

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 May 2025.

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

1. Cllr. Rolph was re-elected as chair following proposal by Cllr. Knevett, seconded by Cllr. Stephenson. This was unanimously supported. Cllr. Day was re-elected as vice chair following proposal by Cllr. Knevett, seconded by Cllr. Stephenson. This was unanimously supported.
2. Chair welcomed all to meeting. Apologies for absence were accepted from District Cllr. Wakeling and District Cllr. Keys-Holloway. An apology from County Cllr. Dunning was received post meeting along with her reports.
3. **Public Forum:** A Parishioner had raised a request for support from the Parish Council for young persons' activities at village Hall during the school holidays. The matter will be included on the next agenda when full details will be made available on what is required.
4. Members' declaration of interest: None.
5. There were no requests for dispensation to vote.
6. The minutes to the meeting held on 12/03/2025 were proposed by Cllr. Day and seconded by Cllr. Knevett as being a true and accurate record. Members unanimously agreed.
7. (i) A copy of County Cllr. Dunning's reports are available upon request to the clerk and have been circulated to members post meeting.
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
(iii) The Community payback team have commenced repainting the white railing by the ditches in the village. They will be working every Thursday until the work is complete.

The church has again kindly let the team use the toilet facilities for which the Parish Council are very grateful.

We have also been informed by Parishioners that the planter near the village sign has been replaced as the old one was rotten. This was kindly donated by Parishioners and the compost and plants were kindly by a local garden centre. The Parish Council are very grateful for this gesture.

A complaint has been received regarding a hedge to the upper side of the play area overgrowing onto land next to the play area. I have contacted a contractor to consider our options with the view of getting it cut back.

All other matters covered within agenda.

8. **Items carried forward from previous meetings:** None.
9. **The Annual Governance Statement and Accountability Return 2024/25.**
Had been circulated pre meeting for consideration by members – Cllr. Rolph proposed approval and signature, Cllr. Day seconded and was unanimously agreed.

- 10. The Accounting Statements.** Had been circulated pre meeting for consideration by members. Cllr. Rolph proposed approval and signature. Cllr, Knevett seconded and this was unanimously agreed. Therefore, the **Exemption Certification from External Audit** was also approved for signature.
- 11. Councillor Code of Practice** was re-issued and proposed for re-adoption by Cllr. Cackett, seconded by Cllr. Stephenson and unanimously agreed.
- 12. Standing Orders.** Adoption of the updated standing orders was proposed Cllr. Day, seconded by Cllr. Stephenson and unanimously agreed.
- 13. Financial Regulations.** Adoption of updated Financial Regulations was proposed by Cllr. Day, seconded by Cllr. Rolph and unanimously agreed.
- 14. Representatives to Committees:**
- **Village Hall Committee** – Cllr. Cackett was proposed by Cllr. Stephenson and seconded by Cllr. Knevett and unanimously agreed.
 - **SALC** – Cllr. Day was appointed following proposal by Cllr. Stephenson, seconded by Cllr. Knevett and unanimously agreed.
 - **Member responsible for Internal Control Review** – Cllr. Day was appointed following proposal by Cllr. Stephenson, seconded by Cllr. Knevett and unanimously agreed.
- 15. Appointment Responsible Financial Officer** – Clerk was appointed as RFO following proposal by Cllr. Knevett, seconded by Cllr. Rolph and unanimously agreed.
- 16. Appointment of Internal Auditor** – SALC were re-appointed as internal auditors following proposal by Cllr. Day, seconded by Cllr. Rolph and unanimously agreed.
- 17. Planning:**
- (i) **DC/25/1729/TCA** – Halfpenny, Bungay Road, Holton, Halesworth, Halesworth, Suffolk IP19 8PL – Unanimously supported.
 - (ii) **Planning correspondence post agenda and pre-meeting. DC/25/1701/FUL** – Side and rear single storey extension- 11 Valley Close, Holton, Halesworth, Suffolk IP198NF – No objections.
- 18. Correspondence:**
- (i) Request from the Halesworth & District Museum for grant/donation. In line with our donations policy this will be an agenda item in September.
 - (ii) Thank you email received from the Halesworth Volunteer Centre for the Parish Council donation.
 - (iii) Further information received regarding flooding in Holton. Circulated to councillors.
 - (iv) Request from SARS for continued support. In line with our donations policy this will be an agenda item in September.
 - (v) Donation request from Halesworth Dementia Carers Fund. In line with our donations policy this will be an agenda item in September.
 - (vi) Correspondence received regarding nuisance dogs in Mill Road, Holton. Circulated to councillors. No further action as relevant agencies are investigating this matter.
 - (vii) A Parishioner has again raised concerns regarding the speed of traffic entering Holton via the Southwold Road and has asked if it would be possible to have a permanent speed camera on this approach into the village.
It was agreed that Cllr. Knevett would obtain quotations for suitable equipment at next meeting. Given the recent tragedy in the village, it was suggested that Cllr. Dunnings's attendance would be requested at the next meeting and Cllrs. would be discussed the Bungay Road/Harrisons Lane incident to ascertain whether action is required by the Parish Council/Suffolk County Council Highways Department.

19. RFO Report:

Bank balances are C/A £60,595.95 and S/A £41.93 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 Pits CIC (Donation)	£766.25		*
SALC (Councillor basics Training)	£79.20	£13.20	*
SALC (6 months payroll services)	£54.00	£9.00	*
Staff costs (April 2025)	£543.48		*
Elaine Day (April 2025 costs)	£25.00		*
SALC (Membership subscription 2025/26)	376.28		*
Elaine Day (Expenditure reimbursement)	£396.70	£63.57	*
Elaine Day (Expenditure reimbursement)	£179.47	£29.91	
Staff costs (May 2025)	£543.48		
Elaine Day (March 2025 costs)	£25.00		
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Total	£2,988.86	£115.68	
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QTR 4 Expenditure v Budget review completed and circulated to members.

Direct credit of £7802.00 received from East Suffolk Council 1st Precept payment. This is included in the above balance.

Direct credit of £700.40 received from HMRC, VAT refund. This is included in the above balance.

Direct credit of £3,903.04 received from East Suffolk Council re Neighbourhood CIL. This is included in the above balance.

RFO report proposed for acceptance by Cllr. Day and seconded by Cllr. Rolph.

20. Date of next meeting 16/07/2025.

Meeting closed 8.02PM