

## HOLTON PARISH COUNCIL

Clerk Elaine Day

[edayhpc@gmail.com](mailto:edayhpc@gmail.com)

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 25/09/2024.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, 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. Cllrs. expressed disappointment that County and District Councillors attendance at bimonthly meeting were becoming less frequent.
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 24/07/2024 were proposed by Cllr. Knevett and seconded by Cllr. Mendham 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 for the play area has now been fitted robustly.

A big thank you to Richard and Lillian for their Beccles Road path cleaning. A letter of thanks will also be sent post meeting.

Following successful completion of the internal audit, which had been circulated to members, the suggested development points have been actioned as agreed. I am currently awaiting return of the external audit report.

Replacement pads for the Defibrillator have been purchased as they have to be changed in November 2024.

The replacement notice board has been delivered and will be fitted shortly at a cost of £150 + materials. The old notice board is to be recycled by village parishioner.

All other matters covered within agenda.

(vi) Lorry Watch report:

Details of 3 vehicles were reported to [lorrywatch@suffolk.gov.uk](mailto:lorrywatch@suffolk.gov.uk) in August 2024.

### 7. Items carried forward from previous meetings:

- (i) **Re-painting of metal railings alongside the village water courses.** Permission to re-paint metal railings alongside village water courses had been obtained from Suffolk County Council. It was felt that a condition report should be filed before any work was contemplated as there was currently a risk involved based upon the condition of some of the railings. (Clerk to report) It was also agreed to contact the community payback team with a request to carry out work in anticipation of the remedial work being undertaken.
- (ii) **Speeding and courtesy of drivers within the village.** Clerk noted a road traffic incident which occurred recently on the Street, Holton. This had been highlighted by

a resident. Councillors also noted that there were recent incidences of speed monitoring approaching the Street via Holton Road. This was being undertaken on behalf of the police. A speed recording device had also been in operation on the Beccles Road.

**8. HOLTON PITS:** No correspondence or attendance at meeting.

**9. Remembrance Day:** Cllr. Rolph proposed donations of £100 each to the Royal British Legion Poppy Appeal and the Airfield Museum in respect of Remembrance Day. Cllr. Day seconded and Parish Council will be represented at the wreath laying ceremony. All voted in agreement.

**10. Planning:**

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

**11. Correspondence:** all covered in agenda.

**12. RFO report:**

Bank balances are C/A £55,699.04 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
Expenditure reimbursement to clerk. (No Dogs A3 Sign)	£10.80	£1.80 *
Notice Board Company (UK) Ltd.	£1,425.36	£237.56 *
Staff costs (August 2024)	£460.27	*
Elaine Day (August 2024 costs)	£25.00	*
Kompan Limited (Operational Inspection)	£165.84	£27.64 *
Expenditure reimbursement to clerk (Materials and fit of NO DOGS sign & Replacement Pads for Defibrillator)	£109.80	£10.80
Staff costs (September 2024)	£460.47	
HMRC (Tax & NICs)	£345.20	
Elaine Day (September 2024 costs)	£25.00	
	-----	-----
Total	£3,027.74	£277.80
	-----	-----

Cheques marked \* were signed on 09/08/2024.

QTR 1 Expenditure v Budget review completed and circulated to members.

Direct debit to Ico Ref: ZA129944 (Data Protection) was taken on 19/07/2024.

The Parish Council's Laptop is on its last legs. I have had it checked and confirmation obtained that a replacement will be required. The current laptop specification was completed and ordered by David Fosdike former member of the council. An updated version is available on a price match basis. I will retain the existing equipment for as long as possible but seek agreement in principle to replace when required. We have set aside funds within budget for this purpose.

HP ProBook 450 G4 Notebook Serial No: 5CD7285DY6

Microsoft Office Home & Business 2016

Chair to meet with clerk to look into finding a suitable replacement. Cllr. Rolph (Chair) proposed a net budget of £550, Seconded by Cllr. Knevett all voted in agreement.

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

**13. Dated of next meeting 13/11/2024**

**Meeting closed 8.05PM**