

HOLTON PARISH COUNCIL

Clerk Elaine Day

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Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 13th May 2026.

Present: Cllr. E Rolph, Cllr. R Day, Cllr. B Stephenson, Cllr. N Kerridge, Cllr. D Morley, Cllr. M Rolph, District Cllr. G Wakeling, District Cllr. B Keys-Holloway and Elaine Day (Clerk)

1. Cllr. Rolph was re-elected as chair following proposal by Cllr. Stephenson, seconded by Cllr. Day. This was unanimously supported. Cllr. Day was re-elected as vice chair following proposal by Cllr. Rolph, seconded by Cllr. Stephenson. This was unanimously supported.
2. Chair welcomed all to meeting. Apologies for absence were accepted from Cllr C Knevet.
3. Public Forum: No members of the public attended the meeting.
4. Members' declaration of interest: Cllr. Day would not take part in discussion of agenda item 16.
5. There were no requests for dispensation to vote.
6. The minutes to the meeting held on 11/03/2026 were proposed by Cllr. Day and seconded by Cllr. Rolph as being a true and accurate record. Members unanimously agreed.
7. Reports:
 - (i) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk. (The Village Hall Committee will be made aware by Cllr. M Rolph of the availability of grant funding available from East Suffolk Council)
 - (ii) Clerk Report:
The damaged guardrail on Freestanding Slide at playground has now been replaced.

The Speed Warning Devices on the Southwold Road and Beccles Road have been installed. There were overhanging tree branches obstructing view of the device on the Beccles Road. Cllr. Day kindly removed the branches in question. Thank you to Cllr. Day for his time.

The community pay back team have commenced painting the remaining railings in the village. They will attend on Tuesdays until the work is completed.
Thank you for the church again allowing the team to use the facilities at the church.

Suffolk Highways Forum – Self-help scheme including case studies. 15th June 2026.

I have registered to go on the above Forum as it may help if we can get some volunteers.

This forum is to assist town and parish councils to understand how the scheme enables them to carry out small local maintenance tasks, such as grass cutting, clearing vegetation, removing weeds, cleaning signs and skirting footways. We will outline the support provided to volunteers, including safety training, high-visibility clothing, public liability insurance while working and reimbursement for approved tools.

It will finish with information on how councils can join the scheme and get involved.

All other matters covered within agenda.

8. **Items carried forward from previous meetings: (i) Nesting boxes, possibly for swifts. Development of the bio-diversity policy.** It was agreed that clerk would investigate via email whether the village hall management committee would support the installation of swift boxes as part of the Parish Councils bio-diversity plan. (Parish Council would consider funding if agreed) **(ii) Monitoring of vehicle speed levels on Lodge Road. Mobile speed warning sign.** Clerk will investigate and report at next meeting on the potential cost of a mobile speed warning device for use at various sites in the village but primarily Bungay Road. Ideally this would have blue tooth app facility for collecting data to support application for intervention where necessary.
9. **The Annual Governance Statement and Accountability Return 2025/26.**
Had been circulated pre meeting for consideration by members – Cllr. Day proposed approval and signature, Cllr. M Rolph seconded and was unanimously agreed and duly signed.
10. **The Accounting Statements.** Had been circulated pre meeting for consideration by members. Cllr. Day proposed approval and signature. Cllr. M Rolph seconded and this was unanimously agreed and duly signed.
11. **Certificate of Exemption** was proposed by Cllr. Day, seconded by Cllr. M Rolph for approval, this was unanimously agreed and duly signed.
12. **Councillor Code of Practice** had been reviewed and was re-issued to Cllrs. for adoption. Clerk stresses the importance of this document. Proposed for adoption by Cllr. E Rolph, seconded by Cllr. Morley and unanimously agreed. (Documents available on website)
13. **Standing Orders.** Adoption of the standing orders was proposed Cllr. E Rolph, seconded by Cllr. Morley and unanimously agreed.
14. **Financial Regulations.** Adoption of updated Financial Regulations was proposed by Cllr. E Rolph, seconded by Cllr. Morley and unanimously agreed.
15. **Representatives to Committees:**
 - **Village Hall Committee** – Cllr. M Rolph was proposed by Cllr. Day and seconded by Cllr. Morley and unanimously agreed. (Cllr. M Rolph has been helping the village hall with their fire protection requirements)
 - **SALC** – Clerk was appointed following proposal by Cllr. Stephenson, seconded by Cllr. E Rolph and unanimously agreed.
 - **Member responsible for Internal Control Review** – Cllr. Day was appointed following proposal by Cllr. E Rolph, seconded by Cllr. Morley and unanimously agreed.
16. **Appointment Responsible Financial Officer** – Clerk was appointed as RFO following proposal by Cllr. E Rolph, seconded by Cllr. Morley and unanimously agreed. (Cllr. Day took no part in discussions)
17. **Appointment of Internal Auditor** – SALC were re-appointed as internal auditors following proposal by Cllr. E Rolph, seconded by Cllr. M Rolph and unanimously agreed.
18. **Holton Windmill.** Clerk provided an update on the progress with the restoration of the Holton Windmill. An agenda item will be included for November by which time the required bat survey should have been scheduled/completed and a start date for work may be available.
19. **Litter within the village. Community Self-Help Scheme.** Cllr. Morley highlighted litter problems in village and particularly on Bungay Road in the pull in, in front of the properties. Cllr. E Rolph proposed further discussion to take place following upcoming presentation

