

## 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 12<sup>th</sup> March 2025.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, Elaine Day clerk and two parishioners.

1. Chairman welcomed all to meeting. Apologies were received from Cllr. Knevett and District Cllr. Keys-Holloway.
2. **Public Forum:** One of the members of public who attended expressed concern regarding increased volumes of traffic on the "C" road through Mellis to Holton. It was agreed that Parish Council would refer to County Cllr. Dunning for guidance.
3. Cllr. Day declared an interest in agenda item 7. Cllr. Cackett declared an interest in agenda item 13 (iv). Neither councillor would take part in discussions relevant to their declarations.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 08/01/2025 were proposed by Cllr. Day and seconded by Cllr. Cackett as being a true and accurate record. All voted in agreement.
6. (i) No report from Cllr. Dunning.  
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.  
(iii) **CLERK REPORT:** I am in the process of amending to the **NEW Model Financial Regulations**; this will be completed for review and adoption at the next meeting.

Work to repaint the railings by the gully in the village is due to start on 10<sup>th</sup> April, I will be shortly purchasing the supplies required by the community pay back team.

There have been numerous complaints regarding the potholes on Fairview Road. This has been reported via the portal.

All other matters covered within agenda.

7. **Items carried forward from previous meetings:**
  - (i) **Donations Policy:** The draft donations policy prepared and circulated pre-meeting by clerk was proposed for adoption by Cllr. Rolph, seconded by Cllr. Cackett and unanimously approved.
8. **Internal Control Statement** and supporting checklist had been circulated to Councillors prior to meeting, following completion by the nominated member. Cllr. Rolph proposed approval and adoption. Cllr. Cackett seconded and all voted in agreement. The vote included the adequacy of internal audit conducted by SALC.
9. **Internal Audit:** Councillors unanimously approved the letter of engagement and confirmation of SALC as Internal Auditors for year ending 31/03/2025 following confirmation of agenda item (8).
10. **Co-option to fill Parish Councillor Vacancy:** Following approval to co-opt to fill the councillor vacancy and advertising the position available, Cllr. Rolph proposed co-option of

Dr Dinah Morley, Cllr. Day seconded and all voted in agreement. Clerk will now attend to registration formalities and Cllr. Morley will attend the May meeting.

**11. Amended instructions for Parish Councils regarding Holiday Pay:** Cllr Day left the meeting room prior to discussion. Updated guidance had been provided by SALC and circulated to Councillors pre-meeting regarding the required procedures for holiday payment for clerk. Following review of options it was proposed by Cllr. Rolph, seconded by Cllr. Stephenson that holiday payments would be made to the clerk by an increase of £1.76 per hour as outlined in SALC guidance note. This was unanimously supported; clerk will arrange for implementation by payroll services. (Cllr. Day returned to the meeting room)

**12. Risk assessment report:** All assets inspected for condition and risk to users. Operational inspection up to date and reveal no issues above low risk. ROSPA inspection scheduled for May 25.

See agenda items 8 and 9 for regulatory and financial measures and outcomes.

Asset register, fidelity guarantee and insurance cover reviewed and satisfactory.

**13. Planning:** Cllr. Cackett would take no part in discussions regarding item (iv).

(i) **DC/25/0623/TCA** – Decision ratified.

(ii) **DC/25/0608/VOC** – Variation of Condition 2 of DC/23/0833/FUL – Dwelling, cartlodge and new access – Adjustment to eaves and ridge height. Bembridge Lodge, Upper Holton, Holton, Halesworth, Suffolk IP19 8QP- No objections.

(iii) **DC/25/0775/TCA** – No objections.

(iv) **TPO/191/20025** – Noted, no action required.

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

**14. Correspondence:**

(i) Letter of thanks received from East Anglian Air Ambulance following the Parish Councils recent donation.

(ii) It was agreed to retain and file the response from Anglian Water regarding adequacy of sewer/drainage in the village. This may be of use in response to future planning applications.

(iii) Holton Pits CIC request for a donation to cover annual insurance costs was debated. Cllr, Rolph proposed support via CIL to support the provision of leisure and recreation facilities in the village, Cllr. Day seconded and all voted in favour. Clerk to forward £766.25.

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

Bank balances are C/A £53,022.91 and S/A £41.78 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
Halesworth Volunteer Centre (Donation)	£500.00	
Staff costs (February 2025)	£482.17	
Elaine Day (February 2025 costs)	£25.00	
East Suffolk Services Limited (Replacement of damaged chain link fencing)	£542.88	£90.48
Staff costs (March 2025)	£482.17	
Elaine Day (March 2025 costs)	£25.00	
Kompan Limited (Operational Inspection)	£172.47	£28.74
HMRC Tax & NICs	£361.80	
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Total	£2,591.49	£119.22
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QTR 2 & QTR 3 Expenditure v Budget review completed and circulated to members.

The Internal audit has been booked for the week commencing 19<sup>th</sup> May2025.

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

**16. Annual Parish Meeting** scheduled for 7pm on the 14/05/2025.

**17. Dated of next meeting 14/05/2025**

**Meeting closed 8.35PM**