# **HOLTON PARISH COUNCIL**

Clerk Elaine Day edayhpc@gmail.com

Minutes of the Meeting of the Parish Council held in Holton Village Hall at 7.30pm on Wednesday 13th November 2019.

Present: Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair), Cllr. B Stephenson, Cllr. G Cackett, Cllr. N Kerridge, Cllr. C Knevett, Cllr. J Mendham, County Cllr. T Goldson and Elaine Day Clerk.

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of District Cllr. Cackett.
2. **Public Forum:** No members of public attended.
3. **Declaration of interest:**  No declarations of interest.
4. **Requests for dispensation to vote:** No requests for dispensation to vote.
5. The minutes to the meeting dated 11/09/2019 were proposed for acceptance and signature by Cllr. Rolph and seconded by Cllr. Stephenson. All voted in agreement.
6. **(i)** A copy of Cllr. Goldson’s report is available upon request.

**(ii)** No report from District Cllr. Cacket.

**(iii)** Chairman’s report - Bus shelter removal and disposal completed with thanks to Cllr Bob Stephenson for this. The state of repair was extremely poor and a definite health and safety risk.

17/10 Meeting of Parishes attended at Spexhall with further meeting arranged for 4/12 to focus upon appropriate use of locality budget and identification of Parish needs.

Meeting attended at Beccles 11/11 Community Partnership Workshop East Suffolk Council.

Update on Playarea grant applications and priority for next 3 months**.**

**(iv)** Clerk report,all matter covered within agenda.

**(v)** Trading Standard currently looking at a better location for the Lorry Watch sign which was sighted on the cross section leading to The Street from Holton Road as it has been damaged a number of times.

Clerk provided information on Lorry Watch reports made in Holton from 1st July to 30th September 2019.

1. **Items carried forward from previous meetings:**
2. VAS scheme – Costings obtained by clerk and Cllr. Rolph will report at next meeting on suggested sightings for posts. Carry forward to January agenda for a decision on whether to proceed.
3. Clerk circulated the development points following internal audit and actions were agreed following proposal by Cllr. Day, seconded by Cllr. Cackett. All voted in agreement.
4. Clerk to circulate link to proposed Facebook page following work undertaken by Cllr. Rolph. Carried forward to next meeting for decision on whether to implement and agreement on who will manage the page.
5. Clerk updated progress with footpath clearance. Awaiting further contact from Probation Service for completion of remaining work.
6. **Planning:**
7. Cllrs. noted the proposed amendments to application DC/19/3798/ARM having been circulated prior to meeting for comments. (There have been no comments)
8. None.
9. Clerk to obtain costings for replacement gate for children’s playground – the current gate is failing to operate correctly and repair may be uneconomic. It was felt that CIL monies would be appropriate to fund this subject to costing being provided. Carry forward to January meeting.
10. **Remembrance Sunday:** Cllr. Day proposed that in future years Parish Council should actively participate in Remembrance Sunday and that a donation should be made this year of £50.00 towards costs associated with the arrangements made by the Holton Museum to commemorate the anniversary. Proposal seconded by Cllr. Menham and all voted in agreement.
11. Cllr. Cackett proposed adoption of the draft Equality and Diversity policy by Parish Council. Cllr. Rolph seconded. All voted in favour.
12. **Correspendance:**
13. Request to plant trees by Holton St Peter Primary School at children’s play area received. It was decided to defer decision until proposed new play ground equipment installed – Clerk advise school.
14. Request from Village Hall for donation deferred pending receipt of supporting information. (January meeting)

13. **RFO Report and bank reconciliation. List of cheques for approval and signature.**

Bank balances are C/A £22,210.34 and S/A £8529.58 prior to the issue of cheques totalling £1,600.69 as below. Bank accounts have been reconciled and are available for councillor audit.

 Amount VAT element

Staff costs Salary (September) £409.80

Holton & Blyford Post £250.00

(Grant S137)

Community Action Suffolk £417.09

(Insurance Policy)

SALC £54.00 £9.00

(Payroll Services)

Staff costs Salary (October) £409.80

Elaine Day £60.00 £10.00

(One Suffolk Website Hosting

paid by clerk on behalf of Parish Council)

TOTAL £1,600.69 £19.00

A direct credit has been received for £6,070.50, second precept instalment from Eastsuffolk Council and is included in C/A balance.

A direct credit has been received for £60.00, CIL 20191025 from Eastsuffolk Council. This is included in C/A balance. (Agenda item 9 meeting of 13/11/2019)

Insurance premium is year 1 of a 3 year undertaking. Assets have been compared to schedule, no amendments required.

Qtr 2 Expenditure analysis vs Budget provided to Councillors with explanation of significant variances to plan. There are no areas for concern.

RFO report proposed for acceptance by Cllr. Stephenson, seconded by Cllr. Mendham all voted in agreement.

A full discussion took place concerning expenditure budget for 2020/21 following the review of H1 current year. It was agreed that Clerk would prepare draft budget for discussion at next meeting based upon changes suggested and this together with precept setting will be an agenda item January meeting.

1. Date of next meeting 08/01/2020.

Meeting closed 8.45pm