

HOLTON PARISH COUNCIL

Clerk Elaine Day
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Minutes of the Zoom Meeting of the Parish Council held at 7.30pm on Wednesday 10th March 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. Apologies received and accepted from District Cllr. A Cackett.
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 meetings held on 13/01/2021 and 10/02/2021, this was seconded by Cllr. Knevett and agreed unanimously.
6. (i) **Clerk report:** Update on the Holton School Clock, the service is now taking place. The clock was collected from the school just before half term.
The clock has a faulty clutch, this is why the clock was losing time. The cost to supply and fit a new movement is £280.00 + VAT this is in addition to the service cost of £237.00 + VAT. The new movement will be funded from the repair budget.

Litter being found on the roads around the Holton Bernard Matthews factory. This was reported to Bernard Matthews who advised that they have a factory team whom will do a check of the local roads and clear any offending material. They will then instigate regular inspections to prevent any further occurrences.

Litter pickers have been purchased for use by parishioners if they wish to help pick up litter from around the village.

The Developer for new dwellings at land off Fairview Road has put forward the following name proposal for the new access road serving the six properties. The suggested name is Leaf Avenue - in relation to Suffolk Leaf Homes who I have been advised are linked to this site.

As the parish boundary between Holton and Halesworth runs between plots 3 and 4, The Parish Council were asked whether they are in agreement with the suggested name.

The responses received from Parish Cllr's. was that they would prefer a name connected to the airfield and this was conveyed to the sender.

All other matters covered within agenda.

(ii) **Lorry watch:** Lorry watch summary provided by clerk. Details available upon request. Request made for contact with Bernard Matthews to ask if they could organize a sign to direct lorries, as it has been noted that a number of lorries are often missing the left turn at the roundabout onto Sparrowhawk Road, Upper Holton. They then continue to travel on through the village.

(ii) **County Cllr. Goldson** answered questions of a general nature from Cllrs.

7. (i) Cllr. Knevett provided a progress update on Speed Activated Devices and as soon as posts are installed then we can commence use at the six sites agreed within the village.

- (ii) The review of internal control procedures has been completed and details circulated prior to meeting. Cllr. Mendham proposed that confirmation was signed on behalf of council to the effect that the matter had been completed satisfactorily, Cllr. Rolph seconded and all voted in agreement.
- (iii) Risk assessment work had been completed in respect of the play area and clerk will review report and ensure any remedial action is taken where appropriate. Update at next meeting.
8. Clerk outlined actions and associated costs for defibrillator maintenance. Cllr. Mendham proposed that matters were proceeded with as outlined, Cllr. Knevett seconded and this was agreed unanimously.
9. **Planning:**
- (i) DC/21/0243/FUL – To build 4 new self-contained holiday cabins in existing camping field to rear of St Peter’s Place, Holton IP19 9JP – This was unanimously supported.
- (ii) No further matters.
10. **Correspondence:**
- (i) Quotes for re-decoration of village Hall had been received with a request for a donation to meet cost given the impact on income streams for the facility due to Covid-19. Cllr. Knevett proposed a grant of £500.00 towards the total cost of £,1970.00, Cllr. Day seconded and all voted in agreement.
- (ii) A request had been made for further grit bin provision at Greenbank, Holton but prior to further consideration it was agreed that a full review of the register of volunteers to operate current and possible future sites within the village would be undertaken and updated. The recent difficulties were acknowledged and understood and full reference will be made to Suffolk Highways guidance in the provision and operation of grit bins within the village in determining action taken.
- (iii) Request/suggestion for additional dog waste bin on footpath junction leading to Holton Orchards from Holton Road had been received. Following proposal by Cllr. Knevett, seconded by Cllr. Day. It was agreed by all Councillors to proceed with purchase and installation at a cost of approximately £300.00 via NORSE. This is subject to receipt of necessary permission to site. (Clerk to arrange)
11. **RFO Report, bank reconciliation:**
- Bank balances are C/A £16,564.07 and S/A £40.75 prior to issue of cheques totalling £3,561.42 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
*Spexhall Parish Council (Vehicle Activation Sign scheme)	£500.00	
**Halesworth Town Council (Donation towards fresh produce for food bank)	£120.00	
Staff costs Salary (January 2021)	£436.73	
Norse Commercial Services Ltd (Bench & plaque)	£1,248.00	£208.00
Elaine Day (Reimbursement for purchase of Litter Pickers)	£60.76	£10.12
Staff costs Salary (February 2021)	£442.13	
Kompan Ltd (Annual inspection play area)	£160.80	£26.80
Elaine Day (Reimbursement for Vinyl Graphics on Panels: Play area)	£39.00	£6.50
SALC (Payroll Services)	£54.00	£9.00

Holton & Blyford village Hall (Donation)	£500.00	
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TOTAL	£3,561.42	£260.42
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QTR 3 Expenditure V Budget 2020/2021 circulated to councillors with variation analysis.

2020/2021 CIL report completed – funds spent on new equipment for playground.

Cheque marked * was signed by councillors on 13/01/2021

Cheque marked ** was signed by councillors on 16/02/2021

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

12. Date of next meeting 12/05/2021. Venue/format to be advised.

Meeting closed 8.35pm