

## 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 10<sup>th</sup> September 2025.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, District Cllr. B Keys-Holloway and Elaine Day clerk

1. Chair welcomed all to meeting. Apologies were received from Cllr. Knevett and Cllr. Morley.
2. **Public Forum:** No residents in attendance.
3. Members' declaration of interest: Cllr. Day declared an interest in agenda item 11 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 16/07/2025 were proposed by Cllr. Cackett and seconded by Cllr. Day as being a true and accurate record. All voted in agreement.
6. (i) No report from County 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:** The painting and repair of the railing near the ditches has now been completed by the Community Pay Back Team. I had received positive feedback from parishioners and Cllrs. wishing to thank them for their work. This was passed onto the team. The cost of supplies will be taken from CIL.

The defibrillator was out of action for a few days because the battery needed replacing. The battery has been replaced under warranty as it was within the 4 year warranty.

All other matters covered within agenda.

7. **Items carried forward from previous meetings:**
  - (i) **Improved road safety measures on Bungay Road:** The proposed safety measures for Bungay Road are in the hands of Suffolk County Council and Holton Parish Council have agreed to assist with the cost by contributing £1000.00. The improvements have been suggested by SCC Highways in conjunction with County Cllr. Dunning.
  - (ii) **Village Hall. Summer activities for children:** No further action currently.
  - (iii) **Replacement speed warning signs – update:** Awaiting larger posts to be installed, before ordering the new signs.
8. **External Audit:** Clerk had circulated the exemption certificate in respect of the 2024/25 external audit requirements. This was unanimously accepted by Cllrs. and audit work now completed.
9. **Holton Mill:** Clerk provided an update on the current situation with Holton Mill. In summary Suffolk County Council are responsible for the necessary repairs as a condition of the lease from the owners. Although this has expired the work is required to be completed before the lease reverts to the owners.

- 10. Remembrance Day:** A representative from the Parish Council will attend the Remembrance Day ceremonies at the church and Airfield. (Chair to confirm to clerk of availability)  
Cllr. Day proposed donations of £100.00 to the Royal British Legion Poppy Appeal and Halesworth Airfield Museum, seconded by Cllr. Rolph and all voted in agreement.
- 11. NJC Salary Pay Award 2025-2026:** Cllrs. unanimously accepted the NALC updated pay scales and these would now be implemented. (Cllr. Day took no part in discussion of this item)
- 12. Planning:** (i) DC/25/3004/FUL – Replacement of 5 windows within front elevation – 3 Cherry Tree Cottage, Southwold Road, Holton, Halesworth, Suffolk Ip19 8PW – No objections.  
(ii) No planning correspondence post agenda.
- 13. Correspondence:** Cllrs. reviewed the various applications for grants/donations and after debate the following was proposed by Cllr. Rolph and seconded by Cllr. Kerridge and all voted in agreement.
- (i) Halesworth & District Museum - £100
  - (ii) SARS - £350
  - (iii) Halesworth Dementia Carers Fund- £350
  - (iv) Clerk reported that comments regarding deteriorating mobile coverage had been received but this was a matter for Parishioners to pursue with their providers.
  - (v) A request on behalf of Orwell Housing Association to assist with publicity for the event to be held at the Village Hall to provide guidance regarding the shared ownership which will become available in the village. This was supported and actioned by clerk.
  - (vi) A questionnaire in respect of future planning policy has been circulated of behalf of East Suffolk Planning Team.

Clerk advised that the donation budget for 2025/26 was now fully allocated.

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

Bank balances are C/A £56,482.86 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
Kompan Limited. (Operational Inspection)	£259.70	£28.74
Staff costs (August2025)	£543.48	
Elaine Day (August 2025 costs)	£25.00	
HMRC TAX & NIC's	£525.62	
Staff costs (September 2025)	£543.48	
Elaine Day (September2025 costs)	£25.00	
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Total	£1,922.28	£28.74
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QTR 1 Expenditure V Budget 2022/2023 circulated to councillors with variation analysis.

Direct debit to Ico (Information Commissioners Office) for £47.00 was paid on the 18/07/2025. Annual Data Protection fee.

Insurance renewal is due and full review of levels of cover has been undertaken and checked against the asset register. Cost £682.74.

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

**15. Date of next meeting 12/11/2025**

**Meeting closed 8.15PM**

**(Agenda item for next meeting – Silt build up in ditch, Lodge Road)**