

## HOLTON PARISH COUNCIL

Clerk Elaine Day  
edayhpc@gmail.com

Minutes of the Zoom Meeting of the Parish Council held at 7.30pm on Wednesday 28<sup>th</sup> April 2021.  
Present: Cllr. R Day (Chair), Cllr. G Cackett, Cllr. B Stephenson, Cllr. Mendham, Cllr. C Knevett, Cllr. N Kerridge, District Cllr. A Cackett and Elaine Day Clerk.

1. Chair welcomed all to meeting. Apologies received and accepted from Cllr. E Rolph.
2. **Public Forum** – No members of the public took part in meeting.
3. There were no declarations of interest.
4. There were no requests for dispensation to vote.
5. Cllr. Mendham proposed acceptance of the minutes to the meeting held on 10/03/2021 this was seconded by Cllr. Knevett and agreed unanimously.

6. **CLERK REPORT:**

The Holton School Clock is now back in place at the school, after service and repair.

Catalina was passed onto the Developer for the road name off Fairview Road.

I understand that they are probably going to use Leaf somewhere in the marketing of the site, but they have been advised it could not be used as part of the postal addressing.

New defibrillator pad has been received to replace soon to be out of date existing pad.

New dog waste bin for junction leading to Holton Orchards was requested via NORSE on 17<sup>th</sup> March 2021. This as yet has not been installed but has been chased.

Request for grit bin volunteers was placed on Face Book and in the community News, we have had 4 volunteers to date.

All other matters covered within agenda.

7. There were no matters carried forward from previous meeting.
8. The Annual Governance Statement had been circulated prior to the meeting for review by Cllrs. Cllr. Stephenson proposed approval and signature, Cllr. Mendham seconded. All voted in agreement.
9. The Annual Governance and Accountability Return Accounting Statements had been completed and circulated prior to the meeting. Cllr. Knevett proposed approval and signature, Cllr. Stephenson seconded. All voted in agreement.
10. **Planning: The following planning applications were reviewed and discussed.**
  - (i) DC/21/1387/LBC – Unanimously approved.
  - (ii) DC/21/1386/FUL – Unanimously approved.
  - (iii) DC/21/1086/FUL – Unanimously approved.
  - (iv) There was no further planning correspondence.
11. **Correspondence:**
  - (i) A request from HoPE to site a picnic bench and additional rubbish waste bin at children's play area was debated. Two councillors felt that a further litter bin, close to the existing facility was not required but an overall majority of 4 -2 agreed to the request. The cost, plus installation will be met by HoPE. Clerk to advise agreement subject to siting as approved at meeting.

- (ii) Email received from Village Hall Committee acknowledging recent donation from Parish Council.

**12. RFO Report, bank reconciliation:**

Bank balances are C/A £13,002.65 and S/A £40.75 prior to issue of cheques totalling £2,408.22 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
S Michlmayr & Company Limited (School clock service and repair)	£620.40	£103.40
SALC (Membership subscription)	£362.19	
Westcotec Limited (VAS brackets and clips)	£369.00	
HMRC Tax and NICs	£10.20	
Staff costs Salary (March 2021)	£442.13	
Staff costs Salary (April 2021)	£442.13	
Elaine Day (Reimbursement for payment of repair to notice board, replacement defib pad and laminating)	162.19	£10.20
Total	----- £2,408.22 -----	----- £113.60 -----

QTR 4 Expenditure V Budget 2020/2021 circulated to councillors with variation analysis.

Internal audit has been completed by auditors. Minor development points will be summarised by clerk and a development plan prepared for members approval. (Audit circulated to members and will be posted on website)

External Audit will now be arranged

VAT claim £7,008.81 submitted 05/04/2021. Acknowledgement of funds not yet received.

RFO report had been circulated prior to meeting and was proposed for acceptance by Cllr. Knevett, seconded by Cllr. Cackett and unanimously approved.

13. Next meeting date TBA depending upon Covid regulations.

Meeting closed 8.12pm