HOLTON PARISH COUNCIL

Clerk Elaine Day clerk@holtonparishcouncil.gov.uk

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 8th July 2026.
Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. C Knevett, Cllr. N Kerridge, Cllr. D Morley, Cllr. M Rolph and Elaine Day clerk

1. Chairman welcomed all to meeting. Apologies were received from District Cllr G. Wakeling, County Cllr. A Dunning and Cllr. Stephenson.
2. **Public Forum:** No residents in attendance.
3. Members' declaration of interest: None.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 13/05/2026 were proposed by Cllr. Day and seconded by Cllr. M Rolph as being a true and accurate record. All voted in agreement.
6. (i) A copy of County Cllr. Dunnings's report had been circulated pre meeting and is available upon request to the clerk.
   (ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
   (iii) CLERK REPORT: I am dealing with issues raised by residents regarding vegetation in the ditch near the culvert on the Beccles Road which may result in flooding in the event of heavy rain. The matter is to be highlighted to the environment agency and I will update residents and members with the outcome.

   The community pay back team have completed the work on the railings and I have thanked them on behalf of the Parish Council for their work.

   Thank you for the church again allowing the team to use the facilities at the church and allowing the skip required to be placed on the church paddock.

   I have received copies of 3 quotations for a replacement security door at the Airfield Museum. Cost is in the region of £1,500. Agenda item for next meeting.

   All other matters covered within agenda.

7. **Items carried forward from previous meetings:**
   (i) **Nesting boxes for swifts at the village hall, funding:** Agreement has been obtained from the village hall management committee to install swift boxes as part of the Parish Council's bio-diversity activity and a survey has been satisfactorily conducted. Clerk awaits costing for boxes, installation and calling system and will seek agreement to proceed at next meeting. Comparative costs will also be obtained.
   (ii) **Mobile speed warning sign costs to purchase:** Following discussion, agreement was reached on the specification for an additional speed warning device. This will include Bluetooth facility and be used at various sites in village to ascertain where speeding occurs. Where this is confirmed the relevant authority/agency will be

requested to take action. Proposed by Cllr. E Rolph and seconded by Cllr. Day and all votes in agreement.
(Cost £3538 plus vat – WESTCOTEC)

(iii) **Litter within the village –** Litter problems in layby on Bungay Road. Clerk has been requested to investigate whether a suitable site is available for a litter bin to be installed. Clerk to report at next meeting following investigation.

8. **Internal Audit. Review of findings by members:**
Cllrs. unanimously accepted the findings of the recently completed Internal Audit which had been circulated prior to the meeting. The audit had revealed no issues of concern but a review of suggested development points will be undertaken and agreement made on actions at a future meeting. This was proposed by Cllr. Cllr. E Rolph, seconded by Cllr. Knevett and all voted in agreement. The report has been uploaded to the Parish Council website.
9. **Suffolk highways self help Scheme:** Clerk provided information following attendance at recent seminar. Alternatives were also discussed as it was felt that a minimum of 6 volunteers including a supervisor/team leader would be required which may present difficulty in a comparatively small village. Item to be carried forward to next agenda for agreement on actions and discussion of alternatives to volunteers.
10. **Lorry watch:** Clerk provided a report from Lorry Watch showing a small number of transgressions. This may be partially because of an insufficient number of "Lorry Watchers" Full details of what is required from individuals is available from clerk and councillors should encourage parishioner participation where possible. Training would be provided.
11. **Planning:** (i) **DC/26/1618/TCA –** Ratification of decision to support unanimously approved.
(ii) No further planning correspondence post agenda and pre-meeting.
12. **Correspondence:** (i) Letter from Halesworth & District Museum requesting grant of £100 to help with running costs of the museum. Carry forward to September meeting where all other requests will be considered against available budget in line with donations policy.
(ii) Request received for a new dog waste bin on Pond Lane, Upper Holton was not approved as the land in question is unadopted and the responsibility of a management company. It was suggested that the complainant should pursue via this means.
(ii) Wilder Wenhaston River Group correspondence regarding pollution levels in the River Blyth had been circulated pre meeting for members information.

13. RFO Report, bank reconciliation. List of cheques for approval and signature:

Bank balances are C/A £51,523.91 and S/A £42.44 prior to the issue of cheques to be signed at this meeting. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element	
Kompan Ltd	£276.91	£46.15	*
Elaine Day (Expenditure reimbursement)	£427.78	£58.78	*
SALC (Internal Audit Service)	£284.40	£47.41	*
Staff costs (June 2026)	£571.42		*
Elaine Day (June 2026 costs)	£25.00		*
HMRC (Tax and NICs)	£469.14		*
Staff costs (July 2026)	£571.42		
Elaine Day (July 2026 costs)	£25.00		
Total	£2,651.07	£152.34	

Cheques marked * were signed on 08/06/2026

The Parish Council's bank mandate with Barclays bank has been amended to add Cllr. Michelle Rolph, she is now able to sign cheques.

RFO report proposed for acceptance by Cllr. Day, seconded by Cllr. Morley and all voted in favour.

14. Date of next meeting 30/09/2026

Meeting closed 8.30PM