

HOLTON PARISH COUNCIL

Clerk Elaine Day

edayhpc@gmail.com

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 08/11/2023.

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, County Cllr. Dunning, District Cllrs. G Wakeling, District Cllr. B Keys-Holloway and 1 parishioner.

1. Chairman welcomed all to meeting. There were no apologies for absence.
2. **Public Forum:** Parishioner updated on the position regarding Holton Pits which has been successfully transferred to Holton Pits CIC.
3. There were no declarations of interest.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 30/08/2023 were proposed by Cllr. Day, and seconded by Cllr. Knevett as being a true and accurate record. All voted in agreement.
6. **REPORTS:**
 - (i) County Cllr. Dunning – A copy of report has been circulated and a copy is available from the clerk.
 - (ii) District Cllrs. – A copy of District Cllrs. report will be forwarded to clerk and circulated upon receipt.
 - (iii) Clerk report – The wobble bridge at the play area has now been returned to use following re-design and replacement under warranty.

Risk assessment has been commenced and annual inspection of play area arranged. A report will be produced in due course by independent assessors.

All assets have been checked against register and inspected for condition. Asset register confirmed as accurate.

Financial risk management process will be completed by nominated member, prior to next meeting and outcomes advised to members.

The new gov.uk domain has been requested and is being arranged via CAS. A domain is £138 for a 2 year registration, plus £30 per mail box per year. The email address was flagged at internal audit as being a requirement for all councils w.e.f. 2024.

7. **Items carried forward from previous meetings:** Cllr. Day updated on position regarding Southwold Road and Beccles Road footpaths. The latter has been cleared of debris/growth/weed incursion by volunteer parishioner who have been personally thanked by Cllr. Day. Suffolk County Council have cut back and improved the weed/sapling incursion on Southwold Road but the problem will re-occur unless a regular programme of maintenance work is undertaken by Suffolk County Council. Letter to County Cllr. Dunning to be sent outlining the ongoing problems and concerns. (This will be accompanied by a risk assessment) We shall request this is brought to the attention of the higher authority.
8. **Holton Pits** – A request for a grant to fund a noticeboard at Holton Pits, will be considered further at next Parish Council meeting. Two further quotes are required, one to be from “Men’s Shed” in Halesworth and the board should not be designated a Parish Noticeboard

as it is felt this would be confusing as there is already this facility at the Village Hall. (Carry forward to next meeting)

9. **Remembrance Day:** Cllr. Stephenson was thanked for arranging the Parish Council wreath for Remembrance Sunday service. Cllr Day proposed donations of £100 each to the Poppy Appeal and Holton Airfield Museum, Cllr. Rolph seconded and all voted in agreement.
10. **Correspondence:**
 - (i) It was confirmed that the parking restrictions at the school were in the process of amendment to reflect the correct time they should apply.
 - (ii) Cllr. Dunning will provide a cost estimate for re-siting the 20mph sign at the junction of Bungay Rd and The Street. Carry forward to next meeting for consideration.
11. **Phone Kiosk:** Cllr. Mendham suggested purchase of the telephone box in the village. Cllr. Rolph will ask Parishioners for suggestions for future use and the matter considered further at the next meeting.
12. **Requesting help from probation service:** See also agenda item 16. Cllr. Mendham suggested approaching Community Payback Scheme to help with clearance of drainage ditches/channels in the village. These had contributed to recent flooding problems on two occasions. Pending the outcome of this enquiry to be made by Cllr. Cackett, the Parish Council will consider additional/alternative methods of clearance, involving contractors and costings will be obtained should the Payback Scheme not be appropriate. Carry item forward.
13. **Following the advice of intended resignation by the Clerk,** once a suitable replacement had been recruited, it was agreed that Cllrs. Knevett, Day and Rolph would conduct interviews of candidates. The authority to offer an employment contract on behalf of the Parish Council was proposed by Cllr. Cackett and seconded by Cllr. Kerridge. Unanimously agreed. Interviews scheduled for 24/11/23. The following was noted by Cllrs. which will impact on budget setting for 2024/25. (i) Clerk currently uses her own scanner/printer. The PC laptop is almost at the end of its effective use. These items may need to be purchased. (ii) A handover period will be required and consideration will be given to the year end procedures, which may involve a request for assistance from the outgoing Clerk.
14. See above.
15. **No Planning correspondence.**
16. **Correspondence:** Several emails had been received from concerned Parishioners following the recent flooding in the village. Advice to follow the instructions within Suffolk County Council's plan for co ordinated action as appearing on the SCC website and report using the on line facility. Councillors had each been provided with this information at the time of the problems.
17. **RFO REPORT:**
Bank balances are C/A £59,239.06 and S/A £41.03 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)	£546.74		*
Kompan Ltd (Repair)	£689.66	£114.94	*
HMRC	£166.80		*
Staff Costs (September 2023)	£476.53		*

Elaine Day (September costs)	£25.00		*
SALC (Payroll services)	£54.00	£9.00	**
Community Action Suffolk	£60.00	£10.00	**
Halesworth Dementia Carer's Fund (Donation)	£100.00		**
Staff Costs (October 2023)	£476.53		**
Elaine Day (Reimbursement Expenditure)	£59.94		**
Elaine Day (October costs)	£25.00		**
Staff costs (November 2023)	£476.53		
Elaine Day (November costs)	£25.00		
	-----	-----	
Total	£3,181.73	£133.94	
	-----	-----	

Cheques marked * were signed on 24/09/2023

Cheques marked ** were signed on 12/10/2023

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

Direct credit received from East Suffolk Council for £7,540.00. Second precept payment.
This is included in the above balance.

Direct credit received from East Suffolk Council for £14,038.75 which is Neighbourhood CIL
October 2023. This is included in the above balance.

Draft budget will be circulated prior to next meeting.

Precept can be determined at next meeting following confirmation of the above by
members and also after consideration of the unallocated CIL monies.

The updated salary scales have been advised by NALC for adoption by Parish Council and
subject to this will be used for the outgoing clerk and the new clerk upon appointment.

RFO report proposed for acceptance by Cllr. Rolph and seconded by Cllr. Cackett, all votes in
agreement.

18. Date of next meeting 10/01/2023

Meeting closed 8.57 pm.