

HOLTON-LE-CLAY PARISH COUNCIL
Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire
DN36 5DL Emma Harris - 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 Full Council meeting of Holton-le-Clay Parish Council, which will be held on Monday 19th February 2018 commencing at 7.30pm 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 20 minutes when members of the public may ask questions or make short statements to the Council. A maximum further 10 minutes will be set aside for the meeting to receive reports of the Police and elected Members of Lincolnshire County Council and East Lindsey District Council (oral, tabled or as attached)

Signed Emma Harris Clerk to the Parish Council. 13th February 2018

AGENDA

220. CHAIRMAN'S WELCOME:

221. TO RECEIVE APOLOGIES FOR ABSENCE:

222. TO RECEIVE DECLARATIONS OF INTEREST:

223. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15TH JANUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON THE 29TH JANUARY 2018:

224. TO RECEIVE REPORTS FROM OUTSIDE BODIES:

225. PLANNING MATTERS:

TO RECEIVE CONSULTEE COMMENTS ON PLANNING APPLICATIONS:

N/085/00075/18 APPLICATION TO VARY CONDITION NUMBER 2 (PLAN NUMBERS) AS IMPOSED ON PLANNING PERMISSION REF

**N/085/588/16 LAND NORTH OF LOUTH ROAD, HOLTON LE CLAY.
(14TH Feb)**

226. TO ACCEPT DOCUMENTATION REVIEW FOR THE FOLLOWING:

- **FINANCIAL MANAGEMENT/RISK ASSESSMENT – amended to include removal of petty cash system, internet banking now fully up and running since last review, cemetery software now in use for back up of cemetery data.**
- **HEALTH AND SAFETY POLICY – No change**
- **PUBLICATION SCHEME – Councillor S Pratt added to contact list for parish council**
- **PARISH COUNCILLOR PROTOCOL – No Change**

227. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE DOG FOULING SIGNS FOR THE VILLAGE. ELDC WILL ONLY SUPPLY A PDF TO PRINT OUT AND ARE NOT VERY DURABLE, EVEN WHEN LAMINATED.

A4 PVC SIGN - £17.00 PLUS VAT

ALUMINIUM SIGN - £35 PLUS VAT

COUNCILLOR REYNOLDS PROPOSES THAT 10 OF THE PVC SIGNS ARE PURCHASED.

228. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 29th January 2018

CASH BOOK

Balance Brought forward	29/01/2018	
General		
Account		112,158.35
Burial Account		5,632.24
		<hr/>
		117,790.59
 Add - Income		
General		
Receipts		3,373.30
Burial Receipts		1,052.00
		<hr/>

		<u>122,215.89</u>
Less - Expenditure		
General		
Payments	3,440.97	
Burial		
Payments	<u>0.00</u>	
		<u>3,440.97</u>
Balance Carried Forward	29/01/2018	<u><u>118,774.92</u></u>

<u>BANK BALANCES as at</u>	29/01/2018		
General Account per Statement		112,205.67	
less - Outstanding			
Cheques		<u>30.00</u>	
plus - Receipts not			
cleared		0.00	
			112,175.67
Burial Account per			
Statement		6,684.24	
less - Outstanding			
Cheques		<u>0.00</u>	
			<u>6,684.24</u>
TOTAL COUNCIL FUNDS AS AT			<u><u>118,859.91</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE 118,859.91

RESERVES

Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	15,300.00	
Village improvement	17,326.51	
8 Acres Tesco Grant	21,000.00	
		66,626.51
Burial Account Bank Balance (upkeep of Cemetary)		<u>6,684.24</u>
		73,310.75

PRECEPT RECEIVED IN ADVANCE (see below)

2 months	<u>9,667.00</u>	<u>82,977.75</u>
*APPROX FUNDS AVAILABLE as at	29/01/2018	<u>35,882.16</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**

*3637.00 of surplus monies is for cemetery upkeep

229. FINANCIAL MATTERS:

February 2018 Payments out of committee/For Authorisation

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
Ch 28	SCOTTISH POWER	Gas usage village hall	£475.90
BACS	Oxley Shutters	Shutter Service	£510.00
DD	Nest	Employee pension scheme	£12.62
BACS	M&J Electrical	Defibrillator installation	£96.00
BACS	Signs Express	Wall of Remembrance	£54.00
BACS	Playdale	Deposit - Trim Trail	£12,874.32
BACS	Glendale	Kerb Edging	£2,400.00
BACS	Viking Direct	Office stationery	£19.91
BACS	Duncan Toplis	Payroll Services	£40.80
BACS	P NOTLEY	MAINT. OP SALARY	£426.50
BACS	E HARRIS	STAFF SALARY	£1,061.37
BACS	H Reynolds	Mileage	£13.50
BACS	S Pratt	Mileage	£13.50
bacs	Byatt Builders	War Memorial	£2,004.00
BACS	Badgemaster	Photo Id badges	£163.04
BACS	HMRC	PAYE Liabilities	£113.52
BACS	HMCTS	AOE	£25.87
DD	Virgin	Broadband village hall	£85.98
	Mowns and		
BACS	Growsns	Tree branch removal - cemetery	£50.00
	Mowns and		
BACS	Growsns	Cemetery contract	£454.28
		Total	£20,895.11

230. CLERKS REPORT:

231. STAFFING MATTERS, PROPOSAL FROM COUNCILLOR PRATT REGARDING CLERKS SALARY RANGE IN RELATION TO JOB EVALUATION:

232. PROPOSED BY COUNCILLOR PRATT TO CONSIDER A SINGLE SALARY POINT WITHIN THE RANGE ON CLERKS SALARY:

233. PROPOSED BY COUNCILLOR PRATT TO REVIEW CLERKS SALARY:

234. AGENDA ITEMS FOR NEXT MEETING: