

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 08/03/2023.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, Cllr. J Mendham, Elaine Day Clerk and 2 parishioners.

1. Chairman welcomed all to meeting. Apologies received and accepted from Cllr. Knevett, County Cllr. Dunning and District Cllrs. Cackett and Goldson.
2. **Public Forum:** There were 2 parishioners in attendance. There were no items raised.
3. There were no declarations of interest.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting dated 11/01/2023 were proposed for acceptance and signature by Cllr. Rolph and seconded by Cllr. Stephenson. All voted in agreement.
6. **REPORTS:**
 - (i) County Cllr. Dunning – A copy is available on request from clerk
 - (ii) District Cllr. Cackett/Goldson – A copy is available from clerk. (Following receipt of the report clerk will contact Suffolk Country Council, Highways regarding the health and safety issues concerning pathway opposite school, Beccles Road and lack of fencing to the adjacent ditch)
 - (iii) Clerk report - Risk assessment work has been completed, including asset inspection and a full ROSPA report for the playground. Findings reveal only items of low and very low risk and rather than request relevant items are attended to via the quarterly maintenance contract it may be better and certainly less expensive to request this work is done locally. Approval therefore required to investigate and proceed as appropriate.
Update provided and circulated regarding Holton Pits and the attempt by the group to secure funding for purchase at an estimated cost of £200k.
7. **Items carried forward from previous meetings:** There were no items carried forward from the previous meeting.
8. **Vehicle Activated signs:** – Carried forward to next agenda. Cllr. Rolph to investigate cost of additional new units as opposed to the possibility of pre-used equipment.
9. It was agreed that the proposed cost of repair to the village clock would be met from general reserve as opposed to CIL monies as we have been advised that it does not meet qualifying criteria. Action proposed by Cllr. Day, seconded by Cllr. Rolph. All voted in favour.
10. **Risk Assessment and findings:** Clerk provided detail of completed risk assessments and findings. Cllrs. Cackett, Mendham and Stephenson will attend to the minor/low risk items identified at play area. (Clerk to provide details from ROSPA report) All other matters are satisfactorily managed.
11. **The review of internal control procedures** has been completed in accordance with the agreed format/template document. Cllr. Day advised that the review confirmed all necessary actions were in place and no further action was required.
12. **Local Elections:** Clerk summarised the timetable and actions in respect of the May elections. Statutory notices will be posted in accordance with instructions upon receipt.
13. **PLANNING:**
 - (i) No applications.

- (ii) No further correspondence received.

14. Correspondence:

- (i) Letter of thanks received from Halesworth (Holton) Airfield Memorial Museum following Parish Councils donation.
- (ii) Letter of thanks received from Holton and Blyford village hall for the donation of £8K from Parish Council towards costs of drainage/sewer work.

15. RFO REPORT:

Bank balances are C/A £36,956.55 and S/A £40.78 prior to the issue of cheques totalling £2,101.33 ** as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Holton & Blyford Village Hall (Donation CIL FUNDS)	£8,000.00 *	
Staff costs Jan 2023	£496.53 **	
SARS Grant/Donation (S137)	£200.00 **	
Staff costs Feb 2023	£496.53 **	
Kompan Ltd (Annual Inspection of playground)	£178.08 **	
Elaine Day (Expenditure reimbursement)	£72.86 **	£29.68
HMRC	£106.80 **	
Staff costs Mar 2023	£496.53 **	
SALC (Payroll Services)	£54.00 **	£9.00
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Total **	£2,101.33	£38.68
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Item marked * was signed by members on 16/01/2023.

QTR 3 Expenditure V Budget 2022/2023 circulated to councillors with variation analysis.

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

16. Date of next meeting 10/05/2023.

Meeting closed 8.25pm