**HOLTON PARISH COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON**

**Wednesday 6th September 2017, Holton and Blyford Village Hall**

**Meeting Commenced at 19.30 hrs**

**Finished at 20.45hrs**

1. The Chair welcomed everyone present to the meeting
2. **PRESENT:** Councillors G Cackett (Chair), D Davis, D Fosdike (arrived 19.50hrs agenda item 6, min: 7), M Hart, R Stephenson.

 **In attendance:** D Henry, Clerk

1. **PUBLIC FORUM:** There were two members of the public in attendance.

A member of the public expressed concern about litter and litter bins in the vicinity of Bungay Road/Valley Close. Cllr, Cackett **agreed** to investigate and update the member of public directly.

1. **APOLOGIES FOR ABSENCE:** Parish Councillors, N Kerridge. County Cllr. T Goldson, District Cllr. Cackett.
2. **DECLARATIONS OF INTEREST:** Cllr. Stephenson, Minute 10.
3. **Minutes of previous meeting – 26th July 2017**

Members approved the minutes as a true and accurate record.

***Proposed*** *Cllr Hart.* ***Second*** *Cllr. Stephenson. Unanimously* ***agreed*.**

1. **FINANCE**

Members **authorised** the following payments.

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|  | Clerk's Salary (Aug-Sept) |  | 502.14 |
|  | HMRC |  | 251.20 |
|  | Stationery items |  | 13.70 |
|  | Cllr Mileage claim |  | 46.35 |
|  | Internal Audit (late mail item) |  | 66.00 |
|  |  |  | **879.39** |

***Proposed*** *Cllr Hart.* ***Second*** *Cllr. Stephenson. Unanimously* ***agreed*.**

* 1. Members **noted** the External Auditors request for additional information, the final report anticipated for the next meeting. Members **noted** that this was the last year BDO was undertaking small authority audits.
	2. **Section 137 Funding:** Members **considered** the applications before them and **agreed** to make the following awards;

Holton & Blyford Post £275

Holton & Blyford Village Hall £600

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

* 1. **Section 106 funding**: Members **agreed** the 106 funding for the purchase and fitting of football goals on the Village Hall playing field at £487.50.

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

* + 1. Members **noted** the District Council had agreed to Section 106 for the funding of a Dog Fouling bin at the end of the Church path.

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

1. **HOLDING TRUSTEESHIP – HOLTON & BLYFORD VILLAGE HALL**

Members **considered** Holton and Blyford Village Hall Committee’s invitation for the Parish Council to become a Holding Trustee of the Village Hall and following an in-depth conversation Members **agreed** in principle to the proposal, subject to receiving further information.

***Proposed*** *Cllr. Stephenson.* ***Second*** *Cllr. Hart. Unanimously* ***agreed*.**

1. **HOLTON PITS** – Update. A response from CEMEX remained outstanding despite further requests. Members **resolved** to take no further action.

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

1. **NEIGHBOURHOOD PLANS:** Members **noted** the following;

10.1 Waveney Local Plan: members **discussed** how the plan misrepresented one of the residence’s property boundary. It was **agreed** that the Parish Council would support the residence comments.

10.2 Halesworth Town Council meeting – 14th August 2017: Members **considered** the Clerk’s feedback from the meeting **noting** the processes of producing a plan, the time scales and the need for it to be Community lead not Council lead.

10.3 Representation to the Halesworth Town Council Forum Meeting – 14th Sept 2017: Members **resolved** to attend, with Cllrs. Cackett & Hart **agreeing** to represent the Parish Council.

***Proposed*** *Cllr. Cackett.* ***Second*** *Cllr Hart. Unanimously* ***agreed*.**

1. **PLANNING DECISIONS/APPLICATIONS:**

11.1 Application - DC/17/3589/FUL - The Smithy, The Street, Holton

Conversion of former smithy and workshop to holiday accommodation with rear single storey extension to form ensuite. Members **agreed** to recommend approval subject to neighbours’ comments.

***Proposed*** *Cllr. Hart.* ***Second*** *Cllr. Stephenson. Unanimously* ***agreed*.**

11.2 Application - DC/17/3358/FUL – Holton & Blyford Village Hall

Replace existing 30-year-old wooden single glazed windows and entrance doors (except fire doors) that are generally rotten, with UPVC double glazed windows and laminated UPVC doors. To improve security, stop vandalism and enhance thermal efficiency. Windows to have toughened glass on outer panes. Members **agreed** to recommend approval.

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

1. **RECuitment**

12.1 Members **noted** that the statutory notice finishes on the 19th September, the District Council would notify the Clerk of the outcome. Members **noted** that provided no election was called recruitment by advert for a Co-opted Councillor’s position could commence.

12.2 Members **noted** the Clerk’s resignation and **agreed** to co-ordinate the advertisement timing with the Co-opted Councillor’s position.

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| 1. **LATE MAIL**: The Local Councillor, Issue 2, 2017
2. **DATE OF NEXT MEETING:** Wednesday1st November 2017
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