

## HOLTON PARISH COUNCIL

Clerk Elaine Day

clerk@holtonparishcouncil.gov.uk

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 16<sup>th</sup> July 2025.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. C Knevett, Cllr. N Kerridge, Cllr. D Morley, County Cllr. A Dunning and Elaine Day clerk

1. Chairman welcomed all to meeting. Apologies were received from District Cllrs. Keys-Holloway and Wakeling
2. **Public Forum:** No residents in attendance.
3. Members' declaration of interest: None.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 14/05/2025 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. Dunnings's report had been circulated pre meeting and is available upon request to the clerk. Members thanks were expressed regarding her help with concerns for road safety within the village.  
 (ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.  
 (iii) CLERK REPORT: I attended the recent meeting organised by Suffolk County Council as part of the programme to raise awareness of the forthcoming local council re organisation. Parishioner involvement is sought to help shape the proposition for Suffolk and input is encouraged via [onesuffolkcouncil.co.uk/residents-survey](https://onesuffolkcouncil.co.uk/residents-survey) or by email [devolution@suffolk.gov.uk](mailto:devolution@suffolk.gov.uk).

The overgrown hedge bordering the play area has been cut back as agreed. I attended with contractor to ensure that the residents from impacted properties were satisfied with the scale of work undertaken.

An enquiry was received regarding the tree to be felled at St Peters Church and other trees of concern. After a meeting and contact with a church representative it was agreed the tree had to be felled.

I received complaint alleging breach of councillor code of conduct.

In accordance with Parish Council procedure details have been provided to the complainant of the process of registering the matter with East Suffolk Council who will independently review the matter, take ownership of the complaint and respond accordingly once investigated. No further action required pending outcome.

Correspondence has also been received post agenda asking about the action taken by Essex & Suffolk Water in the village ditch/ gully connected to the borehole works on the Bungay Road.

A full environmental assessment of the ditch will be carried out and meeting planned between the Environment Agency and Essex & Suffolk Water representatives.

Any remediation of the ditch will be carried out during week commencing 21st July 2025.

All other matters covered within agenda.

(iv) LORRY WATCH REPORT: 1 Lorry was reported heading north south down Beccles Road on 17<sup>th</sup> June 2025.

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

(i) **Permanent Speed Camera for the Southwold Road, Holton:** Options and costings for speed warning devices had been explained and details circulated to members prior to the meeting. Cllrs. debated the suggested siting on Southwold Road and an upgrade on current shared equipment to include solar powered options and an appropriate specification was agreed. Cllr. Day proposed purchase of two units one for Southwold Road and the second for use on Bungay Road (See also agenda item 8) at a total cost of £9,798.00 which also includes replacement posts. This was seconded by Cllr, Cackett and unanimously approved for purchase and installation using available CIL monies. Cllr. Knevett will contact suppliers and pro-forma invoice to be provided. Replacement posts to be obtained via Suffolk County Council Highways department.

**8. Follow up with County Cllr. Dunning re tragic incident on Bungay Road:** Cllr. Dunning was thanked for her work in obtaining provisional recommendations and costings to address the concerns raised by Cllrs. regarding the footpath, railings visibility and hazards on Bungay Road. Cllr. Knevett and Cllr. Morley will now revisit the site and meet with a Highways representative to discuss additional and improved safety measures and subsequent costings before reporting back to full council at next meeting. (See also agenda item 7 regarding speed mitigation measures on Bungay Road)

**9. Internal Audit. Review of findings by members:** Cllrs. unanimously accepted the findings of the recently completed Internal Audit which had been circulated prior to the meeting. (There were no identified actions suggested) The report has been uploaded to the Parish Council website.

**10. Risk Assessment Play Area. Annual inspection.** Risk assessment work/annual inspection of play area has been completed and a copy circulated to members. The rating is low risk and there are no identified areas requiring attention currently. Report proposed for acceptance by Cllr. Rolph, seconded by Cllr. Morley and unanimously agreed.

**11. Village Hall. Summers activities for children:** No update received carry forward to next meeting.

**12. Mill Road complaint re overgrown shrubs.** Overgrown vegetation from gardens fronting Mill Road had been the subject of complaint as it causes pedestrians and cyclists moving towards the centre of the road with the associated danger from traffic. This route is used by parents and children and a letter requesting remedial action by the relevant residents will be forwarded to reduce the risk to pedestrians and cyclists. (Clerk to forward)

**13. Planning:** (i) **DC/25/1952/TCA** – Ratification of decision to support unanimously approved.

(ii) **DC/25/2379/TCA** – Decision ratified.

(iii) Correspondence publishing forthcoming survey on future planning consultation for Parish Councils and individuals provided for information. For online short questionnaire go to [www.eastsuffolk.gov.uk/planning-policy-consultations](http://www.eastsuffolk.gov.uk/planning-policy-consultations)

**14. Correspondence:** No correspondence.

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

Bank balances are C/A £58,923.52 and S/A £42.07 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	
S. Michlmayr & Company Limited (Annual Service to Holton Clock)	£338.40	£56.40	*
SALC (Internal Audit Service 2025)	£276.00	£46.00	*
Kompan Limited. (Annual Inspection)	£259.70	£43.28	*
Elaine day (Expenditure reimbursement)	£50.38	£8.39	*
HMRC TAX & NIC's (Quarter1)	£525.42		
Staff costs (June 2025)	£543.48		
Elaine Day (June 2025 costs)	£25.00		
Joshua George Wing (Hedge cutting)	£600.00		
Staff costs (July 2025)	£543.28		
Elaine Day (July 2025 costs)	£25.00		
Elaine Day (Expenditure reimbursement)	£131.48	£17.15	
	-----	-----	
Total	£3318.14	£171.22	
	-----	-----	

Cheques marked \* were signed 02/06/2025

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

**16. Date of next meeting 10/09/2025**

**Meeting closed 8.58PM**

**(Agenda item for next meeting - Holton Mill)**