**HOLTON PARISH COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON**

**Wednesday 1st November 2017, Holton and Blyford Village Hall**

**Meeting Commenced at 19.30 hrs**

**Finished at 21.20 hrs**

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

**In attendance:** D Henry, Clerk, County Councillor Goldson

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

3.1 A member raised the following issues

3.1.1 The progress of installing a defibrillator. The Clerk outlined the background and actions to date noting the landowner of where the telephone kiosk was situated had agreed to the placement of the defibrillator; a response from BT was awaited.

3.1.2 Cllr Goldson indicated that the County would be bulk buying a number of defibrillators. The Parish Council should register an interest at the next Halesworth Divisional meeting. Cllr Cackett **agreed** to action this.

* 1. Action taken in relation to water from farmland creating flooding, summer 2016. The following points were raised;
     1. The landowner had been spoken to, there had been no further flooding in the area, if a problem occurs that affects the highway and a landowner does not remedy than the County Council will take action against the landowner, remedial action at the time had been taken by a resident which appears to have been effective, the gullies, drains and ditches had been cleared

1. **APOLOGIES FOR ABSENCE:** District Cllr. Cackett.
2. **DECLARATIONS OF INTEREST:** No pecuniary or non-pecuniary were declared.
3. **Minutes of previous meeting – 6th & 27th September 2017**

Members **approved** the minutes for the 6th and 27th September 2017 as a true and accurate record.

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

1. **buS SHELTER**

Following discussion, the following was **agreed**;

7.1 An indication of cost for replacement would be obtained for further consideration

7.1.1 An indicative price for repair of current structure

7.1.2 Establish if Section 106 funding would be applicable

7.1.3 Explore the potential f the Halesworth skills center undertaking the work

1. **Consultation**

Members **noted** SALC’s response to the potential Precept changes, the Right Homes consultation and the Councillor Disqualification criteria.

1. **daTA PROTECTION legislation**

Members **noted** thatchanges to the Data Protection Regulation are due to come into force May 2018 requiring the appointment of a Data Protection Officer (DPO). Following a discussion members **resolved** to revisit this in the New Year when more detail information has been released.

1. **finance**

Members **noted** the receipts and **authorise** the following payments

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Receipts |  | Payments |  | VAT | Total | | 2nd Precept | 4,838.50 | Clerk's Salary (Oct - Nov) | 502.34 | 0 | 502.34 | |  |  | HMRC | 125.40 | 0 | 125.40 | |  |  | Stationery items | 9.32 | 1.16 | 10.48 | |  |  | S137 grant Holton & Blyford Post | 275.00 | 0 | 275.00 | |  |  | S137 grant Holton & Blyford Village Hall | 600.00 | 0 | 600.00 | |  |  | Annual web-site hosting fee, CAS (One Suffolk) | 50.00 | 10.00 | 60.00 | |  |  | Community News (Adverts x2) | 80.00 | 16.00 | 96.00 | |  |  | BDO (External Audit fee) | 130.00 | 26.00 | 156.00 | |  |  | Insurance renewal | 487.02 |  | 487.02 | |  |  |  |  |  | **2312.24** | |

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

10.1 Members **received** and discussed the External Auditors Report **noting** the recommendations. Members **resolved** to implement the recommendation.

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

* 1. Members **noted** BDO ceases to be Small Authority Auditors and notification of new External Auditors will be received in due course.
  2. **HALESWORTH FREE CAR PARKING SCHEME**: Members **considered** making a financial contribution towards the cost of maintaining theHalesworth Free Hour Car Parking scheme. Following in-depth discussion members **resolved** to contribute £500 after 1st April 2018 from the 2018/19 budget.

***Proposed*** *Cllr Hart.* ***Second*** *Cllr Stephenson.* ***Abstention*** *Cllr Fosdike*.

1. **GOOD NEIGHBOUR SCHEME:**

Cllr. Cackett outline the background, the idea and potential Health & Well-being benefits of a Good Neighbours scheme. Members heard that future demographic tread for the area was for a large increase in the aged population. It was **agreed** Cllr Cackett would place a questionnaire in the Holton Post to gage the Communities interest in developing a scheme.

