

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 08/01/2025.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. C Knevett, Cllr. N Kerridge, County Cllr. Dunning, District Cllrs. Wakeling and Keys-Holloway and Elaine Day clerk.

1. Chairman welcomed all to meeting. There were no apologies
2. **Public Forum:** A representative from Halesworth Volunteer Centre gave a presentation on the work the organisation does and the value to the community, councillors were given the opportunity to ask questions relevant to agenda item 12 (i).
3. There were no declarations of interest.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 13/11/2024 were proposed by Cllr. Knevett and seconded by Cllr. Day as being a true and accurate record. All voted in agreement.
6. (i) A copy of County Cllr. Dunning's report had been circulated pre meeting and is available upon request to the clerk.
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
(iii) **CLERK REPORT:** The fence at the Playground has now been repaired.

Data has been transferred to the new laptop and the old one will now be recycled.
I would personally like to thank the Chair for his invaluable support given in the transfer.

Cllr. Mendham has formally resigned as a Parish Councillor and the necessary statutory actions have been taken. There is therefore a vacancy to be filled.

Risk assessment work has commenced and a report on actions required will be made available at the next meeting.

The internal control document will be completed and circulated prior to the next meeting to allow members to review the content and agree upon any actions required.

Cllr. Day requested that acknowledgement and thanks were recorded in respect of Cllr. Mendham who has retired from Holton Parish Council.

All other matters covered within agenda.

7. **Items carried forward from previous meetings:**
 - (i) **Re-painting of metal railings alongside the village water courses.** As agreed at the previous meeting the metal railings in the village have been inspected and whilst there is evidence of deterioration, they are worth re painting as planned. An annual check on condition was suggested by Cllr. Day together with the suggested repainting work with the community payback team agreeing to provide labour and parish Council meeting the cost of materials and equipment. Cllr. Rolph seconded and the proposal was unanimously agreed. Clerk to arrange with community payback team.

- 8. Approval of draft budget 2025/2026:** Draft budget had been circulated pre-meeting suggesting a decrease of £1895.00 in expenditure would be possible next year. This is because of the substantial sum currently held in CIL receipts (Circa £17,500.00) could be allocated if needed to the repairs budget which has been reduced by a similar amount. A full review of known cost increases and estimates where details were unknown had been undertaken in formulating the draft. – Acceptance was proposed by Cllr. Cackett, seconded by Cllr. Rolph and unanimously agreed for a Budget of £17,255.00 in line with the draft.
- 9. Parish Council Precept request 2025/2026:** Following approval of the draft budget Cllr. Rolph proposed a precept request of £15,604.00 which is a charge of £48.52 per Band D property. This would appear as a NIL increase on Council Tax Bills but is effectively a small increase of £524.00 on the amount received by the Parish Council due to the change in charging structure for second homes. The shortfall figure between budget and precept request will be met from reserves specifically set aside for playground repairs and renewals. Cllr. Cackett seconded and unanimously agreed.
- 10. Donations Policy 2025/2026:** Following debate, it was agreed that the clerk would prepare a draft policy to cover future donations. This will involve an annual review of all requests, probably in September, unless they were of an urgent nature. Consideration will then be given to all requests at the same time allowing for more effective budgeting and clarity for applicants. (Carry forward to item to next meeting)
- 11. Planning:** (i) No planning application prior to agenda.
(ii) **DC/25/0024/TCA** – 5no. Lime (Front of property boundary) – Pollard Millrising, Mill Road, Holton, Halesworth, Suffolk IP19. No objections raised.
- 12. Correspondence:**
- (i) The request and earlier presentation by Halesworth Volunteer Centre resulted in a proposal from Cllr. Rolph, seconded by Cllr. Day to provide a grant of £500.00 in recognition of the support provided to Holton. In addition, it was proposed to consider a further donation next year in line with the proposed donations policy. All Cllrs. Voted in agreement.
- (ii) Letter of thanks received from Royal British Legion Poppy Appeal following the donation made by the Parish Council.
- (iii) Letter of thanks received from the Halesworth Airfield Museum following the donation made by the Parish Council.
- (iv) Following request from Cllr. Cackett for information regarding sewage/drainage arrangements for future planning applications. Cllr. Cackett and clerk will draft a letter to Anglian Water requesting this information is made available. (This will be circulated to all Cllrs. Prior to sending)
- 13. RFO Report, bank reconciliation. List of cheques for approval and signature:**
Bank balances are C/A £60,949.27 and S/A £41.62 prior to the issue of cheques to be signed at this meeting. Bank accounts have been reconciled and are available for councillor audit.

	Amount	VAT element
The Halesworth Airfield Museum	£6100.00	*
East Anglian Air Ambulance	£200.00	
Elaine Day (December 2024 costs)	£25.00	
Staff costs (December 2024)	£680.94	
HMRC (Tax and NICs)	£413.25	
Staff costs (January 2025)	£482.17	
Elaine Day (January 2025 costs)	£25.00	

Total	----- £7,926.36 -----	----- £0.00 -----
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Cheque marked * was signed on 29.11.2024.

Qtr. 2 expenditure V budget summary will be circulated with Qtr. 3 figures prior to next meeting for review.

RFO report proposed for acceptance by Cllr. Cackett, seconded by Cllr. Rolph and all voted in favour.

14. Dated of next meeting 12/03/2025

Meeting closed 8.25PM