

HOLTON PARISH COUNCIL

Clerk Elaine Day

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Minutes of the of the Annual Parish Council Meeting held in Holton & Blyford Village Hall at 7.30pm on Wednesday 10/05/2023.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair) Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, Cllr. C Knevett, Elaine Day Clerk, County Cllr. A Dunning and 8 parishioners.

1. Cllr. Day proposed Cllr. Rolph as chairman, Cllr. Cackett seconded. All voted in agreement.
Cllr. Knevett proposed Cllr. Day as Vice Chair, Cllr. Rolph seconded. All voted in agreement.
2. Chair welcomed all to meeting. Apologies for absence were given by Cllr. Mendham and accepted.
3. **Public Forum:** Representative from the Holton Pits CIC updated on progress with the proposed purchase. Agenda item 18 will be withdrawn as an amended request for financial support was made in the form of a grant of £1K per annum for a five-year period. A copy of the business plan, confirmation of the position regarding the source of funds for the purchase and confirmation of agreement to be made available by the date of the next meeting and an agenda item will be included to consider the request. Members provided individual support for the project but confirmation of financial assistance would be subject to full scrutiny as outlined.
4. Cllr. Day declared interest in agenda items 16 and 19 and would retire from the meeting room whilst discussed. Cllr. Stephenson had declared interest in item 20 (ii) and took would take no part in discussion either prior or during the meeting.
5. There were no requests for dispensation to vote.
6. The minutes to the meeting dated 08/03/2023 were proposed for acceptance and signature by Cllr. Day and seconded by Cllr. Rolph. All voted in agreement.
7. **REPORTS:**
 - (i) County Cllr. Dunning – No report.
 - (ii) District Cllr. - No report.
 - (iii) Clerk Report. The Holton village clock's new control unit has been installed and a services/safety check carried out.
The sign for the playground (In case of an Emergency) has been purchased and is in place.
I was advised by our former District Councillor that the bus route 522 Aldeburgh to Beccles now stops in Holton, opposite Orchard Valley. You can then change at Beccles for a connection to the James Paget Hospital.
Holton footpath 010 was becoming more and more impassable because of nettles and other associated foliage. This was reported early May and has since been cleared. Residents and visitors can now enjoy the lovely walks which would otherwise be utterly impossible to access.
A footpath sign has been reported damaged – Clerk to advised SCC.
8. **Items carried forward from previous meetings:** Vehicle Activated signs, following a request from a Parishioner the feasibility of a post to allow VAS to be used on The Street, Holton will be investigated by Cllr. Knevett. Members requested Clerk to investigate cost of purchasing of a suitable replacement for the shared equipment currently being used and a decision on whether to proceed will be made at the next meeting.
9. Following review by members the **Annual Governance Statement 2022/23** was proposed by Cllr. Day for signature, Cllr. Knevett seconded and unanimously agreed.
10. Following review by members the **Accounting Statements 2022/23** were proposed for signature by Cllr. Day, seconded by Cllr Rolph and unanimously agreed. As a consequence the **Exemption Certification from External Audit** was also approved for signature.
11. **Local Elections:** Members welcomed the new District Councillor and appreciation for outgoing District Cllr. Cackett were expressed. Clerk requested early completion by members of their Register of Interest via the link provided.
12. **The Councillor Code of Practice** was re-issued and approved for adoption. Proposed by Cllr. Rolph, seconded by Cllr. Day and unanimously approved.
13. **The Standing Orders** were re-issued and approved for adoption. Proposed by Cllr. Rolph, seconded by Cllr. Day and unanimously approved.
14. **The Financial Regulations** were re-issued and approved for adoption. Proposed by Cllr. Rolph, seconded by Cllr. Day and unanimously approved.
15. **The following were appointed.**

* Village Hall committee Representative Cllr. Mendham. Proposed by Cllr. Day, seconded by Cllr. Knevett and unanimously agreed.

* SALC representative Cllr. Day. Proposed by Cllr. Rolph, seconded by Cllr. Knevevtt and unanimously agreed.

* Member responsible for Internal Control Review Cllr. Day. Proposed by Cllr. Knevevtt, seconded by Cllr. Cackett and unanimously agreed.

16. **Appointment of Responsible Financial Officer** Elaine Day. Proposer Cllr. Rolph, seconded Cllr. Knevevtt and unanimously agreed.
17. **Appointment of Internal Auditor SALC.** Proposer Cllr. Day, seconded by Cllr. Rolph and unanimously agreed.
18. Request for donation by Holton Pits presentation group. Request amended – carry forward to next meeting.
19. **Reimbursement of Clerk expenses.** A proposal by Cllr. Cackett, seconded by Cllr. Knevevtt to provide reimbursement of working from home expenses incurred by Clerk to the value of £25 per month. All voted in agreement.
20. **Planning:**
- (i) **DC/23/0833/FUL** – Cart lodge and New Access – 6 Moores Cottages, Upper Holton, Halesworth, Suffolk IP19 8QP. Decision to support ratified.
- (ii) **DC/23/1182/VOC** – Variation of Condition Nos. 2 and 3 of DC/20/3070/FUL – Land to Rear of, Pine Tree Close, Holton, Suffolk. Decision to support ratified.
- (iii) No further correspondence received.
21. **Correspondence:** Letter of thanks received from Suffolk Accident Rescue Service in respect of Parish Council donation.
22. **Date of Annual Parish meeting** agreed – 31/05/2023 at Holon & Blyford village Hall from 7pm.
23. **RFO Report:**
Bank balances are C/A £34,855.22 and S/A £40.83 prior to the issue of cheques totalling £2,549.71 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Staff costs April 2023	£496.53	
SALC (Membership Subscription)	£358.71	
S Michlmayr & Company Ltd (Village Clock upgrade and Service)	£1176.00	£196.00
Elaine Day (Expenses reimbursement)	£18.00	
EPS Transfers	£24.00	£4.00
Staff costs May 2023	£476.53	
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Total	£2,549.71	£200.00
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QTR 4 Expenditure V Budget 2022/2023 circulated to councillors with variation analysis.

VAT refund claim has been submitted for £854.11, this is not included in the above balance.

Remittance of 1st Precept instalment of £7,540.00 for 2023/24 has been advised, this is not included in the above balance, bank statement awaited to confirm receipt.

Direct credit advised from East Suffolk Council for £1,974.38 which is Neighbourhood CIL April 2023. This is not included in the above balance, bank statement awaited to confirm receipt.

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

24. Date of next meeting 12/07/2023.