**HOLTON PARISH COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON**

**Wednesday 3rd May 2017, HOLTON AND BLYFORD VILLAGE HALL**

**Meeting Commenced at 19.15 hrs**

**Finished at 20.30 hrs**

1. The Chair welcomed everyone present to the meeting
2. **PRESENT:** Councillors G Cackett (Chair), D Davis, D Fosdike, M Jones, N Kerridge

**In attendance:** D Henry, Clerk.

1. **PUBLIC FORUM:** There were three members of the public in attendance.
2. **APOLOGIES FOR ABSENCE:** Parish Councillors: M Hart, R Stephenson

District Cllr. A Cackett, County Cllr. T Goldson

1. **DECLARATIONS OF INTEREST:** No pecuniary or non-pecuniary were declared.
2. **minutes of previous meeting**

The minutes for the following meetings were received and **agreed** as a true and accurate record.

4th January 2017 (deferred from 1.3.17)

***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Jones.* ***Unanimously agreed*.**

13th January 2017 (deferred from 1.3.17)

***Proposed*** *Cllr Jones.* ***Second*** *Cllr Fosdike.* ***Unanimously agreed*.**

1st March 2017

***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Davis.* ***Unanimously agreed*.**

* 5th April 2017

***Proposed*** *Cllr Davis.* ***Second*** *Cllr Kerridge.* ***Unanimously agreed.***

1. **annual meeting of the parish**

Members agreed to hold the Annual Meeting of the Parish on Monday 29th May 2017

1. **beRNARD MATTHEW’S FACTORY HOLTON** - Nothing to report
2. **communication received on dog fouling**

Members considered the information receive in relation to dog fouling along the Path of the Church yard at the Lodge Road end. It was **agreed** a cost for installing should be obtained and considered at the July meeting.

***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Jones.* ***Unanimously agreed*.**

1. **FREEDOM OF INFORMATION REQUEST AND consideration of future of records storage**

Members **considered** the additional Freedom Of Information request and **noted** the amount of Clerk’s time used to collate the information require in the initial request. Following a full discussion and careful consideration it was **decided** that a charge would have to be made to cover the costs incurred if any additional work was to be undertake.

***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Jones.* ***Unanimously agreed*.**

1. **holton Pits**

Members agreed to an on-site meeting with CEMIX on Monday 5th June 2017 at 5 pm

***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Jones.* ***Unanimously agreed*.**

1. **LORD NELSON PUBLIC HOUSE PROPOSAL** (mIN:4.5.2017 Par 6)

Members discussed in full the Proposed offer from the owners of the Lord Nelson Public House and closed the meeting for Public comment. After due consideration members **resolved** that the Parish Council was not able to take up the offer due to legal constraints, but would encourage and support any proposal the owners should wish to make with a community group.

1. **PlANNING DECISIONS/APPLICATIONS**
   1. Members noted Planning Application **DC/17/1041/FUL** had been granted.

13.2 Planning Application **DC/17/1012/OUT** Fairview Farm, Construction of 22 dwellings, associated parking

13.2.1 Members **debated** the proposed planning application. **Noting** the site was not the best location and a green field area; was on the boundary of Halesworth and Holton; the infrastructure was not expanding at the same pace as local developments. **Concern** was expressed in relation to surface water.

13.2.2 A **proposal** to **refuse** application was unsupported

13.2.3 A **proposal** for **approval** was made by *Cllr Kerridge,* ***Second*** *Cllr Davis carried by*

1 abstention, 1 against, 3 for

* 1. Members requested that clarification on whether part of the Section 106 (CIL) funding for Pine Tree Close development would be allocated to Holton

1. **play Area update**

Members **noted** the multiplay unit had been damaged and subsequently repaired

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| 1. **review and adoption the risk assessment**   Members considered and **adopted** the Annual Risk Assessment  ***Proposed*** *Cllr Fosdike.* ***Second*** *Cllr Kerridge.* ***Unanimously agreed*.** | |
| 1. **INTERNAL CONTROLS FOR YEAR ENDING 31ST MARCH 2017**   Following consideration of Auditors Members **resolved** to **approved** for 2017 both the internal Auditor, Heelis & Lodge, and the Scope of Audit.  ***Proposed*** *Cllr Jones.* ***Second*** *Cllr Davis.* ***Unanimously agreed*.** | |
| 1. **ROAD SAFETY** (Min:1st March 2017, para 13.1)   Members considered in detail the issues of Road Safety and the **agreed** that the County Council be requested to consider extending the double yellow lines on the Beccles Road up to the junction of the Bungay on both sides. The Chair to liaise with Cllr Fosdike and the Clerk.  ***Proposed*** *Cllr Jones.* ***Second*** *Cllr Kerridge.* ***Unanimously agreed*.** | | |
| 1. **TeLEPHONE KIOSK AND DEFIBrillatOR** – Information update   Members **noted**   * the land the kiosk stood on was not owned by BT therefore the landowners consent would be required. Cllr Davis to make first approach to landowner * The Village Hall Committee felt the village hall was not a suitable area for the siting of a defibrillator primarily due to the levels of vandalism * The defibrillator would have ongoing revenue implications   Members **agreed** that funding applications for the purchase of a defibrillator could be made and in the longer term the Village Hall Committee be approached to consider sharing some of the running costs as a joint venture.  ***Proposed*** *Cllr Jones.* ***Second*** *Cllr Fosdike.* ***Unanimously agreed*.** | | |
| 1. **FINANCE**   19.1 Members **received** the Financial Accounts, Bank Reconciliation and Asset Register for 2016/17 and **agreed** them as true and accurate record, **noting** the unreconciled balance, which the internal Auditor would be asked to explore.  ***Proposed*** *Cllr Jones.* ***Second*** *Cllr Fosdike.* ***Unanimously agreed*.**  19.2 Members **noted** and **authorised** the receipts and payments for the period to 29th April 2017. | | |
| 1. **REPORTS**  * Members **noted** theCllr Davis update on Village Hall activities * There was no report from County Councillor or District Councillor due to purdah | | |
| 1. **electronic correspondence and circulates.**   Members **agreed** to receive, where appropriate, all correspond and circulars electronically | | |
| 1. **CORRESPONDENCE AND DOCUMENTS RECIEVIED** |
| Members **noted** the correspondence and circulated outlined in the Agenda |
| **Late mail** – There was no late mail for consideration |  | |
| 1. **DATE OF NEXT MEETING**   Wednesday 5th July 2017, 7.30pm Holton & Blyford Village Hall  Future dates  Wednesday 6th Sept 2017, Wednesday, 1st November 2017, Wednesday 10th January 2018 | | |