

HOLTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD ON Wednesday 2nd March 2016 in HOLTON AND BLYFORD VILLAGE HALL AT 7.30P.M.

Meeting

PRESENT: Councillors D Fosdike, M Hart, D Davis, M Jones, R Stephenson, G Cackett and Cllr A Cackett (WDC) —

PUBLIC FORUM: No members of the public present

APOLOGIES –Cllr T Goldson (SCC)

1. MINUTES OF THE MEETING HELD ON:

Wednesday 15th January *-Proposed Cllr R Stephenson, Seconded Cllr M Hart.*

2. DECLARATIONS OF INTEREST

Cllr Cackett – Item 7 – Clerks Salary

3. PLAYAREA UPDATE

Estimates have been received from Wicksteed, and Waveney Norse for the resurfacing of the playarea. Both quotes are in the region of £15,000. The Parish Council does not have the funds to do this work at present. A review of the site is arranged for April 2016 to discuss this matter further.

Proposed Cllr M Hart, Seconded Cllr G Cackett AIF

4. COUNCILLOR REPORTS

Transport Group – Cllr D Davis advised that there were new timetables for the buses, although there was not much change.

Villages Community Fund – Cllr M Hart attended the first meeting with Westhall PC, Blyford & Sotherton PC and he explained the system which will provide funding on application from funds available from the Wind turbines at Bernard Matthews. There will need to be 2 representatives from the Parish Council. *It was agreed that Cllr M Hart and Cllr M Jones would attend these meetings. Substitutes to be provided if necessary. Proposed by Cllr R Stephenson, Seconded Cllr G Cackett. AIF*

5. REGULATIONS REVIEW

Financial Regulations 2016– Agreed at the last meeting, clerk advised of recent amendments.

Standing Orders 2016 – Clerk explained the Standing Orders

Financial Regulation and Standing Orders for 2016 agreed. Proposed Cllr M Jones, Seconded Cllr M Hart. AIF Both documents were signed and dated by the Chairman and Clerk/RFO

6. PLANNING DECISIONS/APPLICATIONS

Granted

DC/15/5146/TCA – Tree works to various trees – Oak Hollow, 6a Church View, Holton

DC/15/5184/TCA – 14 Limes in a 7-8m length now 10m tall, Reduce all by 2.5m
Millrising, Mill Road, Holton

7. ACCOUNTS FOR RECEIPT/PAYMENT

Clerks Salary - £438.40

HMRC - £109.60

Clerks Expenses – Telephone - £50.00

Hall Hire till March 2017 - £60.00

Proposed by Cllr M Hart, Seconded by Cllr R Stephenson (Cllr Cackett did not vote)

8. AUDIT

Bank Reconciliation – The Clerk advised of the current financial situation and balances of the Council

Effectiveness of Internal Audit Review – This document had been sent to Councillors prior to the meeting. *Some discussion took place and the document was agreed. Proposed by Cllr D Davis, Seconded Cllr R Stephenson. AIF. The document was signed and dated by the Chairman and Clerk/RFO*

Reappointment of Regulatory Financial Officer (RFO) – *It was proposed that the Clerk again be appointed. Proposed by Cllr R Stephenson, Seconded Cllr G Cackett. AIF*

Asset Register Review – *The Asset Register was discussed and agreed. Proposed by Cllr R Stephenson, Seconded Cllr G Cackett AIF*

The Clerk advised the Parish Councillors of the new Audit Rules and the Transparency Code. *It was agreed by Councillors that they would not opt out of the system and would remain with Sector Led Body arrangements. From next year NO routine External Audit will take place. Proposed by Cllr G Cackett, Seconded Cllr D Davis AIF*

Budget/Precept – The Budget/Precept being agreed at the last meeting it was signed and dated by the Chairman and Clerk/RFO. *The Precept being agreed last meeting at £9497, agreed amendments having been made. Proposed Cllr G Cackett, Seconded Cllr M Hart. AIF*

Tax Information – Information has been received regarding the new and old tax year for employees. This is for INFORMATION ONLY, since the payroll is carried out by SALC services.

9. CORRESPONDENCE

- Wicksteed
- East Suffolk Business Plan
- Heritage Day Poster
- SALC Training Programme
- Local Councillor Magazine
- Glasdon
- First Magazine
- Late Mail – A letter had been received from Holton Primary School, requesting the Parish Council to support them regarding Double Yellow lines in Beccles Road. *It was agreed that a copy of the letter be sent to all Councillors, and correspondence to be sent to the School requesting a meeting to discuss this matter further. Proposed Cllr G Cackett, Seconded Cllr D Davis AIF*

10. VILLAGE HALL COMMITTEE REPORT

- a. **Village Hall** – No report had been received from the Village Hall, however the Clerk advised that Jim Watts was now Acting Chairman.

11. REPORTS:

Cllr A Cackett – Advised that there had been a great deal of work and time spent on trying to balance the Budget at Waveney District Council. The Council had however had to increase the Council Tax, the government giving them an option of 2% or £5 per year on a Band D property, which equates to 42pence per month increase. The view is that by 2020 local authorities will have to be self sufficient. She also advised she had attended the Barrow Crossing meeting in Halesworth, and was concerned regarding the Risk Assessments. She is following this up.

12. Date of future meetings for 2016: 25th May (AGM), 13th July, 7th September and 9th November. There may be additional meetings if urgent items are received.

DRAFT