

## 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 Thursday 22/09/2022.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. B Stephenson, Cllr. N Kerridge, Cllr. C Knevett, Elaine Day Clerk and 8 parishioners.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of District Cllrs. Goldson and Cackett, Cllr. Cackett and Cllr. Mendham.
2. **Public Forum:** Representatives of the recently formed Holton Pits Preservation Group explained in detail their application to East Suffolk Council for Holton Pits to be listed as an asset of community value to which they sought the support of the Parish Council. (Refer to agenda item 9)  
Other matters raised by Parishioners are covered under agenda items 8 and 12 (ii).
3. There were no declaration of interest.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting dated 06/07/2022 were proposed for acceptance and signature by Cllr. Day and seconded by Cllr. Kerridge. All voted in agreement.

6. **REPORTS:**

(i) County Cllr. Dunning – No report.

(ii) District Cllr. Goldson – No report.

(iii) Clerk report -

It was advised on 10/08/2022 that the defibrillator had been used. The battery and pads have been replaced and procedures followed to advise ready for use again.

Recent problem at play area with equipment failing due to wear and tear. Repair undertaken within two days by Kompan and affected area re opened with minimal delay. Invoice awaited.

Numerous requests including support from County Cllr. Dunning have failed to persuade SCC of the dangerously overgrown state of part of the pavement along the Southwold Rd. walking from the village towards Blyford. This apparently does not meet the criteria for clearance. Parish Council will continue to press for action.

The proposed name for the road off Pine Tree Close has been confirmed as Jubilee Way.

All other relevant matters are covered within agenda.

(iv) Lorry watch – No report.

7. **Items carried forward from previous meetings:**

(i) It has been confirmed that the Parish Council are responsible for the Village Clock at the school. Whilst repair is required it was agreed to defer this expense until the next financial year. (Clerk to Diarise)

(ii) The proposal for a Beacon to be situated in the village for future celebrations met with no support and will not be pursued.

8. **Community Speed Watch and VAS:** Cllr. Knevett explained the date collection ability and function of the VAS equipment which will shortly be returning to the village to deter speeding vehicles. Additionally a volunteer group is to be formed and it is hoped will

operate regular monitoring in conjunction with the authorities. Parishioners can also help improve the situation by reporting vehicles registration numbers to police if they witness offenders.

9. **Sale of Holton Pits:** Following debate Cllr. Day proposed that the Parish Council should confirm their support for the application for ACV status for Holton Pits. Cllr. Rolph seconded and all voted in agreement. Clerk will now confirm Parish Council position to East Suffolk Council.

10. **Review of Internal Control Statement:** Following full review of the scope of the draft Internal Control Document Cllr. Stephenson proposed adoption of the template, Cllr. Kerridge seconded, all voted in agreement and template will be adopted for the review.

11. **Planning:** Councillors ratified decisions to support the following applications.

- (i) DC/22/2724/FUL – Rear single storey extension to kitchen, York Cottage, 1 The Street, Holton, Halesworth, Suffolk, IP19 8PH – To ratify decision to support.
- (ii) DC/22/1485/FUL – To reinstate wall at the front to the original height; construct single storey side extensions to create entrance hall, dining room, orangery and WC, Stone Cottage, Southwold Road, Holton, Halesworth, Suffolk IP19 8PW – To ratify decision to support.
- (iii) DC/22/2412/FUL – Camping/holiday accommodation to include conversion of barn to eco cabin, siting of 6no camping units (ie shepherds huts) and related camping facilities, Valley View, Beccles Road, Holton, Halesworth, Suffolk IP19 8NQ – To ratify decision to support.
- (iv) No further planning correspondence.

**12. Correspondence:**

- (i) Holton and Blyford Village Hall requested a grant towards the cost of full replacement of drainage/sewage system which is not fit for purpose and is a constant drain on resources. Total cost is approx. £20K of which Village Hall can contribute £10K from reserves. Detailed quotation and accounting information in support of the application had been provided. It was proposed that the Parish Council allocates a maximum of £5K from CIL monies held to assist with project, this was unanimously agreed in view of the urgency and importance of the hall to the village.
- (ii) The parishioner request for the Parish Council to commission repainting iron railings within the village has been put on hold. This will be referred to the relevant agency for remedial work particularly as the condition of part of the railings is also very poor and requires replacing. (Carry forward to next meeting for update)

**13. RFO Report, bank reconciliation.**

List of cheques for approval and signature Bank balances are C/A £36,055.40 and S/A £40.75 prior to the issue of cheques totalling £3,741.46 as below. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element	
Kompan Ltd. (Repairs to playground)	204.38	£34.06	*
Staff costs Salary (July 2022)	£439.43		*
PKF Littlejohn LLP. (External Audit)	£240.00	£40.00	*
Kompan Ltd. (Repairs to playground)	£757.44	£126.24	*
Expenditure reimbursement to Clerk (Defibrillator battery and pad)	£412.80	£68.80	*
Kompan Ltd.	£147.60	£24.60	*

(Operational Inspection of Playground)		
Staff costs Salary (August 2022)	£439.23	
Expenditure reimbursement to Clerk (Hazard tape)	£6.99	
Staff costs Salary (September 2022)	£439.23	
HMRC	£64.00	
Community Action Suffolk (Insurance Premium)	£590.36	
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Total	£3,741.46	£293.70
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QTR 1 Expenditure V Budget 2022/2023 circulated to councillors with variation analysis.

Items marked \* were signed by members on 17/08/2022.

Direct debit to Ico (Information Commissioners Office) for £35.00 was paid on the 19/07/2022. Annual Data Protection fee.

Insurance renewal is due and full review of levels of cover has been undertaken and checked against the asset register. The new premium on a 3 year undertaking is £590.36 which is an increase of approx. £110 on last years but reflects the hardening of the market in general. Report proposed for acceptance by Cllr. Day, seconded by Cllr. Rolph and unanimously supported.

14. Date of next meeting 09/11/2022.

Meeting closed 8.35pm