMES QUOTE REQUESTED BUT NOT RECEIVED**
  - **SIGNS EXPRESS £140.40 inc VAT**
- 94. FINANCIAL MATTERS:**

September 2023 Payments

GENERAL	Payee	Invoice	
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£204.82
DD	BRITISH GAS	GAS - VILLAGE HALL	£55.06
DD	BRITISH GAS	ELECTRICITY - DEFIBRILLATOR	£28.30
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,747.72
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£66.25
BACS	GLENDALE	AMENITY GRASS/JPF/8 ACRES	£1,395.84
BACS	D KIRK BUILDERS	CEMETERY POST INSTALLATION	£360.00
BACS	M HENRY PLUMBERS	REPAIR TAP AND WATER HEATER	£193.48
BACS	KONIKA MINOLTA	PRINTER HIRE/USAGE	£59.09
BACS	PKF LITTLEJOHN	EXTERNAL AUDIT FEE	£378.00
DD	UNITY TUST BANK	SERVICE CHARGES	£28.50
BACS	LALC	NEW CLLR TRAINING	£30.00
BACS	ABATIS	CCTV REPAIR	£72.00
BACS	MJ ELECTRICAL	3xLED's, REPAIR CAR PARK LIGHTS	£402.00
BACS	VIKING	STATIONERY	£35.26
BACS	ANGLIAN WATER	VILLAGE HALL WATER	£118.00

		£6,224.72
CREDIT CARD PAYMENTS		
CLOUDNEXT	CLLR EMAIL	£17.98
GIFF GAFF	MOBILE PHONE TOP UP	£12.00
AMAZON	DANISH OIL	£9.52
WORKPLACE DEPOT	SPEED RAMP	£94.79
MEDIA STORE	LANCASTER CREW PHOTOGRAPH	£9.98

## 95. FINANCE REPORT:

### HOLTON LE CLAY PARISH COUNCIL

#### FINANCIAL REPORT as at                      **31/08/2023**

#### CASH BOOK

Balance Brought forward	31/08/2023	
General Account		55,884.57
Burial Account		<u>3,511.53</u>
		59,396.10
Add - Income		
General Receipts		25.00
Burial Receipts		<u>400.00</u>
		425.00
		<u>59,821.10</u>
Less - Expenditure		
General Payments		8,000.69
Burial Payments		<u>0.00</u>
		<u>8,000.69</u>
<b>Balance Carried Forward</b>	<b>31/08/2023</b>	<b><u><u>51,820.41</u></u></b>

#### BANK BALANCES as at                      **31/08/2023**

General Account per Statement		47,908.88
less - Outstanding Cheques		<u>0.00</u>
plus - Receipts not cleared		
		47,908.88
Burial Account per		3,911.53

Statement		
plus - receipts not cleared		0.00
less - Outstanding		
Cheques		
		<u>3,911.53</u>
		<u>7,157.55</u>
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b><u>51,820.41</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE		51,820.41
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Junior Playing Field New Equipment	24.04	
Village Improvement Reserve	18,442.63	
muga renovation	207.51	
		31,674.18
Burial Account Bank Balance (upkeep of Cemetery)		<u>3,911.53</u>
		35,585.71
PRECEPT RECEIVED IN ADVANCE (see below)		
2 months		
		<u>12,071.16</u>
		47,656.87
<b>*APPROX FUNDS AVAILABLE as at</b>	<b>31/08/2023</b>	<b><u>4,163.54</u></b>

PRECEPT - is received in advance twice a year, therefore we usually have monies in our account representing spend in the coming months.

**\*EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

\*4086.00 of surplus monies is for cemetery upkeep

**96. 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:**

**97. STAFFING MATTERS**

98. **DATE AND TIME OF NEXT MEETING: MONDAY 16<sup>th</sup> OCTOBER  
2023 AT 7.15PM**