

## HOLTON PARISH COUNCIL

Clerk Elaine Day

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Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 25<sup>TH</sup> August 2021.

Present: Cllr. R Day (Chair), Cllr. B Stephenson, Cllr. N Kerridge, Cllr. G Cackett, Cllr. J Mendham, Cllr. C Knevett and Elaine Day Clerk.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of County Cllr. Dunning and Cllr. Rolph.
2. **Public Forum:** N/A
3. No declaration of interest.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 14/07/21 were proposed for acceptance and signature by Cllr. Cackett and seconded by Cllr. Mendham. All voted in agreement.
6. **REPORTS:**
  - (i) Clerk report: Actions agreed for implementation following Internal Audit have been completed.  
Concern was raised about the health of the trees along Beccles Road. This has been reported to Suffolk Highways for investigation.
  - (ii) County Cllr. Dunning: No report
  - (iii) A Copy of District Cllr. Cackett's report is available from Clerk.
7. **Items carried forward from previous meetings:**  
A full review of the effectiveness of the Councils internal control procedures and outcomes had been conducted by the member appointed and was summarised by chair. The review was proposed for acceptance by Cllr Mendham, seconded by Cllr. Cackett and agreed unanimously.
8. **Update on VAS:** Cllr. Knevett outlined problems encountered with VAS (Speed Signs). He is working to resolve siting issues and malfunction of equipment and will report back. In particular the Southwold Road site requires clearance of branches/hedge by highways for it to be effective. Update at next meeting.  
Recent acts of criminal damage have been reported to police and Cllr. Day requested District Cllr. Cackett escalated this in an attempt to identify person(s) responsible. (A summary of events has been provided to Dist. Cllr. Cackett)
9. The steam in centre of village has become clogged with a build up of weeds and sludge on the concrete base. A request for remedial action has been made to the environment agency who will monitor the position.
10. **Planning:**
  - (i) DC/21/3344/FUL – Single storey rear extension, Rose Cottage, Mill Road, Holton – Council earlier decision to support ratified and recorded.
  - (ii) DC/21/3605/FUL – Single storey front and rear extensions – 31 Bungay Road, Holton – Supported.
  - (iii) DC/21/3798/VOL – Re change in roof finish to cart Lodge, Valley View, Beccles Road, Holton – Supported.
  - (iv) DC/21/3665/VOL – Ref 3 dwellings at Springfield, Fairview Road, Holton – No objection to variation to original application.
11. **Correspondence:** None.

**12. RFO report, bank reconciliation and list of cheques for approval and signature.**

Bank balances are C/A £23,611.05 and S/A £40.75 prior to the issue of cheques totalling £1,213.51 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Staff costs Salary (July 2021)	£420.58	
Staff costs Salary (August 2021)	£432.93	
PKF Littlejohn LLP (External audit)	£360.00	£60.00
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Total	£1,213.51	£60.00
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D/D paid on 19/07/2021 for £35.00 Ref: ZA129944 to ICO (Information Commissioners Office re Data Protection)

Qtr. 1 expenditure vs budget review presented by Clerk/RFO.

External auditors have completed a review of Annual Governance and Accountability Return (AGAR) and documents are published on the website. No issues have been raised.

RFO report was proposed for acceptance by Cllr. Stephenson, seconded by Cllr. Cackett and all voted in unanimously.

**13. Date of next meeting 10/11/2021.**

Meeting closed 8.15pm