

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 13/11/2024.

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

1. Chairman welcomed all to meeting. Apologies for absence were accepted from Cllr. Cackett and District Cllrs. Wakeling and Keys-Holloway.
2. **Public Forum: No residents in attendance.**
3. Cllr. Day declared an interest in agenda item 11 and would not take part in discussion or voting on the matter.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 25/9/2024 were proposed by Cllr. Day and seconded by Cllr. Knevett as being a true and accurate record. All voted in agreement.
6. (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: SPEEDING - Speed cameras operative has been active on several occasions recently. I have evidence of fines being imposed on offenders on the Beccles Road.

A further request has been made by residents of Greenbank for the supply of a grit bin at the junction of Fairview Road. After reference to Suffolk County Council Highways guidelines for approval. I have been advised that criteria for instillation is not met.

Fence at Play Ground has been vandalised. I have arranged for repair via East Suffolk Services Ltd.

Precept notice 2025/2026 received which will require response at our next meeting. Prior to this I will prepare a draft budget and recommendation for precept request based upon this.

Appreciation of decoration of Post Box at bottom of Lodge Lane expressed by parishioners, particularly the current theme. Letter of appreciation from Parish Council appropriate.

New noticeboard installed satisfactorily. The previous board has been donated to parishioner following their earlier request and Parish Council agreement.

A replacement Laptop has been purchased and when all data has been transferred, the old laptop will be recycled.

All other matters covered within agenda.

- (vi) Lorry Watch report: No report.

7. Items carried forward from previous meetings:

- (i) **Re-painting of metal railings alongside the village water courses.** Suffolk County Council have stated that the requested work on railings along water course did not meet their repair/replacement criteria. Councillors felt that before re-painting commenced a review of the structural integrity of the railings should be undertaken as the current condition presented a risk to contractors in their view. This will be undertaken before next meeting and carried forward to January agenda for further discussion.

8. External Audit: Clerk had circulated the results of External Audit prior to the meeting. The audit outcome was fully satisfactory and unanimously approved by Cllrs.

9. Planning:

- (i) **DC/24/3545/FUL – Erection of unit for the storage of materials associated with the production of plastic bottles. Spectra Packaging Solutions Ltd, 1 Antonine Way, Holton, Halesworth, Suffolk IP19 8RX.** Cllrs. unanimously ratified their decision to support this application.

- (ii) **No correspondence post agenda and pre-meeting.**

10. Correspondence:

- (i) **Village news letter** – Parishioner interest in re starting this, possibly in spring 2025. No further action pending re-contact from parishioner. (Funds ring-fenced to support appropriate proposal)

- (ii) **Halesworth Volunteers request for financial support** – The request was met with a suggestion to invite a representative to a future meeting so that Cllrs. could have a full understanding of services provided to Holton residents and how the organisation works within the framework of other organisations providing support to those in need of assistance.

- (iii) **East Anglian Air Ambulance request for donation** – Cllr. Stephenson proposed a donation of £200.00. Cllr. Kerridge seconded, all voted in agreement.

- (iv) **Halesworth Airfield Museum request for grant** - Cllr. Day had undertaken a full review of the request for a grant to be used for an upgraded fire protection system and a full report was provided to Cllrs. (Copy available from clerk upon request) Quotations for the work have been submitted and a preferred provider identified. A full assessment of added value to the community from the facility has also been undertaken. Community benefit is provided by means of heritage and historical/cultural interest. Two local schools and scout groups regularly use the facility for educational/projects work. The museum provides a meeting place for villagers and is open to visitors/holiday makers on a regular basis and is well attended. Cllr. Knevett proposed a donation of £6100 was allocated from CIL monies held, Cllr Rolph seconded and the proposal was unanimously supported.

11. NJC Salary Pay Award 20242025: Pay scales for clerk were proposed for implementation by Cllr. Rolph and seconded by Cllr. Mendham. Unanimously approved.

12. RFO Report, bank reconciliation. List of cheques for approval and signature:

Bank balances are C/A £62,759.64 and S/A £41.62 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
Business Services at CAS Ltd (Insurance)	£570.84	*
PKF Littlejohn LLP (External Audit)	£252.00	£42.00 *
SALC (6 months payroll services)	£54.00	£9.00 *
Staff costs (October 2024)	£460.27	*
Elaine Day (October 2024 costs)	£25.00	*
Expenditure reimbursement to clerk (Laptop and software)	£538.99	£89.83
The Halesworth Airfield Museum	£100.00	
The Royal British Legion Poppy Appeal	£100.00	
IT Services at CAS Limited	£48.00	
Community Action Suffolk	£60.00	£10.00
Expenditure reimbursement to clerk	£312.07	£16.11
Defib pads, installation of Notice Board and Printer Ink)		
Staff costs (November 2024)	£460.47	
Elaine Day (September 2024 costs)	£25.00	
Kompan Limited. (Playground inspection)	£165.84	£27.64
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Total	£3,172.48	£194.58
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Cheques marked * were signed on 14/10/2024.

QTR 2 Expenditure v Budget review completed and circulated to members.

2nd Precept payment of £7,540.00 received and is included in the above balance.

CIL payment of £1,823.16 received and is included in the above balance.

RFO report proposed for acceptance by Cllr. Rolph, seconded by Cllr. Day, all in favour.

13. Dated of next meeting 08/01/2025

Meeting closed 8.30PM