

## 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 11th March 2026.

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

1. Chair welcomed all to meeting. There were no apologies for absence.
2. **Public Forum:** Parishioner gave opinion on subject matter of agenda item 15 (i) and councillors agreed to consider the points made when discussing the request for signage regarding ball games.
3. Members' declaration of interest: Cllr. Knevett declared non pecuniary interest in agenda item 12 (ii) and would take no part in discussion of this item.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 14/01/2026 and planning meeting held on 16/02/2026 were proposed by Cllr. Knevett and seconded by Cllr. Morley 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. Additionally, Cllr. Dunning was thanked for her help in expediting installation of the new posts for speed warning devices on Beccles Road and Southwold Road.  
(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 advised that the limit per elector for Section 137 expenditure by the Parish Council has increased from £11.10 to £11.60 for 2026/27.

I can confirm Risk Assessment work has been undertaken. Assets have been reviewed against Asset Register.

The fidelity guarantee insurance has been reviewed and is adequate.

This completes all the risk assessment work both in terms of assets and financial risk and summaries have been provided to members.

The coroner's office and the police were contacted as requested; however, they were unable to give the name of the young man involved in the tragic road incident on Bungay Road last year. As a result, we have not been able to find out the date of the inquest.

The work needed following the playground inspection was chased and reported again in the latest inspection. The work is now due to be completed around the 10<sup>th</sup> April 2026.

The railings on Lodge Road Holton, just before the junction with Bungay Road which were significantly damaged due to a RTC late on 17/10/2025 have now been repaired.

I have arranged with the community pay back team to paint the railings in the village which have not been painted, plus the repaired railings on Lodge Road. (ABOVE) Awaiting a date for work to start when the weather improves.

The Annual Parish Meeting will be held prior to the Parish Council's AGM on the Wednesday 13<sup>th</sup> May 2026 at 7pm. At this meeting the biodiversity policy can be explained to Parishioners, with a view to developing it and agreeing actions.

All other matters covered within agenda.

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

- (i) **Replacement speed warning signs – update:** Clerk provided an update on the new speed warning devices which have been ordered and installation is expected in approximately 8 weeks.
- (ii) **Further developments of the biodiversity policy:** Cllrs. agreed that the Annual Parish Meeting to be held in May would include an agenda item to encourage parishioners to become involved in the Parish Council's bio-diversity development. A notice will be placed onto the noticeboard to raise awareness.

**8. Bird boxes for playground.** A suggestion for bird nesting boxes to be installed at the children's playground was not supported. Nesting boxes, possibly for swifts will be included within Annual Parish Meeting agenda. (See previous minute reference 7 (ii))

**9. IT Policy:** The draft IT policy which had been circulated to members pre meeting was proposed for adoption by Cllr. Knevett and seconded by Cllr. Morley. All votes in favour. Chair signed the document.

**10. SALC Internal audit service:** SALC's letter of engagement for the forth coming internal audit was proposed for acceptance by Cllr. E hRolph, seconded by Cllr. Day and unanimously supported.

**11. Planning reform:** Copy slides and meeting minutes had been provided to Cllrs. by clerk in respect of a recent presentation on planning reform, held at Lowestoft. This was attended by Cllr. Day who encouraged Cllrs. to attend future events whenever possible given the implications of the reform being undertaken.

**12. Planning:**

- (i) **NONE.**
- (ii) **Correspondence post agenda and pre-meeting.** DC/26/0852/TCA – 1 no. Beech (marked on plan) - Reduce crown on east side by up to 1.5m. St Peters Church, Beccles Road, Holton, Suffolk IP19 8NG – No objections.

**13. Correspondence:**

- (i) The request to ban ball games on the are of grass at St Peters Path was considered carefully by Cllrs. Suffolk County Council and East Suffolk Council would not support the request as owners of the land as it conflicts with policies designed for open spaces for recreation and therefore signage as requested would not be enforceable. The Parish Council therefore could not support the request made by a parishioner. Clerk will advise the decision and reason. Councillors did agree to monitor vehicle speed levels on Lodge Road which borders St Peters Path and consider what, if any action is required to reduce risk to children if speeding is proven to be an issue. (Carry forward to May meeting)

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

Bank balances are C/A £55,607.48 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
Holton & Blyford Village Hall (Meeting room hire 2025)	£120.00	*
Staff costs (February 2026)	£571.42	*
Elaine Day February costs)	£25.00	*
Kompan Ltd (Operational inspection)	£178.51	£29.75 *
Staff costs (March 2026)	£571.42	
Elaine Day (March 2026j costs)	£25.00	
HMRC	£562.34	
Holton & Blyford Village Hall (Meeting room hire 2026)	£140.00	
SALC (Payroll provision 6 months to 31/03/2026)	£54.00	£9.00
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Total	£2,247.69	£38.75
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Cheques marked \* were signed on 16/02/2026.

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

**15. Date of next meeting 13/05/2026 which will be preceded by Annual Parish Meeting at 7PM**

**Meeting closed 8.35pm**