# **HOLTON PARISH COUNCIL**

Clerk Elaine Day edayhpc@gmail.com

Minutes of the Zoom Meeting of the Parish Council held at 7.00pm on Wednesday 19th August 2020.

Present: Cllr. R Day (Chair), Cllr. G Cackett, Cllr. Mendham, Cllr. C Knevett and Elaine Day Clerk.

1. Proposal by Cllr. Knevett, seconded by Cllr. Cackett for Cllr. Day to be elected as chairman was unanimously approved.

Chair welcomed Cllrs. to virtual meeting and apologies were accepted on behalf of County Cllr. Goldson, District Cllr. Cackett, Cllrs. Stephenson, Rolph and Kerridge.

1. **Public Forum** – No members of the public took part in meeting.
2. No declaration of interest.
3. No requests for dispensation to vote.
4. Cllr. Day proposed acceptance of the minutes to the meeting held on 26/05/2020, Cllr. Mendham seconded and all voted in agreement.
5. **REPORTS:** Clerk report: No report – All items covered within agenda.
6. **Matters arising from previous meetings:**
7. Cllr. Mendham proposed that £550.00 was paid towards a bench seat on site of the previous bus shelter if the balance monies of approx. £500 were available from District Cllr. Funds. This was seconded by Cllr. Knevett and motion passed. Cllr. Day objected to the proposal. It was unanimously agreed that Cllr. Mendham would also investigate the possibility that an acknowledgement of former long serving Parish Councillor and chair is placed on the bench in recognition of service to the village.
8. VAS Scheme – carry forward to next meeting as there are doubts covering effectiveness and implementation.
9. Cllr. Day proposed adoption of Cllr. Code of Practice, Standing Orders and Financial Regulations as previously circulated. Cllr. Knevett seconded and all voted in agreement.
10. Following proposal by Cllr. Cackett seconded by Cllr. Knevett the following were appointed.
* RFO Elaine Day
* Internal Auditors SALC
* Village Hall Committee representative Cllr. Mendham

All voted in agreement.

1. **Planning:**
2. Clerk re-emphasized the importance of Cllrs. reviewing the recently circulated consultation document concerning possible changes to planning procedures and rules.
3. DC/20/3017/FUL – Boundary fencing at Moat Farmhouse, Upper Holton, parking and shed construction. Unanimously supported.
4. Cllr Day updated Cllrs. on progress with new Play area. Equipment installation to commence 01/09/20 and take approx. 1 month. Playground will be closed whilst work is in progress. An acknowledgment of sponsors will be placed on site upon completion and this is in hand via HoPE. Cllrs. were asked to consider an appropriate arrangement for formal re-opening and details can be agreed at next meeting. Full funding has been obtained and there will be no shortfall on agreed costs.
5. **Correspondence:** Cllr. Cackett proposed a donation of £150.00 to Suffolk Accident and Rescue Service following their appeal. Cllr. Knevett seconded and all voted in agreement
6. **RFO Report, bank reconciliation.**

**List of cheques for approval and signature.**

Bank balances are C/A £69,154.30 and S/A £39.93. Cheques issued as below. Bank accounts have been reconciled and are available for councillor audit.

 Amount VAT element

\*SALC Internal Audit Fee £186.00 £31.00

\*HMRC Tax and NICs £73.40

\*Staff costs Salary (June 2020) £407.20

\*Action Play and Leisure Ltd (Playground) £5,114.16 £852.36

Staff costs Salary (July 2020) £407.00

Elaine Day (Reimbursement for purchase

of ZOOM meeting platform) £143.88

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Total £6,331.64 £883.36

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A cheque for £16,111.39 was paid into account on 04/06/2020 from HoPE, towards new playground enhancement.

Direct credits received on 18/06/2020 from Norfolk Community Foundation totalling £11,500.00, grant funding for new playground enhancement.

Direct credit received 24/06/2020 from Eastsuffolk Council 106 monies of £11,395.01 to be used for the playground enhancement.

A cheque for £3,000.00 as paid into account on 02/07/2020 from the Geoffery Walting Foundation, grant for new playground enhancement.

Direct credit received on 10/07/2020 from Sccapors (Dis. Cllr. Tony Goldson) for £1,000.00 for playground enhancement.

A transfer was made on 13/07/2020 from Parish Council Savings account of £8,500.00 towards the playground enhancement.

A direct debit for £35.00 was paid out on 17/07/2020 Ref: ZA129944 to Ico (Information Commissioners’s Office re Data Protection)

All items are included in above balances.

Cheques marked \* were signed by councillors on 08/07/2020.

Qtr. 1 expenditure vs Budget review also presented by Clerk.

Proposed acceptance by Cllr. Knevett, seconded by Cllr. Mendham. All voted in agreement.

1. Date of next meeting 09/09/2020. Venue/type of meeting to be advised subject to COVID restriction in place at the time.

Meeting closed 7.40pm