

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 14th July 2021.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. N Kerridge, Cllr. G Cackett, Cllr. J Mendham, Elaine Day Clerk and 1 parishioner.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of Cllr. Knevett.
2. **Public Forum:** Member of the Public highlighted overgrown areas in village and wondered if Parish Council would fund more regular cutting. The financial constraints were pointed out but it was agreed that Cllr. Mendham would speak with our County Cllr. Dunning to see if anything could be done.
An enquiry was also made regarding possible celebrations within the village in respect of HM Queen's jubilee and contact details were provided as this matter is already in hand.
3. No declaration of interest.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 26th May 2021 were proposed for acceptance and signature by Cllr. Cackett and seconded by Cllr. Mendham. All voted in agreement.
6. **REPORTS:**
 - (i) **Clerk report:**
New dog waste bin requested for the footpath junction leading to Holton Orchards off Holton Road, was chased on 24/06/2021. To date still no response.
Complaint received from Parishioner regarding the overgrown state of Churchyard. I have responded giving relevant contact details and explained that this is not a Parish Council matter.
All other matters are covered within agenda.
 - (ii) **Lorry watch:** A copy of the report is available from clerk on request.
7. **Items carried forward from previous meetings:**
 - (i) Cllr. Day was proposed as member responsible for internal control reviews by Cllr. Cackett. The scope of the reviews had previously been agreed by Cllrs. and Cllr. Rolph seconded with all voting in agreement.
8. **Update on VAS:** A full update had been provided by Cllr. Knevett on speed monitoring devices for the various site in the village. It is hoped that these will be effective from August onwards.
9. **Internal Audit:**
A full review of content has been undertaken and Clerk prepared a summary of suggested actions which Councillors discussed in full. It was also noted that a typing error had been highlighted on Accounting statement Section 2 and this has been corrected and initialled at auditors request by Chair and RFO. Following proposal by Cllr Kerridge, seconded by Cllr. Mendham, the above actions were approved and the summary of actions prepared by Clerk were adopted. All voted in agreement.
10. **Planning:** None.

11. Correspondence:

- (i) Following several complaints from residents a further request for action to clear the footpath between Holton and Blyford has been made to SCC. This will now be attended to within the next 10 days.
- (ii) Advice from Halesworth Museum that Holton is to be included in material publicising walks in and around the area and a supply of leaflets will be forwarded in due course.

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

Bank balances are C/A £23,218.72 and S/A £40.75 prior to the issue of cheques totalling £589.93 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
• Kompan Ltd (Operational inspection Play area)	£142.80	£23.80
• Staff costs Salary (June 2021)	£427.33	
HMRC	£19.80	
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Total	£589.93	£23.80
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• Cheques signed on 26/06/2021		

RFO report was proposed for acceptance by Cllr. Rolph, seconded by Cllr. Mendham and all voted in agreement.

Member responsible for internal control review agreed and countersigned bank reconciliation.

13. Date of next meeting 25/08/2021.

Meeting closed 8.20pm