

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 10/01/2024.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. G Cackett, Cllr. J Mendham, Cllr. C Knevett Cllr. N Kerridge and 1 parishioner.

1. Chairman welcomed all to meeting. There were no apologies for absence.
2. **Public Forum:** A representative from Holton Pits CIC updated members and requested the Parish council provide support amounting to approximately £700 per year over the next 5 years. This will be considered at a later meeting. (The previous request to fund the cost of a notice board was withdrawn)
3. Members' declaration of interest: Cllr, Rolph declared an interest in agenda item 9 (i) Cllr, Day declared an interest in agenda item 9 (iii). They would take no part in any discussions on these matters, including prior to ratification of decisions.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 08/11/2023 were proposed by Cllr. Rolph, and seconded by Cllr. Cackett as being a true and accurate record. All voted in agreement.
6. **REPORTS:**
 - (i) County Cllr. Dunning – No report.
 - (ii) District Cllrs. – Report received post meeting a copy is available on request from clerk.
 - (iii) Clerk report –
The ditch clearance by the probation service is due to start on the 17th January 2024. The church has kindly said they can use the toilet facilities there. Cllr. Knevett was thanked for his help in arranging this.

I confirmed that as clerk I retracted my resignation and this was accepted by the chair.

Following Cllr. Knevett's full analysis of the information provided by speed warning indicators in the village it was decided to continue with the current sharded resource arrangements.
(Councillors had previously agreed upon this 6 month review.)
7. **Items carried forward from previous meetings:**
 - (i) **Re-siting of the school "20 is enough"** warning sign was deferred to the next meeting for Cllr. Dunning's input on cost and support.
 - (ii) **The proposal to investigate the purchase of the telephone box** for use by the village had not generated interest following a recent Facebook entry by chair. A further attempt will be made to obtain interest/support via the Community News.
(Carry forward to next meeting)
8. **Holton Pits** – Cllrs. wished to place on record their disappointment at the tone and inaccurate content of a recent letter received from a representative of Holton Pits CIC. The letter has been acknowledged. * Subsequent to the meeting a further letter, less abrasive was received.
9. **Planning:**
 - (i) **DC/23/4521/FUL – Single-storey extension to front and side. 3 Valley Close, Holton, Halesworth, Suffolk IP19 8NF.** Decision to support ratified.

- (ii) **DC/23/4441/FUL – Retrospective Application - Existing conservatory. Also proposed single storey rear extension. – Cedar Lodge, Sandy Lane, Holton, Halesworth, Suffolk IP19 8PJ.** Decision to support ratified.
 - (iii) **DC/23/4723/FUL – To divide the plot and build a new two-bedroom semi-detached house in part of the garden of 2 Bungay Road. – 2 Bungay Road, Holton, Halesworth, Suffolk IP19 8PL.** Decision not to support ratified.
 - (iv) No further planning correspondence.
- 10. Correspondence:** Clerk confirmed that the proposal to create a section of footpath between Hill Farm Road and existing footpath No 6 would proceed.
- 11.** The review of the adequacy of **internal control procedures** had been completed by the appointed member and circulated to all members pre meeting. As a result Cllr. Cackett proposed signature and acceptance of the review and confirmation of the adequacy of internal audit arrangements. Cllr. Knevett seconded and all voted in agreement.
- 12. Draft budget:** Clerk had circulated a draft budget pre-meeting together with cash flow forecasts and projected bank balance at year end. A full review of costs had also been undertaken. Cllr. Rolph proposed a 2024/25 budget of £19,150, Cllr. Knevett seconded and all voted in agreement.
- 13. Precept setting:** Following agreement on Budget and forecasted Bank balances and CIL monies held at 31/03/2024. Cllr. Day proposed a precept request of £15,080 was made. (This is unchanged from current year) Cllr. Cackett seconded and all voted in agreement.
- 14. Consideration of the unallocated CIL monies. (5 year plan):** Clerk provided a breakdown of CIL monies held and timescale remaining to expiry. It was agreed that an effective plan would be formulated (After consultations with local organisations) for the proposed allocation to qualifying projects. Clerk to publicise by letter, setting out criteria and a further meeting will be arranged for 14/02/2024 to review responses and commence planning.

15. RFO REPORT:

Bank balances are C/A £57,657.13 and S/A £41.17 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	
The Royal British Legion Poppy Appeal	£100.00		*
The Halesworth Airfield Museum	£100.00		*
Kompan Ltd (Operational Inspection)	£156.45	£26.07	*
IT Services at CAS (New gov.uk email domain)	£198.00		*
Staff Costs (December 2023)	£788.59		*
Elaine Day (December 2023 costs)	£25.00		*
Elaine Day (Expenditure reimbursement)	£10.18		*
HMRC	£267.46		*
Staff costs (January 2024)	£511.27		
Elaine Day (January 2024 costs)	£25.00		
Total	----- £2,181.95 -----	----- £26.07 -----	

Cheques marked * were signed on 13/12/2023

QTR 3 Expenditure v Budget review completed and circulated to members.

RFO report proposed for acceptance by Cllr. Rolph and seconded by Cllr. Mendham, all votes in agreement.

16. Date of next meeting 14/02/2024

Meeting closed 8.53pm