**HOLTON PARISH COUNCIL**

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

Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 9th May 2018 at 7.30pm

Present; Cllr. G Cackett (Chair), Cllr. D Fosdike (Deputy chair) Cllr. M Hart, Cllr. R Stephenson, Cllr. R Day, District Cllr. A Cackett, Elaine Day Clerk to the Council and 4 parishioners.

1. Chair welcomed all to meeting.

Apologies for absence received and accepted from County Cllr. Goldson. Chair also requested clerk recorded thanks to Cllr. D Davies who had recently resigned as a Cllr.

1. **PUBLIC FORUM**: Two members of the public spoke about the problems with the collapsing bank to the Gull on Lodge Road. This will be covered under agenda item 11.
2. **DECLARATION OF INTEREST**: None.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** The minutes of the meeting held on 14th March 2018 were proposed for acceptance by Cllr. Hart, seconded by Cllr. Day and duly signed by chair after unanimous agreement. The minutes of the meeting held on 11th April 2018 were proposed for acceptance by Cllr. Day and seconded by Cllr. Hart and duly signed by chair after unanimous agreement.
5. **Reports:**
6. No report from County Cllr. T Goldson
7. Dist. Cllr. Cackett provided an update and report, a copy is available from clerk.
8. CLERK REPORT: Transparency code requirements of Parish Council are now being met.

Verbal suggestion received from Dist. Cllr. Cackett of an alternative host for website (Suffolk Cloud). This would combine Parish Council with Holton Post and cost £100 p/a. (Currently £60 p/a with One Suffolk who have been extremely helpful with resolving the transparency code requirements.) No action to be taken.

GDPR requirements have changed in as far as Parish Councils will be exempt from requiring a Data Protection Officer, whilst this may save paying an external contractor for the service, compliance will still be required by Parish Councils and it may require Clerk to be responsible for the work. Awaiting further guidance from NALC.

I have requested with P.C.S.O. Green that Holton Parish Council can be updated with any relevant policing matters. I will circulate to members as appropriate.

1. Minutes to the previous meeting of Holton and Blyford Village Hall management committee had been circulated pre meeting. Dist. Cllr, Cackett also provided a summary.
2. **CO-OPTION OF NEW COUNCILLOR:** Cllr. Hart proposed co-option of Ed Rolph to fill Parish Cllr. Vacancy. Cllr. Day seconded and all voted in favour. The statutory requirements having already been complied with, Cllr. Ed Rolph duly signed the Declaration of Acceptance of office and joined the meeting.
3. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:** Clerk will now approach ‘Men’s Shed’ in Halesworth regarding the repair to Bus Shelter as skills Centre not yet fully operative and calls not being returned.
4. **PLANNING APPLICATIONS:**
5. Waveney Local Plan – Final Draft. No comments expressed by Cllrs.
6. DC/18/1489/FUL – Construction of dormer window to rear – Cherry Tree Inn, Southwold Road, Holton. No objections subject to no adverse/relevant neighbour comments.
7. SCC Highways Report 194409 Sparrowhawk Way, Holton. Clerk to recontact Highways as problems remain with flooding despite recent work. Clerk will also report under new reference, the deterioration of the bank/verge in the same area.
8. It was agreed that ownership/responsibility for the land boarding the Gull would determine who would need to take action to resolve the issue of the collapsing bank. Appropriate guidance was passed to Parishioners attending the meeting.
9. There has been no progress or update regarding vehicle activated speed warning sign. A letter (see correspondence) has also been received from children at Holton Primary school and it was propose by Cllr. Day that the matter is again taken up with County Cllr, Goldson at the next meeting. Cllr. Hart seconded and all voted in agreement. Clarification of what is available and relevant financial support to be ascertained. Letter to school advising of this action.
10. Email from Parishioner suggesting an update/improvement to the children’s play area. After debate it was agreed that an open invitation to all interested parties was made via Holton Post. The purpose being to ascertain levels of interest, specification/suggestions of type of equipment required and viability/cost. The intention would then be to form a committee to progress matters Cllr. Day proposed this action Cllr. Cackett seconded. All voted in agreement. (Carry forward to next meeting – Clerk to contact Holton Post.)
11. Refer to Clerk report.
12. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN:**
13. A review of content and relevance of the Annual Governance Statement has been undertaken – The information having been circulated pre- meeting. Cllr Day proposed agreement and signature of document. Cllr Hart seconded and all voted in agreement.
14. Accounting statement and AGAR section 2 document has been provided to members pre-meeting. Cllr Hart proposed acceptance and signature on behalf of the Parish Council. Cllr. Day seconded and all voted in agreement prior to signature by chair.
15. Internal audit successfully completed and document signed off by SALC. Significant investment of time to get to current position and although there are development points within the audit document, these are relatively minor and will be dealt with as the financial year progresses.

A copy of the document and plan to address the development points has been circulated to members.

1. **CORRESPONDENCE:**

(ia)Communication received (03/05/2018) regarding: Community Infrastructure Levy (Parish and Town Councils). Requesting project proposal forms sent no later than Friday 25th May 2018. Members commented at the short notice, clerk to respond accordingly. (ib) Letter from Holton Primary School….See Agenda item 12.

(ii) Waveney Area meeting: Report from the police 26/03/18

Minutes Holton Village Hall Meeting held 22/02/18 11/04/18

Halesworth area SNT Newsletter April 2018 18/04/18

Lorry watch Quarterly Statistics 21/04/18

Electoral Review of ward Boundaries: Local Government

Boundary Commission for England (LGBCE) 26/04/18

Planning permission granted DC/18/0887/FUL 27/04/18

Planning permission granted DC/18/0767/FUL 27/04/18

Decision notice, no objection DC/18/1463/TCA 27/04/18

Minutes February and March meetings for

Halesworth Neighbourhood Plan Steering Group 03/05/18

SALC E-Bulletin 28/03/18

SALC E-Bulletin 18/04/18

SALC E -Bulletin 23/04/18

1. **RFO Report:**

Bank balances are C/A £12,938.80 and S/A £8,504.11 prior to the issue of cheques totalling £1,296.07. Bank accounts have been reconciled and are available for councillor audit.

Amount VAT element

Halesworth Town Council £250.00

SALC £36.00 £6.00

SALC £342.23

Clerk Salary (April) £320.40

Elaine Day (Mileage claim/stationery) £129.04

Community Action Suffolk £48.00 £8.00

SALC £170.40 £28.40

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Total £1,296.07 £42.40

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The report was proposed for acceptance by Cllr. Cackett, seconded by Cllr. Rolph and unanimously approved.

1. **DATE OF NEXT MEETINGS:**

Wednesday 30th May 2018, Annual Parish meeting 7.00pm and AGM 7.30pm Holton and Blyford Village Hall.

**Meeting closed at 8.55pm**