

## **Holton Parish Council**

### **NOTICE OF MEETING**

I hereby give you a notice that the Annual Meeting of the Parish Council will be held in Holton and Blyford Village Hall on Wednesday 8th May 2024 at 7.30pm.

Elaine Day Clerk to Parish council  
[edayhpc@gmail.com](mailto:edayhpc@gmail.com)

### **AGENDA**

1. Election of
  - Chair.
  - Vice Chair.
2. Chairman's welcome and apologies for absence.
3. Public Forum – Residents are welcome to give their views and ask questions about issues on this agenda or raise items for consideration at a future council meeting.
4. To receive members' declaration of interest.
5. Members' requests for dispensation to vote.
6. Minutes of previous meetings.  
To approve as a true and accurate record of the minutes of the meeting dated 13/03/2024.
7. Reports:
  - (i) County Cllr. Dunning's report.
  - (ii) District Cllr. Report.
  - (iii) Clerk Report.
8. Items carried forward from previous meetings: (i) The proposal to purchase of the telephone box. (ii) Request from Holton & Blyford Village Hall for grant towards re-surfacing roadway.
9. Annual Governance and Accountability Return - Review, approval and signature of Annual Governance Statement 2023/24.
10. Annual Governance and Accountability Return - Review, approval and signature of Accounting Statement 2023/24.
11. Re-issue and adoption of Councillor Code of Practice.
12. Re-issue and adoption of Standing Orders.
13. Re-issue and adoption of Financial Regulations.
14. To appoint representatives to committees.
  - Village Hall Committee.
  - SALC representative.
  - Member responsible for Internal Control reviews.
15. Appointment of Responsible Financial Officer.
16. Appointment of Internal Auditor.
17. Replacement of the Parish Council Notice board.
18. Holton Pits.
19. Planning:
  - (i) DC/24/1134/FUL –To provide a reception office for the existing camp site. – 36 Holton Road, Halesworth, Suffolk IP198HG - Ratification of response to application following reference to councillors.
  - (ii) Planning correspondence post agenda and pre-meeting.

**20. Correspondence:**

**(i) New letter from Kailwood/Kinda Forest School. Wanting to share information regarding plans for recently purchased field. Plus a request for a donation for help with funding a fencing to part of the field so it could be used for the community and Kinda Forest School to grow vegetables and plants.**

**(ii) Parishioners have enquired if the metal railings around the village, beside the water courses could be repainted.**

**21. RFO Report, bank reconciliation and Qtr. 4 expenditure v budget.**

**List of cheques for approval and signature.**

**22. Date of next meeting 24/07/2024.**