

**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 18th SEPTEMBER 2023 AT
7.15pm**

Present:

Councillor Mik Boon (Chairman)
Councillor Teresa Dodge
Councillor Anne Wheeler
Councillor Patrick Warrener
Councillor Paul Rowntree
Councillor Helen Reynolds (Vice Chair)
Councillor Chris Lyons
Councillor David Springett

Councillor Terry Aldridge – East Lindsey District Council

One member of the public

Public forum opened at 7.15pm.

A member of the public raised a concern with the speed of the traffic that comes through the village from Tetney and asked whether any measures would be put in place to help to reduce the speed of vehicles. The issue of grass cutting was also raised with questions asked regarding the areas that are missed from the route and whether or not the parish council has addressed the issue with the contractors.

Public forum closed at 7.30pm.

70. CHAIRMANS WELCOME:

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

71. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Cllr Matthew Starr sent his apologies and Cllr Paul Rowntree sent apologies for the first part of the meeting.

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

Councillor Reynolds and Councillor Dodge both declared interests as members of MERC. Councillor Boon declared an interest in Items 81 and 82 of the agenda.

73. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17TH JULY 2023:

The minutes of the full council meeting held on 17th July 2023 were accepted as a true record.

74. TO RECEIVE AN UPDATE FROM MERC:

The annual Remembrance Day lunch will take place this year if confirmation is received that members of the 100 squadron are planning to attend.

The next afternoon tea will be on 3rd October and will be an advice day for residents with guest speakers from organisations such as Parkinson's Association, Dementia Awareness and Lincolnshire police, among others.

During the October half term, there will be a Pebble Hunt for the children in the village with prizes kindly donated by Councillor Rowntree.

75. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:

Councillor Aldridge now sits on the Planning Policy Committee and has insisted that the Local Plan be reviewed along with the Sustainability Scores for each village. Copies of the reports have been given to all new district councillors.

Councillor Aldridge will follow up on a recent complaint made by the Parish Council to the ELDC Chief Executive regarding the planning application for Louth Road, New Waltham.

76. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

The County Councillor was not present.

77. MATTERS OUTSTANDING – REPORT CIRCULATED TO COUNCILLORS:

No comments were made on Matters Outstanding.

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

All policies were adopted with the necessary amendments.

Resolved.

79. TO CONSIDER PURCHASING THE LATEST EDITION (13th) OF CHARLES ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION. SLCC MEMBERS PRICE £137 PLUS £4 P&P:

It was

RESOLVED to purchase the latest edition of Charles Arnold Baker on Local Council Administration.

80. TO CONSIDER SWITCHING TO A FIXED PRICE PLAN FOR THE DEFIBRILLATOR ELECTRICITY AS THE VARIABLE PRICE PLAN IS DUE TO CHANGE on 12th 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

It was

RESOLVED to switch to a 1-year fixed tariff from October 2023.

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:

The Parish Council discussed this item at length and resolved that at this time no further action will be taken to alter the cemetery driveway. There is

level access to the driveway from the highway and the gravel entrance is flat from the constant traffic in and out of the cemetery. To add to the gravel may cause a hindrance to wheelchairs and electric scooters and tarmac would be too costly and not in keeping with the surroundings.

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)**

It was

RESOLVED: to have two concrete bases installed at the war memorial by D Kirk Builders.

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**

It was

RESOLVED: to place an order for an information table from Sign of the Times as per the quote of £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:

It was

RESOLVED: to write to all outgoing councillors as a standard procedure to request that all documents pertaining to the council and its employees be either returned or destroyed.

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:

It was

RESOLVED: to apply for a district council grant to cover all costs relating to the installation of the Lancaster bomber piece at the A16 war memorial.

- 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:**

It was

RESOLVED: to install two additional signposts for the solar speed signs at the suggested locations on Tetney Lane and Louth Road.

- 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:**

It was

RESOLVED: to request that staking and banding be carried out by Olden Thymes at a cost of £50 per memorial on a trial basis. Any historic graves that require topping up with soil will be done by Paul Notley as and when required using the spoils from the cemetery.

- 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:**

It was

RESOLVED: to make a £50 donation to SADS UK in return for three sets of labels for the defibrillators in the village.

- 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:**

It was

RESOLVED: to transfer £12,000 from the village improvement reserve to the 8 Acres/MUGA reserve.

- 90. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE 50 NEW LAMP POST POPPIES AT A COST OF £5 EACH:**

It was

Resolved: to purchase 50 lamp post poppies.

- 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:**

It was

RESOLVED: to purchase two poppy wreaths costing £25 each.

- 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:**

It was

RESOLVED: to write to Victoria Atkins and other MP's such as Martin Vickers, Angela Raynor, Michael Gove and also to contact media outlets such as Grimsby Telegraph, Louth Leader, Look North regarding the recent number of planning applications for the area.

- 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**

It was

RESOLVED: to purchase two disclaimer signs for the cemetery and the village hall car park from Signs Express.

94. FINANCIAL MATTERS:

September 2023 Payments

GENERAL		Invoice	
	Payee		
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 TRUST 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

The Financial matters were agreed for payment.

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>
 Balance Carried Forward	31/08/2023		<u><u>51,820.41</u></u>

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

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
*APPROX FUNDS AVAILABLE as at	31/08/2023	<u>4,163.54</u>

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

The Finance Report was accepted as an accurate record of the Council finances.

- 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 16th OCTOBER 2023 AT 7.15PM**