

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 14th January 2026.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. C Knevett, Cllr. D Morley, Cllr. N Kerridge, Elaine Day clerk and 1 parishioner.

1. Chair welcomed all to meeting. There were no apologies for absence. Clerk was requested to contact County Cllr. Dunning regarding issues requiring her input/attention.
2. **Public Forum:** No issues from Parishioners raised.
3. Members' declaration of interest: None.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 12/11/25 were proposed by Cllr. Knevett and seconded by Cllr. Day as being a true and accurate record. All voted in agreement.
6. (i) No report from County Cllr. Dunning.
(ii) No report from District Cllrs.
(iii) **CLERK REPORT:**

The Parish Council were sorry to learn of the death of Mike Hart former Parish Councillor and Chair and a letter of condolence will be sent to the family.

A request has been made for the Parish Council contact the police to find out the date of the inquest into the tragic road incident on Bungay Road last year.

East Suffolk Council Planning have requested the Parish Council help promote the consultation on how they will engage their communities in local planning processes. A poster will be placed on our notice board until the 25th February 2026.

East Suffolk Planning Team Town and Parish Forum February 2026. I have registered to attend this forum.

At the last playground inspection there was a moderate risk picked up on the freestanding slide, this work has to be completed to comply with the health and safety regulations. The cost of this work will be £2,745.13.

I am in the process of preparing a draft IT policy and this will be provided to the Council prior to the next meeting for adoption. This is a recently introduced mandatory requirement of all Parish Council's and will be required as part of the annual return of accountability.

All other matters covered within agenda.

7. Items carried forward from previous meetings:

- (i) **Replacement speed warning signs – update:** Cllr. Knevetts advised no progress has been forthcoming from Suffolk County regarding installation of posts for new speed warning devices, clerk will ask County Cllr. Dunning to chase.
- (ii) A draft Biodiversity policy had been circulated to Cllrs. pre meeting and Cllr. Day proposed adoption, Cllr. Rolph seconded and all voted in agreement. This will be an agenda item at the next meeting with a view to developing the plan further and generating interest within the village.

8. The review of the Internal Control Procedures had been completed and circulated prior to the meeting. Cllr. Knevetts proposed signature of the declaration on behalf of the Parish Council, Cllr. Rolph seconded, all voted in agreement. (It was noted that next agenda would include an IT policy document for approval by Cllrs. and this was noted on the ICP statement)

9. Unpainted railings within the village. Following an earlier suggestion by Cllr. Morley it was proposed that the Community Payback Team would be requested to paint the remaining unpainted railings in the village. This was unanimously supported. (Cllr. Rolph had seconded the proposal. In addition, clerk will request County Cllr. Dunning chases highways department to request repair to the railing at the bottom of Lodge Road which had recently been damaged by a speeding vehicle and that the signage to 1 to 5 Valley Close, Holton)

10. Review of draft budget recommendations for 2026/27. Following proposal by Cllr. Rolph, seconded by Cllr. Day the previously circulated draft budget for 2026/27 was agreed at £18,570. This was unanimously supported following a full review of known cost increases and contemplated expenditure to be incurred.

11. Determination of Parish Precept 2026/27. Following agreement of the 2026/27 expenditure budget a proposal for a precept of £17,070 was made by Cllr. Rolph, this was seconded by Cllr. Day and unanimously agreed. This will result in an annual increase to a Band D property of less than 5%. This is the first increase in the Parish Precept for 3 years. The small shortfall measured against the agreed budget will be met from reserves.

12. Co-option of new councillor. Approval has been given for co-option of a further Parish Councillor and the vacancy will now be publicised with a view to appointment at next meeting.

13. New Village Hall Councillor representative. Clerk outlined the current position regarding the request made for a Councillor representative on the Village Hall Management Committee. A request has been made to remove the Parish Council from the list of holding trustees published as this has not been agreed by Council. It is understood that a new Village Hall Management committee has been formed and an early meeting will be sought to agree on Parish Council's involvement in the future and establish an effective dialogue.

14. Planning:

- (i) **DC/25/4509/FUL** – Demolition of existing buildings and erection of a food store (Use Class E) with substation, access, parking, servicing area, landscaping and associated works. Land at Hammonds Garage, Norwich Road, Halesworth IP19 8HX. Unanimously ratified earlier decision to support.
- (ii) **DC/25/4419/FUL** – Single storey rear extension – Gavelcroft, Bungay Road, Holton, Halesworth, Suffolk IP19 8LY. Unanimously ratified earlier decision to support.
- (iii) **DC/25/4931/TPO** – T1 1no. Oak (marked on submitted plan) – Reduce limb overhanging outbuildings (West side of tree) by up to 3m. Paigles, 6 The Street, Holton, Halesworth, Suffolk IP19 8PH. Unanimously supported.

(vi) **DC/25/4652/FUL** – To demolish existing former pig shed and build a new timber-framed annexe. East Lodge, Beccles Road, Holton, Halesworth, Suffolk IP19 8NQ. The Parish Council had no objection to the application subject to confirmation that the proposed annexe did not conflict with current planning policy.

(v) **No correspondence post agenda and pre-meeting.**

15. Correspondence:

(i) Letter of thanks received from the Halesworth Dementia Carers Fund for our donation.

(ii) Letter circulated re water runoff from the new development onto the footpath along Harrison's Lane/Bungay Road, causing flooding along the highway on Bungay Road.

16. RFO Report, bank reconciliation. List of cheques for approval and signature:

Bank balances are C/A £57,183.62 and S/A £42.33 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
Kompan Ltd (Operational inspection)	£172.47	£28.74 *
Holton Pits CIC (Donation)	£617.01	*
HMRC	£635.59	*
Staff costs (December 2025)	£571.42	*
Elaine Day (December 2025 costs)	£25.00	*
Staff costs (January 2026)	£571.22	
Elaine Day (January 2026 costs)	£25.00	
Elaine Day (Expenditure reimbursement)	£84.99	
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Total	£2,702.70	£28.74
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Cheques marked * were signed on 15/12/2025.

QTR 3 Expenditure V Budget 2025/2026 circulated to councillors with variation analysis.

The re-declaration of compliance with The Pensions Regulator has now been completed.

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

17. Date of next meeting 11/03/2026

Meeting closed 8.35pm