

## 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 24/07/2024.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. J Mendham, Cllr. C Knevett, Cllr. N Kerridge and Elaine Day clerk.

1. Chairman welcomed all to meeting. Apologies for absence were accepted from District Cllrs. Wakeling and Keys-Holloway and from Cllr. Cackett.
2. **Public Forum: No residents in attendance.**
3. There were no declaration of interest.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 08/05/2024 were proposed by Cllr. Rolph and seconded by Cllr. Day as being a true and accurate record. All voted in agreement.
6. (i) No report from County Councillor Dunning.  
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.  
(iii) CLERK REPORT: The 'NO DOGS' sign has been ordered and when arrives, I will arrange robust fitting to make sure it's not removed again.

Internal audit has been satisfactorily concluded and circulated to members prior to our meeting. The suggested update in respect of Standing Orders and Financial Regulations has been acted upon. The link from the website to ESC register of interests re councillors is being arranged.

All other matters covered within agenda.

Actions proposed for acceptance by Cllr. Rolph, seconded by Cllr. Day. Unanimously supported.

7. **Items carried forward from previous meetings: (i) Village Hall grant request:** Cllr. Rolph proposed a grant of £5K towards Village Hall improvements to driveway. Cllr. Day seconded all voted in agreement to utilise CIL monies. Clerk to write to Village Hall management committee suggesting approach to Blyford Parish Council and EDF (Sizewell Fund) to assist with shortfall – We may consider further funding dependant upon response. This approach was unanimously agreed.  
(ii) **Replacement of Parish Council Notice Board.** The quotations for replacement of the Parish Council Notice Board had been circulated pre meeting and Cllr. Rolph proposed acceptance of Breese Post Mounted Double Door Board, Moss Green in colour costing £1.177.80. Cllr. Stephenson seconded all voted in agreement.  
(iii) **Re-painting of metal railings alongside the village water courses.** The decision was deferred until ownership/responsibility has been determined. Despite several requests to SCC an answer has not been forthcoming. (Carried forward to next meeting)
8. **HOLTON PITS:** No correspondence or attendance at meeting.
9. **Speeding and courtesy of drivers within the village:** Cllr. Knevett provided a full report following his site meeting with Parishioners, County Councillor Dunning and a

representative from SCC Highways. In summary and as already communicated any intervention is solely dependant upon timely and accurate reporting of incidents by Parishioners. This applies to speeding and Lorry Watch. Cllr. Rolph proposed that the level of reporting was monitored and reviewed at the next meeting. Cllr. Knevett seconded and the item will therefore be carried forward for review. All in agreement.

**10. Planning:**

- (i) **DC/24/1808/TPO – Re Mill House, Southwold Road, Holton, Halesworth, Suffolk IP19 8PW** - Decision to support ratified.
- (ii) **DC/24/2238/FUL – Replacement of windows & entrance door – Lytton Cottage, The Street, Holton, Halesworth, Suffolk IP19 8PN** - This application was unanimously supported.

**11. Correspondence:** Letter of thanks received following recent donation to SARS.

**12. RFO Report:**

Bank balances are C/A £58660.58 and S/A £41.47 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
Kompan Limited (Annual Inspection)	£223.88	£37.31 *
Staff costs (June 2024)	£460.27	*
HMRC (Tax & NICs)	£345.20	*
Elaine Day (June 2024 costs)	£25.00	
SALC (Internal Audit Service)	£328.80	£54.80
Staff costs (July 2024)	£460.47	
Elaine Day (July 2024 costs)	£25.00	
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Total	£1,868.62	£92.11
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Cheques marked \* were signed on 10/06/2024.

RFO report proposed for acceptance by Cllr. Knevett and seconded by Cllr. Stephenson. All in favour.

**13.** Dated of next meeting 25/09/2024

**Meeting closed 8.20PM**