

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 13/03/2024.

Present: Cllr. E Rolph (Chair), Cllr. R Day (Vice Chair), Cllr. G Cackett, Cllr. B Stephenson, Cllr. J Mendham, Cllr. C Knevett, Cllr. N Kerridge, County Cllr. A Dunning and 3 parishioners.

1. Chairman welcomed all to meeting. No apologies were received.
2. **Public Forum:**
3. Members' declaration of interest: Cllr. Cackett declared an interest regarding a matter which would be discussed within agenda item 14.
4. There were no requests for dispensation to vote.
5. The minutes to the meeting held on 14/02/2024 were proposed by Cllr. Day and seconded by Cllr. Knevett 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.
(ii) A copy of District Cllrs. report had been circulated pre meeting and is available upon request to the clerk.
(iii) CLERK REPORT: Work has been completed in the ditch/gully by the Community Pay Back team and I have thanked the supervisor personally for the hard work on this project.

Dates for meetings in May AGM and Parish meeting. (Agreed during meeting - see below)

No dogs sign at playground area needs replacing. Clerk to arrange replacement sign.

Larger Parish Council notice board. Will be agenda item at the next meeting.

All other matters covered within agenda.

- (iv) LORRY WATCH REPORT: A copy is available upon request to the clerk.
7. **Items carried forward from previous meetings: (i) Re-siting of the school "20 is enough" warning sign.** Cllrs. noted the re-siting of the "20 is enough" signs near the school and thanked County Cllr. Dunning for funding and arranging this.
(ii) The proposal to investigate the purchase of the telephone box. The appeal to parishioners for views on adoption and use of the telephone kiosk had met with very low response. (2 Parishioners suggesting a use with one being prepared to volunteer to help) Clerk to contact parishioner to attempt to obtain additional volunteers and decision to be made at next meeting regarding adoption.
8. **HOLTON PITS:** Holton Pits CIC have amended their request for a donation and now seek matched funding to a maximum of £1500 towards the cost of bespoke signage. Agreement in principle was proposed by Cllr. Day subject to sight of the quotations (3) for the sign and the final invoice. Cllr. Rolph seconded and agreement was unanimous to allocate CIL monies upon receipt of supporting information.

A further request to allocate further CIL monies on a matched funding basis to a maximum of £3K towards the cost of a detailed lake survey in 2025 was considered. Clerk advised that the proposed use of CIL monies met the criteria having checked with ESC/SCC. Whilst

agreement in principle was given a final decision will be made upon formal application in 2025 which will be assessed upon (1) Confirmation of source of matched funding / evidence of fund raising by applicant. (2) Review of business plan vs progress with particular reference to future income sustainability. (3) Sight of quotation(s) invoice for project. Clerk To advise Holton Pits CIC and also raise concerns expressed by parishioner regarding failure to respond to correspondence in respect of dog waste, signs and adequate bins.

9. **Speeding and courtesy of drivers within the village: Meeting closed at 8.14pm for parishioner comment, reopened at to 8.23pm.** Representation regarding alleged speeding and inconsiderate driving in the village had been made by Parishioners. Clerk responded setting out the process for reporting such matters via the online reporting tool stressing that this provided the only prospect of securing agreement to action by the relevant authorities. A summary of the procedure for reporting will also be published on Parish Council Website, Community News and Church Magazine in an attempt to encourage parishioners to ensure their concerns are recorded.
10. **Councils and .gov.uk domains and email addresses:** Clerk outlined new Parish Council email addresses and reasons for change. Further email address to be obtained for chair as agreed at meeting. Proposed by Cllr. Rolph and seconded by Cllr. Day. All voted in agreement.
11. **Condition of oak tree on Beccles Road, Holton:** Concerns had been received regarding dangerous condition of oak trees on Beccles Road. It was agreed that clerk would write to landowner requesting the matter was given the necessary attention. Proposed by Cllr. Cackett and seconded by Cllr. Rolph. All vote in agreement.
12. **Risk Assessment:** Clerk provided a full summary of the risk assessment undertaken in respect of Parish Council assets and the associated remedial actions. The document was reviewed and proposed for acceptance by Cllr. Day and seconded by Cllr. Rolph and unanimously agreed.
13. **Planning:**
 - (i) **DC/24/0686/FUL – Provision of car parking area rear garden. Honeysuckle Cottage, The Street, Holton, Halesworth, Suffolk IP19 8PN** – Unanimously supported.
 - (ii) **DC/24/0644/FUL – Retrospective application for the removal of garden wall and the installation of timber fence and gates. Also alteration to fence and gate. Marwood, Sandy Lane, Holton, Halesworth, Suffolk IP19 8PJ** – Unanimously supported.
14. **Correspondence: SARS annual newsletter distributed to members pre-meeting.** A proposal for a donation of £100 was made by Cllr, Knevett was seconded by Cllr, Day and unanimously supported following the request from Suffolk Accident Rescue Service (SARS).

A request received from Holton & Blyford Village Hall post agenda for a grant towards re-surfacing roadway will be carried forward to the next meeting. (Cllr. Cackett took no part in the discussion of this matter)

15. RFO Report:

Bank balances are C/A £55,415.13 and S/A £41.17 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	£700.00	
Elaine Day (Reimbursement for Equipment purchase And skip hire re Gull/Ditch clearance and stamps)	£789.60	£161.80
HMRC	£192.60	
Staff costs (March 2024)	£511.27	
Elaine Day (March 2024 costs)	£25.00	
Kompan Ltd	£165.84	£27.64
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Total	£2384.31	£189.44
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RFO report proposed for acceptance by Cllr. Rolph and seconded by Cllr. Knevett. All in favour.

16. Dated of next meeting 08/05/2024 will be the AGM for the council. The Annual Parish Meeting will precede this meeting starting at 7PM.

Meeting closed 8.45PM