

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 12/07/2023.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. N Kerridge, Cllr. Kerridge, County Cllr. A Dunning, District Cllrs. G Wakeling and B Keys-Holloway, Elaine Day Clerk and 1 parishioner.

1. Chairman welcomed all to meeting. Apologies received and accepted from Cllrs. Cackett and Mendham.
2. **Public Forum:** There were no items raised.
3. Cllr. Rolph declared an interest in an item within planning agenda and would take no part in discussions concerning application, ref DC/23/2566/FUL
4. There were no requests for dispensation to vote.
5. Cllr. Day proposed acceptance of the minutes to meeting dated 10/05/2023. Cllr. Rolph seconded. All voted in agreement.
6. **REPORTS:**
 - (i) County Cllr. Dunning – A copy is available on request from clerk.
 - (ii) District Cllrs. – A copy is available on request from clerk.
 - (iii) Clerk report – PLAY AREA: Replacement of rolling log being made under warranty. The wobble bridge has failed again and the matter highlighted. I have suggested that this is a design fault and depending on the response then it may be necessary to adapt this section of the equipment by removal to avoid ongoing cost and further reporting and investigation.
VILLAGE CLOCK: I am advised that the clock now has a self-correcting mechanism which can take up to 48hrs to correct itself should an incorrect time be displayed due to power cuts and resolve future problems when we move to and from BST
 - (iv) A copy of lorry watch report is available from the Clerk.
7. **Items carried forward from previous meetings:** It was agreed to defer decision on purchase of vehicle activated signs for 6 months. During interim Cllrs. Rolph and Knevett will run an effectiveness and testing review.
8. All matters arising from the Annual Parish Meeting had been investigated and resolved.
9. **Internal Audit Review and Actions – FINANCIAL REGULATIONS:** Auditor recommends tailoring NALC guidelines to specifically reflect Holton Parish Council by removing sections which are not relevant. **COMPLETED.**
EXTERNAL AUDIT: Recommendation that in addition to circulation to members the report should be considered within full Council meeting. NOTED and IMPLEMENTED, (There will be no external audit this year as exemption rules apply)
10. **Holton Pits CIC. Amended request for donation, supported by business plan and details of funding:** The meeting was closed by proposal, unanimously supported to allow Councillors to question the representative of Holton Pits CIC regarding the recently forwarded business plan. Significant concerns were raised in connection with the content and the meeting was subsequently re-opened. The amended request for donation did not receive support in its current format and nature and reasons were explained. A request was made for this to be re-submitted and an offer made by the Parish Council to provide guidance on the nature,

context and conditions which would require to be met in order for the matter to proceed. A contact name and number were provided in order to assist.

11. Planning

- (i) **DC/23/1872/FUL** – Extension and alterations to permit suitable disabled adaption use at Blythwood House, Beccles Road, Holton, Halesworth, Suffolk. Decision to support ratified.
- (ii) **Post agenda correspondence ref DC/23/2566/FUL.** To demolish existing single glazed conservatory and provide new single storey extension to rear of property. 2 Valley Close, Holton, Halesworth, Suffolk, IP198NF. Application unanimously supported. (Cllr. Rolph took no part in discussions)

12. Correspondence: 1. School parking SCC amended restrictions circulated.

- 2. An information sheet received from the Latitude Festival Managing Director was received.
- 3. Email received for a parishioner wanting to draw the council's attention to the very early arrival of construction lorries - 7AM and the manner parking at the construction site on Pine Tree Close.

13. RFO Report:

Bank balances are C/A £42,673.94 and S/A £40.92 prior to the issue of cheques totalling £1,561.91 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element	
Kompan Ltd	£156.45	£26.07	*
HMRC	£146.80		*
Staff costs June 2023	£476.53		*
SALC (Annual Internal Audit)	£255.60	£42.60	
Staff costs July 2023	£476.53		
Elaine day (June & July Costs)	£50.00		
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Total	£1,561.91	£68.67	
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Cheques marked * were signed on 19/06/2023

The report was proposed for acceptance by Cllr. Rolph and seconded by Cllr. Stephenson, unanimously approved.

14. Date of next meeting 30/08/2023.

Meeting closed 8.55pm