

# HOLTON PARISH COUNCIL

Clerk Elaine Day  
[edayhpc@gmail.com](mailto:edayhpc@gmail.com)

Minutes of Annual Meeting of the Parish Council held at Holton & Blyford Village Hall on Wednesday 11<sup>th</sup> May 2022 at 7.30pm.

Present: Cllr. R Day, Cllr. E Rolph, Cllr. B Stephenson, Cllr. N Kerridge, Cllr. B Stephenson, Cllr. Knevett, Cllr. J Mendham, Elaine Day Clerk and 2 parishioners.

1. (i) Following proposal by Cllr. Stephenson, seconded by Cllr. Rolph, 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. Kerridge, seconded by Cllr. Stephenson. All voted in agreement.
2. Chair welcomed Cllrs. to meeting. Apologies received and accepted from Cllr. Cackett, District Cllr. Cackett and District Cllr. Goldson.
3. A declaration of interest was noted on behalf of chair in respect of agenda item 16. (Cllr, Day would not take part in discussions or vote regarding this matter)
4. There were no requests for dispensation to vote.
5. Reports:
  - (i) Country Cllr. Dunning – No report
  - (ii) District Cllr. Cackett/Goldson – No report
  - (iii) Clerk report – It was reported on 2/4/2022 that the village clock was 1 hour fast. Michlmayr Clock and Watchmakers were contacted and the clock time was corrected on 10/05/2022. Thank you, Cllr. Cackett for bring this to our attention. All other matters covered within the agenda.
6. No items carried forward from previous meeting.
7. **Queens jubilee:** Representatives of the committee planning events for HM Queen's Elizabeth's upcoming Jubilee presented plans for the event including the design for the Parish Council sponsored mugs for school children. It is hoped that as many volunteers as possible from the Parish Council can provide assistance over the course of the various events.  
The commemorative tree has been planted and a plaque will be installed during the period of celebration.
8. Clerk confirmed that remedial work at the playground to meet needs of the recent inspection had been commissioned. Additional repairs had been requested to equipment which appears to be of faulty design.
9. **Internal Audit:** Internal Audit has been successfully completed and clerk was thanked for her work during the year in ensuring required standards were achieved. (This will be an agenda item at next meeting to review any key learning points)

10. Following successful completion of internal audit and review of the Annual Governance Statement, the document was proposed by Cllr. Rolph for signature, Cllr. Knevett seconded. All voted in agreement.
11. Following review, including external audit, the Accounting Statement within the Annual Governance and Accountability Return was proposed by Cllr. Mendham for signature, Cllr. Rolph seconded and all voted in agreement.
12. The Councillor Code of Practice was proposed for acceptance by Cllr. Day on the basis that it was intended to adopt the new NALC code as soon as it was available, draft copies had been distributed, Cllr. Rolph seconded, all voted in favour.
- 13-15. The following were proposed by Cllr. Rolph, seconded by Cllr. Stephenson and unanimously agreed after review.
- Issue and adoption of Standing Orders
  - Issue and adoption of Financial Regulations.
  - Village Hall representative – Cllr. Mendham.
  - SALC representative – Cllr. Day
  - Member responsible for internal control reviews – Cllr. Day.
16. Following proposal by Cllr. Stephenson, seconded by Cllr. Rolph, Elaine Day was re-appointed as Responsible Financial Officer. All voted in favour. (Cllr. Day took no part in discussion or vote)
17. SALC were unanimously appointed as Internal Auditors following proposal by Cllr. Day, seconded by Cllr. Knevett.
18. **Planning:**
- (i) Decision to support DC/22/0718/FUL – Proposed rear extension and porch infill – 4 Pine Tree Close, Holton, Halesworth, Suffolk IP19 8QH. Unanimously agreed.
  - (ii) DC/22/1485/FUL – To reinstate wall at front to the original height; dining room, orangery and WC – Stone Cottage, Southwold Road, Holton, Halesworth, Suffolk IP19 8PW. Councillors did not support this application – Clerk to outline reasons in response to planning authorities.
  - (iv) DC/22/1427/FUL – Removal of single storey conservatory and erection of rear two storey extension. Re-instatement of sash windows throughout historic part of building – Honeysuckle Cottage, The Street, Holton – Supported by Parish councillors.
19. **Correspondence:**
- (i) Request to refrain from verge cutting on part of Fairview Road. (Further information required- carry forward to next meeting)
  - (ii) Letter of complaint regarding the commemorative tree planted on land at children’s play area and absence of communication by councillors – Clerk to forward letter outlining why site elected, reason and background to decision process.
20. **RFO Report, bank reconciliation:**  
Bank balances are C/A £40,855.91 and S/A £40.75 prior to the issue of cheques totalling £4,378.93 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
HMRC	£32.20	
Staff costs Salary (March 2022)	£432.93	
Expenditure reimbursement to Clerk (Tree guard, compost & hazard warning tape)	£195.59	£30.50
Suffolk County Council (VAS Posts x 4)	£760.00	

SALC (Subscription)	£363.18	
Norse Commercial Services Ltd (Bench, bin and concrete base playground)	£1,340.90	
Art Screen Prints Limited (Jubilee mugs)	£652.50	£108.75
Staff costs Salary (April 2022)	£601.63	
	-----	-----
Total	£4,378.93	£139.25
	-----	-----

QTR 4 Expenditure V Budget 2021/2022 circulated to councillors with variation analysis.

VAT refund claim has been made for £574.50. This is included in the balance above.

A cheque for £1,321.91 was received from the Holton & Blyford Post, funds to be held by the council for 5 years, or until the Post is resumed. If the funds are not claimed by a new committee, then the funds are gifted to the Parish Council. Not included in to balance above.

1<sup>st</sup> precept payment received via direct credit for £7,540.00 and is included in the above balance.

Full details including draft accounts and statutory notices are available on Parish Council website. Public inspection of records is available and the process to arrange this appears on the website.

RFO report proposed for acceptance by Cllr. Day, seconded by Cllr. Rolph unanimously approved.

21. AOB - Cllr. Knevett updated meeting on initial findings from speed monitoring devices around village.  
Date of next meeting 06/07/2022.

Meeting closed 8.32pm