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 11th November 2026.
Present: Cllr. E Rolph (Chair) Cllr. R Day (Vice Chair), Cllr. D Morley, Cllr. B Stephenson, Cllr. M Rolph
3 Parishioners and Elaine Day clerk

1. Chairman welcomed all to meeting and a reminder was given as to the importance of providing apologies for meeting absence in advance. Failure to do this could result in there not being a quorum for the meeting and therefore it would be completely ineffective and requiring re-arrangement.
2. **Public Forum:** Parishioners raising points covered within agenda, items 9 and 11.
3. Members' declaration of interest: None.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 30/11/26 were proposed by Cllr. Day and seconded by Cllr. Stephenson as being a true and accurate record. All voted in agreement.
6. **(i)** County Cllr. Dunning had provided a report which had been circulated prior to the meeting. A copy is available upon request to the clerk. Additionally, Cllr. Dunning would contribute to agenda items 9 and 11.
   (ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
   (iii) Clerk report: The review of the Internal Control Procedures is currently being undertaken and will be circulated prior to our next meeting for approval.

   Halesworth Swifts have been informed that the Parish Council will fund the swift boxes at the village hall. They aim to install by April 2027 at the latest.

   Parish Council precept 2027/2028 will need to be agreed at the next meeting. I will shortly be circulating a draft budget for your review prior to the next meeting. Once this has been agreed the precept can be determined so both will be agenda items at the next meeting. Some funds will have to be set aside for election costs next year.

   All other matters covered within agenda.

   (iv) Lorry watch: No report. No parishioners have come forward to be lorry watch observers.

7. **Items carried forward from previous meetings:**
   (i) **Emergency Plan:** Clerk provided an update on the emerging emergency plan for the village and will attend a meeting with village hall chair and East Suffolk Council Emergency Planning officers on 03/12/26 at 10am to start the process.

8. **Holton Mill update.** It is hoped to get the bat licence from Natural England this month, with the hope work on the Mill could start in December. Cllr, Dunning offered to continue to chase this on behalf of the Parish Council with Suffolk County Council.
9. **Flooding prevention issues in village:** Cllr. Dunning had lodged a formal complaint regarding lack of progress regarding flood mitigation in the village, particularly in the street. A response had been received and provided to Parish Council members which was viewed as inadequate and agreement was reached upon the basis of a reply which will be made by Cllr. Dunning which will challenge the assertions made by Suffolk County Council. (Carry forward to next meeting)
10. **Overgrown trees and hedges blocking both permanent speed warning devices:** Cllr. Stephenson offered assistance with clearing this and a schedule of work will be agreed at the January meeting.
11. **Community News – Serious road safety concerns on Holton Road:** Road safety concerns expressed by a parishioner and suggestions made regarding possible extension of the 20mph zone will be investigated by clerk who will work with Cllr. Dunning on potential scope, effectiveness and cost and will report back at the next meeting.
12. **Planning: (i) DC/26/3036/FUL –** Application withdrawn. **(ii) SCC/0168/26SC –** The Parish Council have no objections to this proposal in principle but will request that the increasing levels of unpleasant odour emanating from the factory be a consideration when considering this application. (iii**) DC/26/3674/FUL –** No Objections. **DC/26/3036/FUL –** No objection.
    (ii) Planning correspondence post agenda and pre- meeting –
13. **Correspondence:** (i**)** Thanks received from Holton & Blyford Village Hall for the Parish Council donation. (ii) Thanks received from Halesworth Airfield Museum for the Parish Council donation. (iii) Thanks received from Halesworth & District Museum for the Parish Council donation.
14. **RFO Report, bank reconciliation. List of cheques for approval and signature:**
    RFO Report November 2026
    Bank balances are C/A £58,793.52 and S/A £42.67 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**	
Halesworth & District Museum (Donation)	**£100.00**		*
The Halesworth Airfield Museum (Donation)	**£500.00**		*
Holton & Blyford Village Hall (Donation)	**£3,500.00**		*
Royal British Legion Poppy Appeal (Donation)	**£100.00**		*
SARS (Suffolk Accident and Rescue Service) (Donation)	**£300.00**		*
Staff costs (October 2026)	**£746.01**		*
Community Action Suffolk	**£70.00**	**£11.67**	*
Elaine Day (October & November costs 2026)	**£50.00**		
Staff costs (November 2026)	**£645.85**		

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Total	**£6,011.86**	**£11.67**
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Cheques marked * were signed on 29/10/2026.

Quarter 2 Expenditure V Budget review 2026/2027 circulated to members.

Direct credit of £8,535.00 received from East Suffolk Council 2nd Precept payment. This is included in the above balance.

Direct credit of £7,453.17 received from East Suffolk Council re Neighbourhood CIL. This is included in the above balance.

Barclays bank has now confirmed Cllr. Michelle Rolph is authorised to sign cheques on behalf of the Parish Council.

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

15. **Date of next meeting 13/01/2027**

Meeting closed 8.40PM