

## 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 08/052024.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. G Cackett, Cllr. B Stephenson, Cllr. J Mendham, Cllr. C Knevett, Cllr. N Kerridge, Elaine Day (Clerk) and 11 parishioners.

1. Cllr. Rolph was re-elected as chair following proposal by Cllr. Day, seconded by Cllr. Cackett. Unanimously agreed. Cllr. Day was re-elected as vice chair following proposal by Cllr. Rolph seconded by Cllr. Stephenson. Unanimously agreed.
2. Chair welcomed all to meeting. Apologies for absence were accepted from County Cllr. Dunning and District Cllr. Wakeling.
3. **Public Forum:** Matters raised by public were recorded in the minutes of the earlier Annual Parish Meeting.
4. Members' declaration of interest: Cllr. Kerridge had declared an interest in agenda item 19 (i) and took no part in discussion. Cllr. Cackett declared an interest in agenda item 8 (ii) and would take no part in discussion.
5. There were no requests for dispensation to vote.
6. The minutes to the meeting held on 13/03/2024 were proposed by Cllr. Day and seconded by Cllr. Rolph as being a true and accurate record. Members unanimously agreed.
7. (i) A copy of County Cllr. Dunning's report had been circulated pre meeting and is available upon request to the clerk.  
(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' signs at play area have been vandalised and require replacement. (One less than a month old) I suggest a more robust sign is purchased and installed. Members in agreement.

Guidance for Parishioners on how to report speeding in village has been published on the Parish Council website, Community News and Team Times. Reporting via the approved method is the only way to effect action by the relevant authority.

No response from the land owner regarding the dead oak tree on the Beccles Road, after letter was sent following last meeting.

All other matters covered within agenda.

8. **Items carried forward from previous meetings: (i)** There had been very little interest expressed from parishioners to adopt the telephone box and use as a community asset and members decided that the matter would not be pursued. (A request to clean the kiosk would be made)  
**(ii)** Further quotes will be required from the Village Hall committee and upon receipt the request will be considered further. (Carry forward to next meeting)
9. **The Annual Governance Statement** had been circulated pre meeting for consideration by members – Cllr. Day proposed approval and signature, Cllr. Cackett seconded, all voted in favour.

- 10. The Accounting Statements** had been circulated pre meeting for consideration by members. Cllr. Day proposed approval and signature. Cllr, Knevett seconded and this was unanimously agreed.
- 11. Councillor Code of Practice** was re-issued and proposed for re-adoption and unanimously agreed.
- 12. Standing Orders** were re-issued and proposed for re-adoption and unanimously agreed.
- 13. Financial Regulations** were re-issued and proposed for re-adoption and unanimously agreed.
- 14. Representatives to Committees:**
- **Village Hall Committee** – Cllr. Cackett was proposed by Cllr. Rolph and seconded by Cllr. Day and unanimously agreed.
  - **SALC** - Clerk was appointed following proposal by Cllr. Day, seconded by Cllr, Rolph and unanimously agreed.
  - **Member responsible for Internal Control Review** – Cllr. Day was appointed following proposal by Cllr. Rolph, seconded by Cllr. Knevett and unanimously agreed.
- 15. Appointment Responsible Financial Officer** – Clerk was appointed as RFO following proposal by Cllr. Rolph, seconded by Cllr. Stephenson and unanimously agreed.
- 16. Appointment of Internal Auditor** – SALC were re-appointed as internal auditors following proposal by Cllr. Day, seconded by Cllr. Rolph and unanimously agreed.
- 17. Replacement of Parish Council Notice Board** – It was agreed that clerk would advise Village Hall management committee that the Parish Council notice board would be relaced and suitable quotes to be obtained for decision at next meeting.
- 18. Holton Pits** – No representation from Holton Pits CIC.
- 19. Planning:**
- (i) **DC/24/1134/FUL – To provide a reception office for the existing camp site – 36 Holton Road, Halesworth, Suffolk IP19 8HG** – Decision to support application was unanimously agreed. (Cllr Kerridge had taken no part in decision)
  - (ii) **No further planning correspondence.**
- 20. Correspondence:**
- (i) The request for financial assistance towards the cost of fencing to provide a facility for growing space for Kinda Forest School and the Community was not felt to be within the council’s powers to support in its current format. (Letter to be forwarded to advise decision)
  - (ii) The request by parishioner for re-painting of metal railings alongside the village water courses will be carried forward to next meeting. (Ownership and permission to be determined together with scope of work to be undertaken)
- 21. RFO Report:**  
**Bank balances are C/A £53,030.82 and S/A £41.32 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
<b>SALC (Payroll service 6 months)</b>	<b>£54.00</b>	<b>£9.00 *</b>
<b>Staff costs (April 2024)</b>	<b>£511.27</b>	<b>*</b>
<b>SALC (Membership subscription)</b>	<b>£374.81</b>	<b>*</b>
<b>Elaine Day (April 2024 costs)</b>	<b>£25.00</b>	<b>*</b>
<b>Elaine Day</b>	<b>£13.16</b>	<b>*</b>

<b>(Expenditure Reimbursement</b>		
<b>No Dogs Sign for play Area)</b>		
SARS (Donation)	£100.00	
IT Services at CAS	£17.50	
(1 x addition mailbox)		
Staff costs (May 2024)	£409.67	
Elaine Day (May 2024 costs)	£25.00	
Micropress Printers Ltd Countrywide A/C	£60.00	£10.00
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<b>Total</b>	<b>£1,590.41</b>	<b>£19.00</b>
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Cheques marked \* were signed on 08/04/2024.

VAT refund claim has been submitted for £709.52, this is not included in the above balance.

QTR 4 Expenditure v Budget review completed and circulated to members.

Direct payment received from East Suffolk Council for £7,540.00. First precept payment. This is not included in the above balance.

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

Meeting closed 8.40PM