

HOLTON PARISH COUNCIL

Clerk Elaine Day
edayhpc@gmail.com

Minutes of the Zoom Meeting of the Parish Council held at 7.30pm on Wednesday 13th January 2021.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice chair), Cllr. G Cackett, Cllr. B Stephenson, Cllr. Mendham, Cllr. C Knevett, Cllr. N Kerridge, District Cllr. T Goldson and Elaine Day Clerk.

1. Chair welcomed all to meeting. There were no apologies for absence.
2. **Public Forum** – No members of the public took part in meeting.
3. There were no declaration of interest.
4. There were no requests for dispensation to vote.
5. Cllr. Rolph proposed acceptance of the minutes to the meeting held on 11/11/2020, Cllr. Knevett seconded. All vote in agreement.
6. (i) **Clerk report:** All matters covered within agenda.
(ii) **Lorry watch:** Lorry watch summary provided by clerk. Details available upon request.
7. (i) A review of cost and options for purchase/sharing a Vehicle Activation Sign to combat speeding in the village was undertaken. Cllr. Knevett proposed that Parish Council shared a device with other Parishes and Cllr. Rolph seconded. County Cllr. Goldson agreed to contribute £500.00 towards the cost of £1000.00. All voted in agreement and the Parish Council's share of the cost will be met from reserves. (This is £500 plus cost of posts) It was agreed that Cllr. Knevett would identify up to 4 possible locations and with assistance of Cllr. Rolph and liaison with Spexhall Parish Council and request approval from the Highways agency by the end of January.
(ii) Clerk confirmed that the order to clean the war memorial in September 2021 had been placed with Masters & Son Woodbridge, approx. cost £380.00. (This company are the previous contractors – alterative quotes unattractive)
8. Clerk reported that 2 parishioners had been responsible for voluntarily clearing the Beccles Road footpath and a letter of appreciation and thanks will be sent. Cllr. Cackett was also thanked for his work in this respect.
9. **Planning:**
(i) The earlier decisions made remotely to support planning applications DC/20/4575/FUL and DC/20/4500/FUL were ratified and duly noted.
(ii) No further matters.
10. **Playground. Inspection and maintenance:** Cllr. Day advised that signage requesting age appropriate use of the playground equipment and banning dogs is now place. It is hoped that those using the facilities with their children will help ensure these simple rules are adhered to.
Following review of quotation Cllr. Cackett proposed acceptance of the Kompan Ltd proposal for maintenance and inspection of the playground. Cllr. Rolph seconded, all voted in favour. (Initial contract cost £589.20 per annum)
11. **Council Governance:**
(i) A full review of the scope of the Parish Council's internal control procedures was undertaken. These had been circulated prior to meeting. Cllr. Rolph proposed that these were now completed, summarized and presented at the next meeting. Cllr Day seconded and all voted in agreement. (Carry forward to March)

- (ii) Clerk confirmed that all risk assessments would be completed by next meeting and a report will be made to Cllrs at that time.

12. Correspondence:

- (i) Request to support Queen's Jubilee Celebrations in village has been made by Parishioner. Whilst Cllrs indicated support in principle until specific details are made available and Covid issues are eased it was agreed that no firm commitment could be given. Clerk to respond along these lines and revisit later in 2021.
- (ii) A request for a donation towards running costs of Kinda Forest School met with no support.

13. Budget and precept setting 2021/2022:

- (i) Clerk provided full details of current year's expenditure vs budget, cash flow projections and detailed anticipated cost increases for 2021/22. A budget proposal with total expenditure of £14,780 was agreed following proposal by Cllr. Day, seconded by Cllr. Cackett and approved unanimously.
- (ii) Following agreement of (i) above Cllr. Cackett proposed a precept requirement of £14780, Cllr. Rolph seconded and all voted in agreement. This represents an increase of £430 vs previous year to cover advised increases in costs. Capital expenditure mentioned in agenda item 7 (i) and any other incurred during 2021/22 will need to be met from unallocated reserves.

14. RFO Report, bank reconciliation:

RFO report January 2021

Bank balances are C/A £17,599.89 and S/A £40.75 prior to the issue of cheques totalling £1,035.82 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Elaine Day (Reimbursement for donation to RBL Poppy Appeal)	£100.00	
HMRC Tax and NICs	£35.80	
Staff costs Salary (November 2020)	£436.73	
Staff costs Salary (December 2020)	£436.53	
Elaine Day (Reimbursement for purchase of stationery)	£26.76	
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Total	£1,035.82	£0.00
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RFO report had been circulated prior to meeting and was proposed for acceptance by Cllr. Rolph, seconded by Cllr. Day. All voted in agreement.

15. Date of next meeting 10/03/2021. Venue to be advised.

Meeting closed 8.50pm