

HOLTON PARISH COUNCIL

Clerk Elaine Day
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Minutes of Annual Meeting of the Parish Council held at 7.30pm on Wednesday 26th May 2021.
Present: Cllr. R Day, Cllr. E Rolph, Cllr. G Cackett, Cllr. B Stephenson, Cllr. N Kerridge and Elaine Day Clerk.

1. (i) Following proposal by Cllr. Rolph, seconded by Cllr. Stephenson, Cllr. Richard Day was re-appointed as Chair and formalities were completed following unanimous agreement.
- (ii) Cllr. Rolph was re-appointed Vice Chair following proposal by Cllr. Day, seconded by Cllr. Cackett. All voted in agreement.
2. Chair welcomed Cllrs. to meeting. Apologies received and accepted from Cllr. Mendham, Cllr. Knevett and District Cllr. Cackett.
3. There were no declarations of interest.
4. There were no requests for dispensation to vote.
5. Reports: All covered in agenda.
6. Cllr. Day proposed acceptance of the minutes to the meeting held on 28/04/2021 this was seconded by Cllr. Stephenson and agreed unanimously.
7. **Cllr. Code of Practice** was re-issued and was proposed for adoption by Cllr. Day, seconded by Cllr. Rolph. Unanimously agreed.
8. **Standing orders** were re-issued, proposed for adoption by Cllr. Day, seconded by Cllr. Rolph and agreed unanimously.
9. Financial Regulations were re-issued, proposed for adoption by Cllr. Day, seconded by Cllr. Rolph and agreed unanimously.
10. The following persons were allocated positions as representatives to
 - (i) Village Hall Committee (PC representative) - Cllr. Mendham.
 - (ii) SALC Representative – Cllr. Day
11. Cllr. Rolph proposed Clerk as RFO, Cllr. Cackett seconded and this was unanimously agreed.
12. Cllr. Day proposed SALC were appointed as internal auditors, Cllr. Cackett seconded and all voted in agreement.
13. **Planning:**
 - (i) DC/21/2116/FUL – Extension and alterations at 22 Park Walk, Holton. Unanimously supported.
 - (ii) DC/21/2324/FUL – Extension to include 2 bay cart lodge. Unanimously supported.
 - (iii) DC/21/2128/FUL – Extension to Warehouse at Spectra Ltd, Sparrowhawk Way, Holton. Unanimously supported.
14. **Correspondence:** An email had been received complaining with regard to safety of gate to children's playground, claiming that it does not adequately prevent young children/toddlers accessing the road. Additionally, the hole in the fence, caused by vandals was highlighted. **ACTION** An immediate re-inspection of the gate and its function was requested and this has been completed. The fence has been repaired. Clerk summarised findings of inspection and content of previous correspondence which outlined the need for access to be inclusive for all users. An adjustment to tension of the gate opening had been made and existing notice re-iterated the need for children to use the play area facility under supervision at all times. The recent inspection was in addition to ROSPA inspection carried out in February which identified no shortcomings with the gate effectiveness.

15. RFO Report, bank reconciliation:

Bank balances are C/A £25,621.11 and S/A £40.75 prior to the issue of cheques totalling £1,385.13 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Waveney Norse (Gate Play area Church View Holton)	£600.00	£100.00
SALC (Annual Internal Audit)	£343.20	£57.20
Staff costs Salary (May 2021)	£441.93	
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Total	£1,385.13	£157.20
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VAT claim £7,008.81 submitted 05/04/2021. Funds received and are included to balance above.

1st precept payment received via direct credit for £7,511.00 and is included in the above balance.

CIL funds received via direct credit for £506.89 and is included in the above balance.

RFO report was proposed for acceptance by Cllr. Day, seconded by Cllr. Stephenson and unanimously approved.

16. Next meeting date 14th July 2021.

Meeting closed 8.10pm