Clerk Elaine Day [edayhpc@gmail.com](mailto:edayhpc@gmail.com)

Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 12th September 2018 at 7.30pm.

Present; Cllr. M Hart (Chair), Cllr. R Day (Vice Chair), Cllr. R Stephenson, Cllr. G Cackett, Cllr. D Fosdike, Cllr. N Kerridge, Cllr. E Rolph, Elaine Day Clerk to the Council and 1 Parishioner.

1. Chair welcomed all to meeting.

Apologies for absence received and accepted from County Cllr. Goldson and District Cllr. Cackett.

1. **PUBLIC FORUM:** Prior to meeting 2 representatives from Bernard Matthews Foods Ltd introduce themselves as contacts should there be any matters arising regarding the EIA Screening Opinion – DC/18/2261/EIA noted by Councillors at meeting held on Monday 18th June 2018. (Bernard Matthews site in Holton).

A member of the public asked if the foot path on Sparrowhawk Road could be extended to the Halesworth Airfield Memorial Museum and advised the trees are over hanging along the existing footpath. (Clerk will investigate situation with trees)

1. **DECLARATION OF INTEREST:** Cllr. Day declared an interest in item 13 and would leave the meeting room whilst this matter was discussed.
2. **REQUESTS FOR DISPENSATION TO VOTE:** None.
3. **MINUTES OF PREVIOUS MEETING:** The minutes of the meeting held on 11th July 2018 were proposed for acceptance by Cllr. Day and seconded by Cllr. Stephenson, subject to addition as below of cheques approved during the meeting. All voted in agreement.

**Amount VAT element**

Staff Costs June £262.53 -

HMRC £96.20 -

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£358.73 -

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1. **REPORTS:**
2. No report.
3. No report.
4. The Playground inspection has been completed and circulated. Norse will attend to the areas regarding priority attention and will provide a costing for lower risk matters. The safety report is available for use by the committee deciding on priorities for improvement. All other matter covered within agenda.
5. No report.
6. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
7. Cllr. Cackett will provide costings for both repair and replacement at next meeting.
8. Cllr. Rolph confirmed that the committee for the Play Area would provide a “WISH LIST” for consideration at the next Parish Council meeting.

Cllr. Cackett proposed Norse to carry out work highlighted in Play Area inspection with moderate risk and obtain costing for low risk areas, Cllr. Rolph seconded.

1. **DEFIBRILLATOR:** Following agreement of the Village Hall Management Committee to siting the proposed defibrillator at the Hall Cllr. Day will obtain costings for supply and installation. Cllr. Hart will investigate possibility of grant. (Report back at next meeting)
2. **VOLUME AND SPEED OF TRAFFIC ENTERING THE VILLAGE VIA THE BECCLES ROAD:** It was agreed that Clerk should accept the offer from PC Green to attenda future meeting whenconcerns regarding speeding within village would be raised and request made for guidance on preventative measures.
3. **PLANNING APPLICATIONS:**
4. DC/18/3382/FUL- Provision of car park extension and alterations to site entrance. Spectra Packaging, 1 Antonine Way, Holton. - No objection – Unanimous agreement.
5. DC/18/3449/ARM – DC/17/1012/OUT – Outline Application – Construction of 22 dwellings, associated parking including garages and associated works – Appearance, landscaping and scale. – Part Land South of Fairview Farm, Norwich Road, Halesworth. – Approval agreed subject to confirmation that existing infrastructure is capable of coping with the discharge of water from the drainage ditch which will be constructed. This is because of previous flooding instances. Unanimously agreed.
6. **HOLTON LORRY WATCH:** It was agreed that Clerk would place an entry in Holton Post seeking lorry watch volunteers as the current numbers were insufficient to monitor incursion. Clerk will also ascertain training availability and report back at next meeting.
7. **ADOPTION OF STANDING ORDERS:** Cllr. Day proposed acceptance of the updated model standing orders – Cllr. Hart seconded all voted in agreement.
8. **TO AGREE DATE AND PROCESS FOR CLERK APPRAISAL:** Cllr. Day left the meeting room prior to discussion. Process agreed for Clerk appraisal. Meeting to be held early October for review with Chair and Cllr. Rolph. Agenda item next meting with outcomes. Cllr. Day returned to meeting room.
9. **GRANTS REQUESTS:** Cllr. Fosdike proposed donation of £250.00 to Holton Post following a letter requesting support. Cllr. Day seconded all voted in favour. (Future grant requests will be considered subject to availability within eligible budget)
10. **(i) CORRESPONDENCE READ AT MEETING:**
11. Request for assistance by way of grant for refurbishing war memorial prior to 100 year celebrations in November. Cllr Day proposed £500.00 subject to any shortfall being met by other contributor, Cllr. Rolph seconded. All voted in favour with one abstention. (Cllr. Stephenson to obtain costings and possible further financial support if required)
12. Parishioner expressed concern at parking on footpath on Southwold Road and impact on pedestrians and danger presented. Clerk to write initially c/fwd to next meeting.

**(ii)CORRESPONDENCE PROVIDED TO MEMBERS PRIOR TO MEETING:**

Suffolk Coastal First Draft Local Plan – consultation document published 23/07/2018

Government Consultation: Independent review of planning appeal

Inquires, call for evidence. 13/08/2018

Mill Road – Holton – Road Repairs – September 2018 23/08/2018

New grit bin process. 30/08/2018

Invitation: East Suffolk Partnership Annual Forum – 09/11/2018 05/09/2018

1. **RFO REPORT AND BANK RECONCILIATION/LIST OF CHEQUES APPROVED FOR SIGNATURE:**

Bank balances are C/A £12,163.59 and S/A £8,508.35 prior to the issue of cheques totalling £1,171.15 this month.

A payment to ICO for £35.00 was taken by direct debit on 19/07/2018 reference ZA129944, this is a Data controller protection fee renewal. Bank accounts have been reconciled and are available for councillor audit.

HMRC have again made an error with the VAT reclaim, on this occasion the Parish Council have been credited twice. (Date of second credit 11/06/2018 under reference 796072). This is included in the amount figure for cheques issued is £588.46 to return the funds.

Barclays bank in Halesworth is closing as I am sure you are all aware. It will not have an impact on the Parish Council.

CHEQUES FOR SIGNATURE THIS MEETING

Amount VAT element

Staff costs July £320.36 -

HMRC £588.46 -

Staff costs August £262.33 -

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£1,171.15 -

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Cllr. Day proposed acceptance by members, Cllr Hart seconded, all voted in favour.

1. **DATE OF NEXT MEETING:**

Wednesday 14th November 2018 Holton and Blyford Village Hall, 7.30pm.

**MEETING CLOSED 8.55PM**