**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 10th July 2019 at 7.30pm

Present; Cllr. R Day (Chair), Cllr. E Rolph (Vice Chair) Cllr. R Stephenson, Cllr. G Cackett, Cllr. C Knevett, Cllr. J Mendham, 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 Cllr. Kerridge and Cllr. Goldson.

1. **PUBLIC FORUM**: During public forum clarification was sought by 2 Parishioners who regularly pass through the village with farm vehicles as part of their business. They required clarification on whether their heavy plant would face penalty following a recent article in Holton and Blyford Post concerning lorry watch in the village. Chair promised to respond at the next meeting. Cllr. Cackett will obtain clarification and this will be an agenda item following contact with relevant authorities. Cllr. Day stressed that the article did not emanate from the Parish Council.

Two further Parishioners explained their concerns regarding speeding vehicles on Sparrowhawk Way (See agenda item 14 (i))

1. **DECLARATION OF INTEREST**: None.
2. **REQUESTS FOR DISPENSATION TO VOTE:** None.
3. **MINUTES OF PREVIOUS MEETINGS:** Cllr. Rolph proposed acceptance of the minutes to the meeting held on 08/05/2019, Cllr. Stephenson seconded. All voted in agreement.
4. **REPORTS:**
5. No report.
6. No report from Cllr. Cackett. Cllr. Cackett agreed to pursue the requested cutting of overgrown footpath along Southwold Road which causes pedestrians to walk on the roadway. (See Clerk report)
7. **CLERK REPORT.**

**See agenda item 12 .**

Report was made to Suffolk Highways as below:

**Your report reference number is: 00244403**

**SOUTHWOLD ROAD, HOLTON**

**Date reported: 13/06/2019**

**Description: Overgrown weeds and vegetation reducing the size of the pavement. This is forcing some people into busy road.**

**NO ACTION HAS BEEN TAKEN TO DATE.**

**Holton and Blyford Village Hall want to make a Promotional Video to include regular uses of which included the Parish Council. Would any members wish to be in video? – There was no response.**

**All other matters covered within agenda.**

1. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
2. It was agreed to defer a decision on a new gate for children play area until after a site meeting between clerk and engineer - this will be decided in the light of progress into the playground refurbishment.
3. Allocation of CIL monies to be deferred as above pending developments.
4. Clerk provided update grant applications and fund raising. It was suggested that at the end of summer a full review of progress would be made and a strategy agreed given that some of the grant offers are for a limited period and would expire. (Carry forward to next meeting)
5. Cllr. Day has inspected the bus shelter and given the extremely poor condition, caused partially by age but primally by vandalism has obtained quotes for (1) repair and (2) replacement. Following long debate and in view of costs of both options, current usage and the absence of any guarantee that vandalism would not continue it was reluctantly decided to remove the shelter as it was becoming an unacceptable health and safety risk. This was proposed by Cllr. Rolph and seconded by Cllr. Day and unanimously agreed.
6. Cllr. Rolph outlined the benefits of using social media as a means of raising the profile of the Parish council. Clerk to obtain further details of what is possible and report at next meeting. (If approved Cllr. Rolph has agreed to manage the process on behalf of the Parish Council)
7. Clerk reported that service of School clock was overdue - Action was propose by Cllr. Day, seconded by Cllr. Rolph at a cost of £237.00 plus VAT. All voted in agreement.
8. **PLANNING PROPOSALS.**
9. DC/19/2350/FUL – Holton Nuttery Wood, Beccles Road – Forest School facility – This was unanimously supported subject to parking on the access road not being permitted.
10. DC/19/2388/FUL – Construction of three bedroomed dwelling in part of garden of 2 Bungay Road, Holton. This was supported by a majority of 5-1 after full review of application and neighbour’s comments. (This support is subject to Highways agreement to the proposals)
11. **CORRESPONDENCE READ AT MEETING:**
12. Letter from Parishioner regarding speeding traffic and request for additional signage – Agreed by District Cllr. Cackett to pursue on behalf of residents as part of planning issues for this part of Holton.

**CORRESPONDENCE PROVIDED TO MEMBERS PRIOR MEETING:**

1. Copy letter of thanks to the 2 Parishioners who voluntarily cleared the overgrown footpath on a section of the Beccles Road.

Covered within agenda. Members noted pre meeting correspondence provided by email from Clerk.

1. Clerk had provided copies of recent audit report to Cllrs. Prior to meeting and this will also be displayed on website. Cllr. Day thanked Clerk for the work in securing a satisfactory outcome and full sign off. Clerk will present actions for agreement at a future meeting to cover development points highlighted.
2. **RFO Report and Bank reconciliation. List of cheques for approval and signature.**

Bank balances are C/A £17827.67 and S/A £8521.08 prior to the issue of cheques totalling £1,363.27 as below. Bank accounts have been reconciled and are available for councillor audit.

Amount VAT element

Staff costs Salary (May) £409.80

Holton & Blyford Village Hall £14.00

(Committee room hire)

SARS (Grant/Donation) £150.00

Staff costs Salary (June) £409.80

Tax& NICs HMRC £65.40

Elaine Day £72.27

(Expenses incurred)

Richard Day £18.00

(Expenses incurred)

SALC £174.00 £29.00

(Annual Internal Audit)

East of England Ambulance Service £50.00

(Evening/Weekend Training Surcharge)

TOTAL £1,363.27 £29.00

Data Protection fee

GDPR/Data Protection Act 2018 this fee will be taken by direct debit on or around 19/07/2019. Sum due £40.00.

A cheque for £500.00 was received for Halesworth Lions club towards the cost of the defibrillator and is included in the balance above. A letter of thanks has been sent.

A cheque for £400.00 has been received from Halesworth & Blyth Valley Partnership for the Holton Playground Enhancement group. This is not included in the balance above. A letter of thanks has been sent.

Proposed for acceptance by Cllr. Rolph, seconded by Cllr. Cackett all voted in agreement.

1. **DATE OF NEXT MEETING.**

11/09/2019

Meeting closed 8.55pm