

## HOLTON PARISH COUNCIL

Clerk Elaine Day

[edayhpc@gmail.com](mailto:edayhpc@gmail.com)

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 12<sup>th</sup> January 2022.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, Cllr. J Mendham, Cllr. C Knevett and Elaine Day Clerk.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of District Cllr. Cackett.
2. **Public Forum:** No members of the public attended.
3. No declaration of interest.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 10/11/2021 were proposed for acceptance and signature by Cllr. Cackett and seconded by Cllr. Stephenson. All voted in agreement.
6. **REPORTS:**
  - (i) County Cllr. Dunning - No report.
  - (ii) Clerk report:  
A handyman for General maintenance, pavements etc. I have spoken to Nick Rees (Halesworth Town Council) with regards to making a contribution to shared funding. It is difficult to estimate the number of hours we would require however I estimate 1 maybe 2 days per month. This is based on the funding available, we have approximately £1K per year from the budget. We are awaiting further developments from Halesworth Town Council.  
  
The dog waste bin requested for Holton Road on footpath leading to Holton Orchards has now been installed.  
  
Internal control statement and report to Council due by 31.03.22 has been requested and will be available at the next meeting.  
  
Risk assessments are underway and outcomes will be advised at next meeting.  
  
A letter of thanks has been sent to parishioners for clearing footpath on Beccles Road.  
  
A letter of appreciation has been sent to Cemex for the new fencing at Holton Pits.
  - (iii) Lorry watch: No report this month.
7. **Items carried forward from previous meetings:** There were no items carried forward from previous meeting.
8. (i) A draft recommendation for allocation of 2022/2023 budget had been forwarded to Cllrs. pre meeting based on the figures agreed at previous meeting (£15,080) was proposed for acceptance by Cllr. Rolph, seconded by Cllr. Cackett and unanimously agreed.  
(ii) A precept request of £15,080 was proposed by Cllr. Day and seconded by Cllr. Cackett. This will not result in an increased charge to Parishioners due to a favourable increase in the tax base used for calculation. All voted in favour.

9. **Remembrance Sunday arrangements:** Cllr. Day reported on the Remembrance Sunday Service and commemoration and proposed a donation of £100.00 (Similar to that made to Poppy Appeal) was made to the Airfield Museum towards their costs for the events. Cllr, Rolph seconded and this was unanimously supported.
10. **Planting trees for the Queens Jubilee:** Following acceptance of an offer by ESC to provide an oak tree to commemorate forthcoming jubilee for HM Queen Elizabeth 11 it was agreed that Cllrs, Day and Mendham would find a suitable position on play area and obtain costings for necessary metal guard etc.
11. **Holton & Blyford Post:** Cllr. Cackett, advised members that the Holton & Blyford Post was to cease publication. Cllr. Cackett proposed funds held of approximately £1,300.00 be transferred to Parish Council to hold for 5 years should any parishioners wish to start up a similar publication. After which time the funds will be added to council funds. Cllr. Rolph seconded and all voted in agreement.
12. **Queens Jubilee:** Cllr. Mendham updated members on the plans to date for celebrations at the village hall. The costs of commemorative mugs will be £3.95 + vat. A maximum of 140 will be funded by the Parish Council as agreed at an earlier meeting. Councillors also volunteered to help when required.
13. **VAS signs:** Cllr. Knevett had suggested a review of the effectiveness as 6 months had elapsed since installation. It was generally agreed that they had provided a satisfactory outcome and will continue to be rotated around the various sites. Additionally, Cllr. Rolph will arrange to collect data electronically so that this can be used to support requests to police etc should here be evidence of regular speeding. (Cllrs. Rolph and Knevett to arrange)
14. **Planning:**
- (i) Cllrs, ratified unanimously the decision to support with comments as approved application Ref: DC/21/4988/FUL – Stone House, Southwold Road, Holton.
  - (ii) No further planning correspondence.
15. **Correspondence:** None.
16. **RFO Report, bank reconciliation.**  
**List of cheques for approval and signature:**

Bank balances are C/A £35,138.30 and S/A £40.75 prior to the issue of cheques totalling £1,831.86 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Donation to SARS	£170.00	
Donation to The Royal British Legion	£100.00	
Staff costs Salary (November 2021)	£432.93	
HMRC (Tax and NICs)	£32.40	
Staff costs Salary (December 2021)	£432.93	
Kompan Ltd	£285.60	£47.60
(Operational inspection Holton Play Area x 2)		
F Masters Ltd	£378.00	£63.00
	-----	-----
Total	£1,831.86	£110.60
	-----	-----

A cheque was received from HoPE for £2,260.98 which was the closing balance of the account held.

This is included in the balance above. Parish Council are awaiting invoices for picnic bench and waste bin supplied by NORSE Ltd.

RFO report was proposed for acceptance by Cllr. Knevett, seconded by Cllr. Rolph and unanimously approved.

17. Date of next meeting 09/03/2022.

Meeting closed 8.20pm