

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 9th March 2022.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. B Stephenson, Cllr. J Mendham, Cllr. C Knevett, County Cllr. A Dunning, District Cllr. T Goldson and Elaine Day Clerk.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of Cllr. Cackett and District Cllr. Cackett.
2. Public Forum: No members of the public were in attendance although Cllr. Stephenson reported incidences of increasing litter and cans being thrown from cars etc on Lodge Road. Clerk will write to nearby factory to ask that they help in mitigation by reminding employees.
3. Cllr. Day would abstain from discussions voting on RFO report as will make reference to Clerk remuneration. A declaration of interest will be logged.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 12/01/2022 were proposed for acceptance and signature by Cllr. Rolph, seconded by Cllr. Knevett and all voted in agreement.
6. **REPORTS:**
 - (i) A copy of county Cllr. Dunning's report is available upon request to clerk.
 - (ii) No report.
 - (iii) Clerk report: Report made to Highways Dept SCC concerning the removal of fallen tree from Beccles Rd which has been placed into the ditch and will cause flooding/blockage. Remedial action requested.
There will be a small increase in unit cost and quantity of commemorative mugs for Jubilee Celebrations but this will not be significant and will be within budgeted amount. Now 150 @ £4.30
All other matters covered within agenda.
7. **Items carried forward from previous meetings:** Jubilee Tree. Clerk reported that this together with plaque had been collected. Tree guard will cost approximately £170 and Cllr. Mendham to source locally if possible and tree will be planted with commemoration event to be arranged later (Proposed by Cllr. Day, seconded by Cllr. Rolph unanimously agreed)
8. **Community bus sponsorship:** Following an approach to Cllr. Day for council to sponsor a timetable sign for Community Bus in village a sum of £150 was proposed by Cllr. Day, seconded by Cllr. Knevett and all voted in agreement. The sign will acknowledge the support of the Parish Council and be funded from available CIL funds held.
9. **VAS:** Cllrs. Knevett and Rolph confirmed the system for recording and storing information from the various VAS sites and that this would allow for representations with supporting evidence to be made in the event of speeding issues being identified within the village. Thank you to Cllrs. Knevett and Rolph for dealing with this.
10. **Risk Assessment and findings:** Risk assessment work has been completed and copies of relevant documents are held on file including ROSPA Report for play area. Assets have been inspected and the register updated and cross referred to Insurance Policy to confirm adequate cover is in place.
11. **Internal control review and outcomes:** Cllr. Day had completed the review of the Councils systems of Internal Control the format of which had been agreed previously by Cllrs. Findings had been circulated prior to the meeting date for review. It was

proposed by Cllr. Rolph that the systems were effective, including the internal audit process and that the internal control statement should be signed, Cllr. Mendham seconded and all voted in favour.

12. Planning:

- (i) None.
- (ii) None.

13. Correspondence:

- (i) Letter of thanks in respect of recent donation made to SARS.
- (ii) Details of proposed Torch relay within Suffolk by rickshaw circulated. (This is in connection with Festival of Suffolk) No interest was expressed by Cllrs.

14. RFO Report, bank reconciliation.

List of cheques for approval and signature:

Bank balances are C/A £34,051.97 and S/A £40.75 prior to the issue of cheques totalling £1,310.56 as below. Bank accounts have been reconciled and are available for councillor audit.

| | Amount | VAT element |
|---|-----------|-------------|
| Donation to The Halesworth Airfield Museum | £100.00 | |
| Staff costs Salary (January 2022) | £432.93 | |
| Expenditure reimbursement to Clerk (Mileage re Jubilee Tree/Working from home Allowance) | £122.50 | |
| Staff costs Salary (February 2022) | £433.13 | |
| SALC (Payroll Services) | £54.00 | £9.00 |
| Kompan Ltd (Annual inspection Holton Play) | £168.00 | £28.00 |
| | ----- | ----- |
| Total | £1,310.56 | £37.00 |
| | ----- | ----- |

QTR 3 Expenditure V Budget 2021/2022 circulated to councillors with variation analysis.

CIL expenditure and receipts summary will be prepared at the end of the financial year, circulated to Councillors and published on PC website.

Updated National Pay scales issued by NALC had been provided to Councillors prior to meeting date for approval and implementation subject to approval and clerks salary will be adjusted to the amended pay scale using SCP7.

(Cllr. Day took no part in discussion)

RFO report was proposed for acceptance by Cllr. Rolph, seconded by Cllr. Mendham and unanimously approved.

15. **Date of next meeting 11/05/2022.** This will be preceded by Annual Parish meeting at 7pm. (Parish Council Annual meeting will commence immediately following this)

Meeting closed 8.50pm