# **HOLTON PARISH COUNCIL**

Clerk Elaine Day edayhpc@gmail.com

Minutes of the Annual Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 8th May 2019.

Present: Cllr.R Day (Chair), Cllr. G Cackett, Cllr. B Stephenson, Cllr. E Rolph, Cllr. C Knevett, District Cllr. A Cackett, Elaine Day Clerk and 1 Parishioner.

1. **Election of Chair:**

(i) Following proposal by Cllr. Cackett, seconded by Cllr. Rolph, Cllr. Day was elected as Chair. All voted in agreement.

(ii) Following proposal by Cllr. Day, seconded by Cllr. Stephenson, Cllr. Rolph was elected as Vice Chair. All voted in agreement. Declarations of acceptance of office were then duly signed by Cllrs.

1. Chairman welcomed all to meeting including the newly elected Councillors. Apologies for absence were received and accepted on behalf of Cllr. Goldson and Cllr. Mendham.

Chair set out his priorities for the year. (Children’s playground and bus shelter to be agenda items at next meeting. During interim focus to be directed towards grant applications with involvement of HoPE)

The minutes to the meeting of Wednesday 13th March 2019 were proposed for acceptance by Cllr. Day and seconded by Cllr. Rolph and unanimously approved.

1. **Declaration of interest:** Cllr. Rolph declared an interest in agenda item 16 (i) and would leave the meeting during discussion.
2. **Requests for dispensation to vote:** There were no requests for dispensation to vote.
3. **Clerk report:** Information posters regarding faster broadband have been displayed on notice board. This is a development sponsored by East Suffolk Council and is for residents to check if they can obtain better speeds. Guidance is given and further posters/flyers are available to help promote this.

All other matters covered in within agenda.

1. Parish Council to await imminent ROSPA report for Children’s Playground and consider child proof gate provision at next meeting together with any other identified shortcomings.
2. Clerk advised that training will take place on Wednesday 22nd May 2019 and that confirmation of installation had been provided to Halesworth Lions who have promised to contribute to the cost.
3. Clerk advised that training will take place on Tuesday 21st May 2019.
4. Councillor Code of Practice distributed. Proposal for adoption made by Cllr. Rolph, seconded by Cllr. Day unanimously agreed.
5. Standing orders distributed. Proposal for adoption by Cllr. Day, seconded by Cllr. Rolph unanimously agreed.
6. Financial Regulations distributed. Proposal for adoption by Cllr. Day, seconded by Cllr. Rolph unanimously agreed.
7. The following persons were allocated positions as representatives to
8. Village Hall Committee (PC representative) - Cllr. Mendham.
9. SALC Representative – Cllr. Day
10. Lorry watch co-ordinator – Elaine Day Clerk
11. Following proposal by Cllr. Cackett seconded, by Cllr. Stephenson Elaine Day (Clerk) was appointed as Responsible Financial Officer.
12. Cllr. Day proposed SALC as Internal Auditor for the Parish Council – this was seconded by Cllr. Rolph and unanimously agreed.
13. **Planning:** NONE.
14. **Grants.**
15. There was no support for the request for a grant from Halesworth Twinning Society.
16. Cllr. Knevett outlined the important work undertaken within the community by SARS and Cllr. Stephenson proposed a grant of £150.0 under section 137 powers, Cllr Cackett seconded an all voted in favour.

1. (i) None.
2. Covered within the agenda. Members noted pre meeting correspondence provided by email from Clerk.
3. **RFO Report and bank reconciliation. List of cheques for approval and signature.**

Bank balances are C/A £11,738.77 and S/A £8,521.08 prior to the issue of cheques totalling £1,603.43 as below. Bank accounts have been reconciled and are available for councillor audit.

Amount VAT element

SALC (Payroll services) £54.00 £9.00

Staff costs Salary (March) £509.68

HMRC £180.20

SALC (Subscription) £343.05

Staff costs Salary (April) £409.80

Holton & Blyford Village Hall £77.00

Elaine Day (Expenses) £29.70

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Total £1,603.43 £9.00

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The 1st Precept Instalment 2019/20 remittance advice has been received for £6,070.50, this amount is not included in the above balances.

A remittance advice has been received from East Suffolk Council for £1,121.83. This is CIL Neighbourhood funding, this amount is not included in the above balances. This will be an agenda at the next meeting.

Proposed for acceptance by Cllr Stephenson and seconded by Cllr. Rolph and unanimously approved.

1. Annual Governance statement provided to members and explained by Clerk. Cllr. Rolph proposed acceptance and signature, Cllr. Stephenson seconded. All voted in agreement.
2. The Accounting Statement had been circulated prior to the meeting and were propose for acceptance by Cllr. Stephenson, seconded by Cllr. Cackett and unanimously approved.
3. Clerk presented and explained the Exemption certificate which was prosed for acceptance by Cllr. Day, seconded by Cllr. Cackett and unanimously approved.
4. Date of next meeting Wednesday 10th July 2019.
5. Chair closed the meeting at 8.30pm after requesting Councils appreciation was placed on record for Cllr. Harts 26 years work with the Parish Council in various roles including that of chairman and for his contribution to the village over this long period of time.