**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 11th July 2018 at 7.30pm

Present; Cllr. M Hart (Chair), Cllr. R Day (Vice chair), Cllr. R Stephenson, Cllr. G Cackett, Cllr. E Rolph and Elaine Day Clerk to the Council.

1. Chair welcomed all to meeting.

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

1. **PUBLIC FORUM**: There were no members of the Public in attendance.
2. **DECLARATION OF INTEREST**: None.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** The minutes of the meeting held on 9th May 2018 were proposed for acceptance by Cllr. Rolph, seconded by Cllr. Cackett and duly signed by chair after unanimous agreement. The minutes of the meeting held on 30th May 2018 were proposed for acceptance by Cllr. Cackett, seconded by Cllr. Day and duly signed by chair after unanimous agreement. The minutes of the meeting held on 18th June 2018 were proposed for acceptance by Cllr. Day, seconded by Cllr. Rolph and duly signed by chair after unanimous agreement.
5. **REPORTS:**
6. No report.
7. No report.
8. CLERK REPORT: To aid communication draft minutes will be published in the Community news along with any other information the Council wish to share. All other matters are covered in the agenda.
9. CHAIRS REPORT: Cllr. Hart reported on Police Locality meeting, Boundary changes meeting and recent meeting with representatives of Two Sisters Ltd (Previously Bernard Matthews Ltd) – A further meeting will be held with the latter, prior to the next PCM to facilitate liaison with the community.
10. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
11. Clerk reported that ‘Men’s Shed’ were unable to assist with repair of bus shelter. Cllrs. Rolph and Cackett will survey work required and report back.
12. Clerk confirmed that there were interested parties within the Village prepared to form a committee with an aim to improve facilities at Children’s Play Area. Cllr. Rolph will meet with those willing to become involved and form a committee.
13. **PLANNING APPLICATIONS:**
14. DC/18/2547/TCA – Forge House, The Street, Holton – No objections – unanimous.
15. DC/18/2628/FUL – Construction of three bedroomed dwelling on land at 2 Bungay Road, Holton -

The Parish Council are concerned regarding possible inadequate parking for 4 vehicles as shown by plans. This is exacerbated by the drop off zone for the school being in close proximity to the proposed entrance to the new property and that the existing parking problems will be made worse if the property uses on street parking. Subject to satisfaction of the above the Parish Council have no further concerns. Clerk to respond on this basis.

1. Copy report available from clerk upon request. Consultation period now underway.
2. Summary available from clerk upon request.
3. Cllr. Day proposed provisional support for a defibrillator in village subject to this being situated at Village Hall. Costings would be required and agreement of the Village Hall Committee. Cllr. Cackett seconded and all agreed. ACTION Clerk to write to Village Hall Committee.
4. Cllr. Rolph’s proposal for a Facebook page for Parish Council met with no support following debate.
5. (i) Suffolk highways looked at the reported deterioration of the bank/verge reported 23/05/2018 and found at this time the defect does not warrant remedial action. They will continue to monitor the location as part of their routine inspections and if the matter worsens significantly they will take action.

(ii) Emergency drainage investigation was carried out in Sparrowhawk Road, Holton on 2nd and 3rd July when the road was closed. Council awaiting findings of this investigation.

1. **CORRESPONDENCE:**
2. Village hall committee wrote regarding having a Council member on the village hall Committee as regular hirers of the village hall. – Cllr. Stephenson and Cllr. Rolph will attend the Village Hall AGM on Thursday 26th July 2018. Future attendance will be on an ad hoc basis rather than as a committee member.

Email from Holton & Blyford village Hall requesting item

for the tombola to be held at the Classic Car Day on 17th June 2018. 14/05/2018

Minutes Halesworth Neighbourhood Plan Steering group. 22/05/2018

Lowestoft Town Council response to Local Plan 23/05/2018

Minutes of Village Hall meeting 18th April 2018 23/05/2018

Privacy Notice 31/05/2018

Annual Parish Council Report – Theresa Coffey MP 27/06/2018

Bernard Matthew Holton 29/06/2018

Latitude 2018 29/06/2018

Waveney Local Plan – Submissions for Examination 02/07/2018

Emergence works – Sparrowhawk Road – Holton –

Drainage investigation 2nd and 3rd July 02/07/2018

The East Suffolk Prospectus 03/07/2018

The Local Government say on draft recommendation

Council ward boundaries for East Suffolk. 03/07/2018

SALC E-Bulletin 11th May 2018 14/05/2018

SALC E-Bulletin 21st May 2018 22/05/2018

SALC GDPR Learning together e-bulletin issue 3 22/05/2018

SALC E-Bulletin 31st May 2018 11/06/2018

SALC E-Bulletin 8th June 2018 11/06/2018

SALC E-Bulletin 15th June 2018 20/06/2018

SALC E-Bulletin 4th July 2018 09/07/2018

SALC GDPR Learning together e-bulletin issue 4 09/07/2018

1. **RFO Report:**

Bank balances are C/A £12.231.19 and S/A £8,504.11 prior to the issue of cheques. Bank accounts have been reconciled and are available for councillor audit. Expenditure analysis v Budget provided to Councillors with explanation of significant variances to plan for first quarter 2018/19. There are no areas for concern.

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

1. **DATE OF NEXT MEETINGS:**

Wednesday 12th September 2018 Holton and Blyford Village Hall, 7.30pm.

**Meeting closed 8.50pm**