

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 10th November 2021.

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

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of District Cllr. Cackett.
2. **Public Forum:** N/A
3. No declaration of interest.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 25/08/2021 were proposed for acceptance and signature by Cllr. Knevett and seconded by Cllr. Stephenson and unanimously approved.
6. **REPORTS:**
 - (i) County Cllr. Dunnings report is available upon request from Clerk.
 - (ii) Clerk report:
A broken drain cover on the Southwold Road was reported to Suffolk Highways, this was dealt with promptly as it was danger to the public.

The hedge along the Southwold Road just after the VAS post, has been cut back. This was to allow the VAS to work correctly. Thank you to John and Richard.

The dog waste bin requested in May has been chased again. It was not actioned due to staff changes at NORSE. The request has been submitted again.

The war memorial was cleaned in late September.

Salt/sand gritting guidance now available for volunteers, following completion of risk assessment. A copy of the guidance will be forwarded and a list maintained of volunteers. (Copy made available to councillors)

- (iii) Lorry watch: A copy of the report is available from Clerk on request.
7. **Items carried forward from previous meetings:** There were no items carried forward from previous meeting.
8. **Review of Expenditure vs Budget year to date and 2022/2023 Budget Planning:**
I have reviewed ytd expenditure vs budget for current year and copy documents have been forwarded to Councillors. The Parish Council continues to operate within budget as set.

An adjustment is recommended for 2022/23 Budget to cover known increases and inflationary pressure in other areas. I estimate that an additional £300.00 will be required to cover costs resulting in total expenditure of £15080 next year.

With regard to capital expenditure there are no major costs in the pipeline. In any event the Parish Council have received a further £5350.71 in CIL monies which can be applied to qualifying village infrastructure projects during the next 5 years. There is no requirement therefore to allocate further funding at this stage.

Subject to members approval I will prepare a draft budget for review and approval at the next meeting and also finalise recommendations for the precept request based upon the budget.

The above report was accepted by Councillors and Cllr. Mendham proposed acceptance of the proposals Cllr. Day seconded and all voted in agreement. AGENDA ITEM AT NEXT MEETING.

9. **Remembrance Sunday arrangements:** Cllr. Stephenson was thanked for organising the wreath. Cllr. Day confirmed that he would attend the Remembrance Sunday service on behalf of the Parish Council. Cllr. Day proposed a donation to the Royal British Legion Poppy appeal of £100 on behalf of Parish Council, Cllr Stephenson seconded and all voted in agreement.
10. **Planning:**
- (i) DC/21/4228/FUL: Front ground and first floor extension – 10 St Peter Path, Holton, Halesworth, Suffolk IP19 8NB – Councillors unanimously ratified the decision to support.
 - (ii) DC/21/4232/FUL: Single storey flat roofed extension to kitchen at ground level into the void beyond the existing kitchen – Almond Cottage, Sandy Lane, Holton, Halesworth, Suffolk IP19 8PJ – Councillors unanimously ratified the decision to support this application.
 - (iii) No further planning correspondence.
11. **Correspondence:**
- (i) Request for donation received from Suffolk Accident and Rescue Service was considered and Cllr. Cackett proposed a donation of £170.00 this was seconded by Cllr. Day and unanimously supported.
 - (ii) Lorry Route Map Review for Suffolk had been forwarded to members pre meeting. It was agreed to support the existing arrangements but stress the need to keep 'stray' vehicles from entering the village. (Clerk respond to survey via County Cllr. Dunning)
12. **RFO Report:**

Bank balances are C/A £35,138.30 and S/A £40.75 prior to the issue of cheques totalling £1,515.4 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
Staff costs Salary (September 2021)	£433.13	
HMRC (Tax and NICs)	£44.60	
Business Services at CAS Ltd	£478.80	
(Insurance)		
Elaine Day	£60.00	£10.00
(One Suffolk website hosting)		
SALC (Payroll Services)	£54.00	£9.00
Staff costs Salary (October 2021)	£432.93	
Elaine Day	£11.99	£2.00
(Reimbursement expenditure)		
Total	£1,515.45	£21.00

2nd precept payment received via direct credit, for £7,390.00 and is included in the above balance.

Payment received via direct credit from EASTSUFFOLK Council, CIL funds of £5,350.71 and is included in the above balance. This was covered under Agenda item 8.

Review asset schedule and inspection of assets was undertaken and insurance cover found to be adequate therefore premium paid, under long term agreement.

Report proposed for acceptance by Cllr. Knevett and seconded by Cllr. Mendham, all voted in agreement.

13. Date of next meeting 12/01/2022.

Meeting closed 8.30pm