

## 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 12th November 2025.

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

1. Chair welcomed all to meeting. Apologies were received from County Cllr. Dunning and District Cllr. Wakeling.
2. **Public Forum:** No residents in attendance.
3. Members' declaration of interest: Cllr. Knevett declared an interest in agenda item 13 (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 10/09/2025 and 06/10/25 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 report had been circulated pre meeting and is available upon request to the clerk.  
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.  
(iii) **CLERK REPORT:**

Cllr. Cackett has formally resigned as a Parish Councillor, the necessary statutory actions have been taken. There is therefore a vacancy to be filled and will also require a village hall representative.

Anti-Social Behaviour in the village was reported to the Parish Council on 12<sup>th</sup> October 2025. This has been reported to the police. They could confirm that they had been advised of several incidents all similar in nature. I was advised that parishioners should call 999 at the time of the offence if possible. Otherwise contact the police via 101 to report as soon as possible after the event.

There continues to be breaches in the parking restrictions at Church View, Holton at school drop off and collection especially in the afternoon. This has been reported via the appropriate channel.

There was an incident at the junction of Lodge Road and Bungay Road late on Friday 17<sup>th</sup> October 2025 leaving a vehicle on top of the newly painted white barriers. As there was significant damage to the barriers, this was reported to Suffolk County Council Highways via their portal. (The police attended the scene at the time of the incident)

Parish Council precept 2026/2027 will need to be agreed at the next meeting. I will shortly be circulating a draft budget for your review prior to the next meeting. Once this has been agreed the precept can be determined so both will be agenda items at the next meeting.

All other matters covered within agenda.

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

- (i) **Replacement speed warning signs – update:** Cllr. Knevett provided an update on the awaited initial work to be undertaken by Suffolk County Council Highways to allow installation of speed warning signs. – Further chasing will be undertaken by Cllr. Knevett.

**8. Silt build up in ditch, Lodge Road:** Clerk provided a response from Essex and Suffolk Water on silt build up in ditch at Lodge Road. This has not been caused by the recent bore hole work.

**9. Local Plan Call for Sites:** Clerk outlined the recent communication from Suffolk County Council “Local Plan Call for Sites” and this request will be publicised on their behalf.

**10. Review of Internal Control Procedures:** Clerk outlined the proposed arrangements to be undertaken regarding the Council’s Internal Control Procedures. This will be an agenda item at the next meeting by which time the review will have been undertaken and circulated for member review, comment and approval.

**11. Reviewing Parish Council Policies:** Clerk advised members that Parish Council policies had been reviewed and that there is a requirement to have a Bio-diversity policy in place. Members will consider a draft policy document at the next meeting. Following a recent “Fly Posting” occurrence Cllr. Day proposed that all such instances on property for which the Parish Council was responsible would be required to be preauthorised. If these were of a commercial nature, then they were unlikely to be approved. Temporary notices of a non-commercial nature would be allowed with the proviso that these were removed in a timely manner after the event. Cllr. Morley seconded and all voted in agreement.

**12. Planning:** (i) No correspondence.

- (ii) No planning correspondence post agenda.

**13. Correspondence:**

- (i) Members unanimously agreed to support a donation of £617.01 to Holton Pits CIC to fund the cost of the Public Liability Insurance for this valued community recreational facility. Funds are to be made available from CIL monies held.
- (ii) The request from PCC St Peter for a donation towards the cost of setting up church camping facility will be considered in line with the Parish Councils donation policy and upon receipt of additional information to be requested by clerk.
- (iii) Letter of thanks received from SARS for our donation.
- (iv) Letter of thanks received from the Halesworth Airfield Museum for our donation.
- (v) Letter of thanks received from the Halesworth and District Museum for our donation.
- (vi) Receipt and letter of thanks received from the Royal British Legion Poppy Appeal for our donation.

**14. RFO Report, bank reconciliation. List of cheques for approval and signature:  
RFO report November 2025**

Bank balances are C/A £59,949.03 and S/A £42.21 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
SALC (6 Months Payroll services)	£54.00	£9.00 *
Staff costs (October 2025)	£739.04	*
Elaine Day (October 2025 costs)	£25.00	*
Business Services at CAS Ltd (Insurance)	£682.74	*
The Halesworth Airfield Museum (Donation)	£100.00	*
Royal British Legion Poppy Appeal (donation)	£100.00	*
SARS (Donation)	£350.00	*
Halesworth Dementia Carers Fund (Donation)	£350.00	*
Halesworth & District Museum)	£100.00	*
IT Services at CAS Ltd (gov.uk domain)	£27.50	
Community Action Suffolk (Website hosting)	£66.00	£11.00
IT Services at CAS Ltd (2 x gov.uk mailboxes)	£54.00	
Staff costs (November 2025)	£571.42	
Elaine Day (September 2025 costs)	£25.00	
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Total	£3,244.70	£20.00
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Cheques marked \* were signed on 06/10/2025.

QTR 2 Expenditure V Budget 2025/2026 circulated to councillors with variation analysis.

2nd Precept payment of £7,802.00 received and is included in the above balance.

Draft budget to be prepared and forwarded prior to next meeting for review and approval, prior to submitting precept request.

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

**15. Date of next meeting 14/01/2026**

**Meeting closed 8.30pm**