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 30th September 2026.
Present: Cllr. R Day (Vice Chair), Cllr. C Knevett, Cllr. N Kerridge, Cllr. D Morley, Cllr. B Stephenson, 6 Parishioners and Elaine Day clerk

1. Chairman welcomed all to meeting. Apologies were received and accepted from District Cllr. G. Wakeling, Cllr. E Rolph, Cllr. M Rolph and District Cllr. B Keys-Holloway. In the absence of the chair, Cllr. Day would act as chairman for the meeting.
2. **Public Forum:** 6 Parishioners were in attendance all of whom expressed concern regarding possible flooding issues this autumn/winter in The Street and Beccles Road. The consensus view was that drains and gullies were in need of maintenance and clearing by the relevant authorities and the Parish Council were requested to consider funding the cost. It was agreed that the matter would be escalated and a copy of responses provided to parishioners. Clerk to contact County and District Cllrs. outlining concerns and requesting details of existing and planned maintenance.
3. Members' declaration of interest: Cllr. Day expressed interest in agenda item 13 and would take no part in discussion of these matters.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 08/07/2026 were proposed by Cllr. Stephenson and seconded by Cllr. Morley as being a true and accurate record. All voted in agreement.
6. **(i)** No report from County Cllr. Dunning.
   (ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
   (iii) Clerk report: Bungay Road safety railings have been installed by Suffolk County Council. I await an invoice for the agreed amount of the contribution from Holton Parish Council.

   Concern expressed by Parishioner regarding the apparent failure to clear drains in the village and possible flooding risk to properties on Beccles Road / The Street. Email forwarded to District Cllrs. to investigate.

   The speed activated warning equipment has been ordered.

   A memorial service for the late Alison Cackett has been arranged for October 2nd and Councillors have already been advised. Cllr. Knevett will represent the Parish Council.

   All other matters covered within agenda.

   (iv) Lorry watch: To make the lorry watch scheme work effectively the Parish Council requires more volunteers. Notices have been placed on the notice board and in the village hall and we await developments.

7. **Items carried forward from previous meetings:**
   (i) **Nesting boxes for swifts at the village hall, funding:** The quotation for supply and installation of swift boxes at the village hall was proposed for acceptance bt Cllr. Day, seconded by Cllr. Knevett and unanimously agreed. (Cost £177)
   (ii) Suffolk highways self help scheme : In view of the lack of volunteers it was agreed not to pursue the Suffolk Highways self help scheme. Matters will be considered on a individual basis and reported as necessary where remedal action is not agreed consideration will be given to utilising community payback scheme or funding independent contractors where possible.
   (iii) **Litter within the village –** The proposal for an additional litter bin was not supported and will not therefore be pursued.
8. **Publication scheme for approval and adoption:** The draft Publication Scheme had been circulated to members prior the meeting and was unanimously approved for adoption.
9. **Annual review of the IT policy and GDPR policy:** Both the IT policy and the GDPR policy were reviewed and unanimously confirmed as appropriate.
10. **Internal Audit:** The suggested development points within the internal audit have now been actioned as per agenda items 8 and 9 and the report and actions approved unanimously by members.
11. **Emergency Plan and Fire Prevention:** Following the recent serious fire incident at Dunwich, consideration was given to formulating an emergency plan for the village, agreement to use the village hall as a hub has been obtained and Cllr. Knevett will work with Clerk to formulate a draft plan. (Carry forward to next meeting)
12. **Remembrance Day:** Attendance at Remembrance Sunday service confirmed and a donation of £100 to The Royal British Legion Poppy Appeal was unanimously approved. (Chair to confirm attendance - clerk to contact)
13. **Adoption of updated NALC pay scale. Clerk/RFO performance and role review:** A review of clerk's role and performance was undertaken and agreement received to increase working hours by 1 hour per week to 11. Adoption of the updated NALC pay scales was also confirmed. Cllr. Morley proposed, Cllr. Stephenson seconded and this was unanimously agreed. (Cllr. Day took no part in discussion and left the meeting room for this item)
14. **Planning: (i) DC/26/2634/TCA –** Ratification of decision to support unanimously approved.
    (ii) Planning correspondence post agenda and pre- meeting – DC/26/3327/FUL- Installation of conservatory to rear of property. 1 Pine Tree Close, Holton, Halesworth, Suffolk IP19 8QH – Unanimously supported.
15. **Correspondence:** (i**)** A request from Halesworth & District Museum for a donation to help with running costs was unanimously approved. Clerk to confirm approval of £100.
    (ii) The request from The Airfield Museum in Holton for a donation towards the cost of a new security door had been circulated prior to the meeting and costings provided. It was unanimously agreed to provide £500 to match the donation from Halesworth Town Council. (Clerk to communicate decision) **(iii)** Holton and Blyford village Hall had submitted costings and details of existing funding for the urgent repair of the driveway. Additionally, support was requested to meet the cost of upgrading the fire protection and a replacement notice board. Quotations for the work have been provided. Cllr. Day proposed a grant of £3,500 in total which would be met from available CIL monies. Cllr. Stephenson seconded and this was unanimously supported. Clerk to communicate decision to the village hall committee.
    (iv) A request for a donation has been received from Suffolk Accident and Rescue Service

and Cllrs. were keen to support this. A donation of £300 was approved unanimously and clerk to communicate decision.
The above donations were approved in line with the published donations policy and future requests will be reviewed following agreement of 2027/2028 budget.

16. RFO Report, bank reconciliation. List of cheques for approval and signature:
Bank balances are C/A £50,880.49 and S/A £42.56 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 (August 2026)	£571.42		*
Kompan Limited (Operational Inspection)	£178.51	£29.75	*
Elaine Day (August 2026 costs)	£25.00		*
HMRC (Tax and NICs)	£562.14		
Staff costs (September 2026)	£571.42		
Elaine Day (September 2026 costs)	£25.00		
CAS Insurance Services Ltd (Insurance) £703.24			
SALC (Payroll services)	£122.40	£20.40	
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Total	£2,759.13	£50.15	
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Cheques marked * were signed on 27/08/26.

Quarter 1 Expenditure V Budget review 2026/2027 circulated to members.

Direct debit to Ico (Information Commissioners Office) for £47.00 was paid on the 17/07/2026. Annual Data Protection fee.

Insurance renewal is due and a full review of levels of cover has been undertaken and checked against the asset register. Cost £703.24 as above

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

17. Date of next meeting 11/11/2026

Meeting closed 8.53PM