which clerk will attend involving self-help scheme and photographs of the problem which Cllr. Morley will provide and circulate. Seconded by Cllr. Morley

20. East Suffolk Call for Sites update. Clerk highlighted the availability of the published outcome from East Suffolk Council of the call for sites initiative. No further action required at this stage pending review of suitability by East Suffolk Council.

21. Planning:

- (i) **DC/26/1016/TCA – 1no. Horse Chestnut (marked on submitted plan) – Reduce crown by 1/3. 1no Leylandii (marked on submitted plan) – Fell.** Agreement to support ratified, unanimously agreed.
- (ii) **Planning correspondence post agenda and pre-meeting. DC/26/1618/TCA – 1no. Crab Apple (marked on submitted plan) - Fell. 1no. Scots Pine (marked on submitted plan) – Reduce and reshape crown by up to 2m – No objections, unanimously supported.**

22. Correspondence:

- (i) **Clerk to respond to letter of complaint in respect of Lodge Road footpath and overgrown hedge/verges in the village and refer to the possibility of the Parish Council supporting voluntary work where possible. Clerk will also report hazard from overhanging tree on the Southwold Road.**
- (ii) **Certificate for Caravan and Motorhome Club Holton Saw Mills.** The proposed certificated location for Caravan and motorhome club members at Holton Saw Mills, Sandy Lane has been approved under permitted development rules. (The Parish Council were not involved in this decision)
- (iii) **Clerk to respond to letter of complaint in respect of Beccles Road footpath and overgrown hedge/verges in the village and refer to the possibility of the Parish Council supporting voluntary work where possible.**

23. RFO Report, bank reconciliation and Qtr. 4 expenditure v Budget. List of cheques for approval and signature.

Bank balances are C/A £67,070.43 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	
Staff costs (April 2026)	£664.42		*
Elaine Day (Expenditure reimbursement)	£401.25	£66.89	*
Elaine Day (April 2026 costs)	£25.00		*
SALC (Membership Subscription)	£385.12		*
Suffolk County Council (2 x Solar SID posts)	£1260.00		*
Kompan Ltd (Repairs to playground slide)	£2398.93	£399.82	
Westcotec Limited (2 x SID & 2 x Solar Power Kits)	£10245.60	£1707.60	
Staff costs (May 2026)	£571.42		
Elaine Day (May 2025 costs)	£25.00		
Community Action Suffolk	£108.00	£18.00	

(Accessibility Audit & Report)		
Elaine Day	£142.92	£57.07
(Expenditure reimbursement)		
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Total	£16227.66	£2249.38
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Cheques marked * were signed on 10/04/2026.

Quarter 4 Expenditure V Budget 2025/2026 circulated to councillors with variation analysis.

Direct credit of £6,617.25 received from East Suffolk Council re Neighbourhood CIL. This is included in the above balance.

Direct credit of £8,535.00 received from East Suffolk Council 1st Precept payment. This is included in the above balance.

Direct credit of £399.52 received from HMRC VAT refund. This is included in the above balance.

Year end accounts have been circulated and details of updated CIL balance provided. Based upon these figures my recommendation for allocation and levels of reserve are as follows:

Balance held	£67112
Funds held CIL	£26783
Less committed expenditure	£9738

Net CIL for allocation	£17045
Funds held Holton Post	£1300
Reserve Play Area	£27500
General Reserve	£10004
Expenditure budget	£18570

Cllr. M Rolph recommended as an additional signatory to bank account.

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

24 **Date of next meeting 08/07/2026**

Meeting closed 8.40PM