**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 2nd January 2019 at 7.30pm

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

1. Chair welcomed all to meeting.

Apologies for absence received and accepted from Cllr. Fosdike.

1. **PUBLIC FORUM**: There were no members of the public in attendance.
2. **DECLARATION OF INTEREST**: Cllr. Day expressed an interest in agenda item 9 and would leave the meeting room during discussion of this matter.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** Cllr. Day proposed acceptance of the minutes to the meeting held on 14/11/2018, Cllr. Rolph seconded. All voted in agreement.
5. **REPORTS:**
6. No report.
7. A copy of the report from District Cllr. Cackett is available upon request.
8. CLERK REPORT:

* Currently undertaking risk assessment across all areas relevant to Parish Council assets and activities.
* A review of Council systems of Internal Control can be made at next meeting-Information on current process to be summarised and members can then provide comment.
* Asset register being reviewed/updated. Insurance cover will also be reviewed in line.
* Qtr. 3 expenditure vs budget will be produced and forwarded upon receipt of December bank statements – (Agenda item at next meeting.)

All other matters covered within the agenda.

1. All relevant matters covered within Agenda.
2. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
3. Clerk reported that Lorry Watch training had been put on hold by SCDC as funding for future is in jeopardy, we await developments.
4. Cllr. Rolph provided an update on Holton Playground fundraising activities. Clerk will attend the next meeting of the group if possible, to help ensure that no overlap (and therefore unnecessary work) is being undertaken by the group on financial matters.
5. **PLANNING APPLICATIONS:**
6. Planning application DC/18/4984/FUL had been withdrawn prior to meeting.
7. Clerk confirmed the objection to application DC/18/4428/FUL had been sent in accordance with the instructions given at previous meeting.
8. Cllr. Day left meeting room prior to discussion.

Following recent appraisal and review of hours worked Cllr. Cackett proposed amendment of Clerk’s contracted hours to 10 per week with immediate effect, this was seconded by Cllr. Stephenson. Clerk to request payroll services to amend immediately to reflect NALC published pay scales at existing SCP 15. All voted in agreement.

1. Cllr. Day returned to meeting.

Defibrillator has been delivered, installation costs will be met by generous offer from Pearce & Kemp Ltd and Halesworth Lions Club have pledged £500.00 towards cost. Other applications for assistance awaiting responses. Clerk to request volunteers for training via Holton Post entry and Cllr. Hart will liaise with Village Hall regarding installation. (Costs of replacement batteries will be met by Parish Council as and when required in future.)

1. Following a full review of current year expenditure and projected 2019/2020 expenditure which includes possible election costs of £1,030.00 it was proposed by Cllr. Day to request an increase in precept equivalent to £3 p/a for a Band D property in the village. (This equates to an annual precept requirement of £12,141.00 - expenditure estimated at £12,886.00 and shortfall to be met from underspend/reserves 2018/2019 re referendum costs.) The proposal was seconded by Cllr. Stephenson and unanimously approved.
2. **CORRESPONDENCE:**
3. None.
4. Suffolk County Council (District of Waveney) (Stopping, waiting and loading prohibitions and restrictions and on-street parking places) (Map-based) order 2018.

EDF Energy SZC – Sizewell C Stage 3 Public Consultation: Exhibition Promotional Materials.

Members noted pre meeting correspondence provided by email from Clerk.

1. **RFO Report and Bank reconciliation. List of cheques for approval and signature.**

Bank balances are C/A £14,703.56 and S/A £8,512.59 prior to the issues of cheques totalling £2,695.49 as below. Bank accounts have been reconciled and are available for councillor audit.

The request to change the signing arrangement sent to Barclays Bank plc to remove Dawn Davis and add Cllr. Rolph has been returned as they do not have any personal details held for Mrs Elaine Day (Clerk) and the business correspondence title exists in her name. This will be taken into a Barclays branch.

Amount VAT element

Holton & Blyford Village Hall (Donation) £250.00

Staff costs Salary (November) £262.53

HMRC £25.40

Staff costs Salary (December) £320.36

Cardiac Science Holdings (UK) Limited £1,837.20 £306.20

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Total £2,695.49 £306.20

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1. Date of next meeting Wednesday 13th March 2019. Holton & Blyford Village Hall.

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**Meeting closed 8.20pm**