

## Halton Holegate Parish Council

MINUTES OF THE HALTON HOLEGATE PARISH COUNCIL MEETING  
HELD ON 9<sup>th</sup> JULY 2020  
BY WAY OF A VIRTUAL ZOOM MEETING

**Present:**

**Councillors**

Cllr Mr D Sisson – Chairman  
Cllr Mrs. C Holmes -Vice Chairperson  
Cllr Ms R Oliver, Cllr Mr J Grant  
Cllr S Andrew

Cllr J Swanson (ELDC)

**In Attendance**

Mrs C Newton (Clerk)

### **1 Apologies for absence**

Cllr Mrs. Bowkett LCC

**2 To sign as correct** and adopt the Minutes from the Parish Council Meeting held on 14th May 2020.

Proposed Cllr Ms Oliver, seconded Cllr Grant and unanimously agreed

### **3 Declarations of Interest**

None

### **4 Clerks Report**

a) The Co Option notice remains on the website & notice board

**Noted**

### **5 Correspondence received**

None

### **6. Informative matters from LCC & ELDC Councillors**

LCC – Not present – Cllr Mrs. Bowkett had sent an update to all Councillors before the meeting

ELDC – Cllr Swanson updated the arrangements made concerning the merger of ELDC & Boston

Borough Council

The Clerk wished it to be recorded that during the pandemic it has been difficult to contact either Council - **Noted**

### **7. Public Participation Session**

No Residents present

### **8.Finance – Cllr Mr. D Sisson**

a) Invoices to be paid

Ladybug £105.00 (grass cutting)  
Petty Cash £ 20.00  
Clarks Clerical Service (End of year audit) £27.27  
Salary June/July £294.50  
Inland Revenue £109.80

Proposed Cllr Ms Oliver, seconded Cllr Grant & unanimously agreed that these items should be paid

b) Funds received Vat Refund £39.00

**Noted**

c) Balance of account

Bank ACC £8534.59 Petty Cash £1.48

**Noted**

d) Annual Audit sent to Cllrs before the meeting

i) Cllr Sisson read out the report from the internal Auditor

**Noted**

ii) Annual Governance Statement

The Councilors considered the financial risks and were confident that the regulations were being adhered to. Proposed Cllr Grant, seconded Cllr Ms Oliver and unanimously agreed that the Chairman should sign the Statement

iii) Accounting statements, these figures had been checked by the internal Auditor, there were no questions, it was proposed by Cllr Sisson, seconded by Cllr Mrs. Holmes & unanimously agreed that the Chairman should signoff the Accounting Statement and the exemption certificate.

The Clerk will submit the exemption certificate to the External Auditors.

The Clerk will publish the Notice of Public Rights together with the Audit on the Notice Board and the Website - Noted

**9. Planning Applications - Councillor Mr. S Andrew  
To Discuss - Sent to Councillors before the meeting**

S/072/01045/20

Planning Permission - Extension and alterations to the existing dwelling to provide a garden room

OAK TREE COTTAGE, FIRSBY ROAD, HALTON HOLEGATE, SPILSBY, PE23 5PA  
**SUPPORT WITHOUT COMMENT**

**10. Footpaths & Highways**

a) Potholes in the Hollowgate have been reported

b) Overhanging trees/Hedges - owners have been contacted

c) To Report

Village signs, B1195 - white lines

Fen bridge to Black Horse - potholes getting worse

**11. Policies & Procedures**

a) Updated Policy List

To discuss the way forward with re writing/reviewing the outstanding Policies, to carry forward to next meeting Health & Safety Policy, Financial Regulations, Safeguarding.

The following Policies are to be carried forward to the November Meeting  
Equal Opportunities, Social Media

b) The following Policies have been reviewed by the Clerk, Data Protection, and Co Option there are no changes,

It was proposed by Cllr Ms Oliver, seconded by Cllr Grant, and unanimously agreed that these Policies should be adopted – to be reviewed again, in July 2022

### **12. Councillors Feedback**

- a) Cllr Mrs. Holmes felt that the Council should purchase a Zoom membership
- b) The Clerk was asked to contact Spilsby Town Council for more information on the proposed housing project.

### **13. Agenda Items for the next meeting**

Health & Safety Policy, Financial Regulations, Safeguarding.  
The Reopening of the Chapel Meeting Room

**NEXT MEETING September 17<sup>th</sup>, 2020**

**Meeting Closed at 8.15 pm**