

Holton Parish Council

NOTICE OF MEETING

I hereby give you a notice that the Annual Meeting of the Parish Council will be held in Holton and Blyford Village Hall on Wednesday 14th May 2025 at 7.30pm.

Elaine Day Clerk to Parish council
clerk@holtonparishcouncil.gov.uk

AGENDA

1. Election of
 - Chair.
 - Vice Chair.
2. Chairman's welcome and apologies for absence.
3. Public Forum – Residents are welcome to give their views and ask questions about issues on this agenda or raise items for consideration at a future council meeting.
4. To receive members' declaration of interest.
5. Members' requests for dispensation to vote.
6. Minutes of previous meetings.
To approve as a true and accurate record of the minutes of the meeting dated 12/03/2025.
7. Reports:
 - (i) County Cllr. Dunning's report.
 - (ii) District Cllr. Report.
 - (iii) Clerk Report.
8. Items carried forward from previous meetings: None.
9. Annual Governance and Accountability Return - Review, approval and signature of Annual Governance Statement 2024/25.
10. Annual Governance and Accountability Return - Review, approval and signature of Accounting Statement 2024/25.
11. Re-issue and adoption of Councillor Code of Practice.
12. Issue and adoption of Standing Orders.
13. Issue and adoption of Financial Regulations.
14. To appoint representatives to committees.
 - Village Hall Committee.
 - SALC representative.
 - Member responsible for Internal Control reviews.
15. Appointment of Responsible Financial Officer.
16. Appointment of Internal Auditors.
17. Planning:
 - (i) DC/25/1729/TCA – 1no. Bird Cherry – Reduce height by 1/3, remove crossing and dead branches. – Halfpenny, Bungay Road, Holton, Halesworth, Suffolk IP19 8PL.
 - (ii) Planning correspondence post agenda and pre-meeting.
18. Correspondence:
 - (i) Request from the Halesworth & District Museum for grant/donation. In line with our donations policy this will be an agenda item in September.

- (ii) Thank you email received from the Halesworth Volunteer Centre for the Parish Council donation.
 - (iii) Further information received regarding flooding in Holton. Circulated to councillors.
 - (iv) Request from SARS for continued support. In line with our donations policy this will be an agenda item in September.
 - (v) Donation request from Halesworth Dementia Carers Fund. In line with our donations policy this will be an agenda item in September.
 - (vi) Correspondence received regarding nuisance dogs in Mill Road, Holton. Circulated to councillors.
 - (vii) A parishioner has again raised concerns regarding the speed of traffic entering Holton via the Southwold Road and has asked if it would be possible to have a permanent speed camera on this approach into the village.
19. RFO Report, bank reconciliation and Qtr. 4 expenditure v budget.
List of cheques for approval and signature.
20. Date of next meeting 09/07/2025.