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

1. **Holding trusteeship – holton & blyford village hall.** Members **noted** that an acknowledgement had been received, the Village Hall Committee would send more detail information when it was available.
2. **holton Pits**

Members **noted** the resent communication from CEMEX stating that due to policy changes they were no longer able to donate the land or offer financial support. Members **resolved** to take no further action. The Clerk to acknowledge receipt

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

1. **neighbourhood planS:** Members **noted** Cllr Cackett’s update from attending the Halesworth Town Council Community Consultation meeting and **resolved** to defer consideration and discussion of a Holton Neighbourhood plan for 6 months.
2. **PLANNING DECISIONS/APPLICATIONS**
   1. Members **noted** Planning Permission DC/17/3358/FUL, Holton & Blyford Village Hall was granted.
   2. Members **consider** planning application - DC/17/4171/FUL – Wenhaston Quarry, Health Road, Wenhaston With Mells Hamlett. It was **agreed** to ask Wenhaston Parish Council for sight of their response and meet again to consider in full.

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

1. **recruitment update:** 
   1. Members **noted** the short-listing took place on 30th October 2017 and interviews were to held on 6th November 2017.
   2. Members considered the Clerk’s allowances and **resolved** the follow would apply;

* Allocation of £50 for working from homed.
* Mileage at 0.45p for authorised training and networking events, authorised attendance at external meetings (no allocation for attendance at Parish Council meetings or for posting notices on Parish Board).

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

1. **REPORTS: TO reCEIVE AND NOTE THE FOLLOWING** 
   1. No District Council report was received
   2. Cllr Goldson informed members that the proposal for double yellow lines had been supported and was being put forward for consideration at County. The cost would be in the region of £10,000. The requirement or value of any Parish Council contribution was unknow at present.
   3. Members **noted** the Village Hall Committee would be forwarding a copy of their minutes following each meeting
2. **PRESENTATION:** Members discussed representation on the Villages Community Fund Panel. It was **resolved** that Cllr Hart & Cllr. Cackett would be the Parish Council representatives.

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

1. **road Saftey**
   1. Members **received** a parishioner’s concern in relation to Pot Hole, subsidence and public safety concern in Mill Road. Following a decision members **agreed** to accept Cllr. Cackett offer to action this.
   2. Members **noted** the Halesworth Parishes Meeting and County Councillor Goldson **resolve** to take the request of Double Yellow Lines, on both sides of Beccles Road, from the junction with Bungay Road to Holton Church entrance to the Highways Authority. Members further **noted** that no financial contribution was mentioned.
   3. Members **received** the Clerk’s verbal update on the VAS Scheme **noting** there had been some confusion, but the potential installation was now progressing forward.
2. **LATE MAIL**

Members **noted** the SALC Annual Review had been published

20.1 Following the successful appointment of the New Clerk, Mrs E Day, commencing 20th November 2017 members confirmed the current Clerk’s would finish after the January meeting.

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| 1. **correspondance and circulars noted** | |
| Item | Date circulated |
| Chair’s invitation to WDC Christmas Carol Service | Meeting 1.11.17 |
| SALC Response -Precept Consultation | 29.10.17 **+** Agenda item |
| SALC Response - Right Homes consultation | 29.10.17 **+** Agenda item |
| SALC Response - Councillor Disqualification | 29.10.17 **+** Agenda item |
| Holton & Blyford Village Hall Minutes 2.10.17 | 29.10.17 |
| SALC New Course: Finance for Councillors | 26.10.17 |
| SALC New Course: Finance for Clerks & RFOs | Currently N/A |
| Parliamentary Constituency Boundary Review | 23.10.17 |
| SALC weekly information bulletin w/c 16 October 2017 (Contained HPC Clerk Advert) | Content N/A |
| SALC weekly information bulletin w/c 2 October 2017 | Content N/A |
| SALC weekly information bulletin w/c 25 September 2017 | Content N/A |
| SALC New Course: Contracts and Procurement | Currently N/A |
| Rough Sleeper Count 2017 | N/a |
| SALC AGM 7th November 2017 | 19.9.17 |
| 1. **DATE OF NEXT MEETING**   Wednesday 10th January 2018, Holton and Blyford Village Hall, 7.30 pm | |