# **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 8th January 2020.

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

1. Chairman welcomed all to meeting. Apologies received and accepted on behalf of Cllr. Stephenson.
2. **Public Forum:** No members of the public attended the meeting.
3. No declaration of interest.
4. No requests for dispensation to vote.
5. The minutes to the meeting dated 13th November 2019 were proposed for acceptance and signature by Cllr. Roplh and seconded by Cllr. Knevett. All voted in agreement.
6. **REPORTS:**

**(i)** A copy of Cllr. Goldson’s report is available upon request.

**(ii)** A copy of Cllr. Cackett’s report is available upon request.

**(iii)** Chair summarised the outcomes of Parishes meeting held earlier in the month and meetings held with NORSE (repairs to playground and gate) and HoPE (Fund raising for playground replacement and possible change of specification. See later agenda items.

**(iv)** Nick Rees (Haleswoth Town Clerk) received a complaint/concern form a lady (Holton Parish Council do not have her details) who is worried about the state of the ground at the base of the steps outside 59 Bungay Road Holton.

 After checking this out a reply was forwarded to Nick. This property is Council/Housing association, the best course of action would be for the tenant to contact the landlords in the first instance, if it is Council they will refer onward to Norse.

 Clerk will attend a General Data Regulations workshop on the 17th February 2020, organized by SALC.

 All other matters covered within agenda.

(v) Members were given costs of new Lorry watch signs if required.

1. **Items carried forward from previous meetings:**
2. Cllr. Rolph provided four possible sighting for VAS equipment the village to combat speeding. He also volunteered to form a group to manage the periodic movement of equipment and submission of data collected. Cllr. Goldson offered a grant of £1000.00 towards cost of equipment which could be purchased in conjunction with the surrounding parishes scheme. Estimated cost to Parish Council would be £2500.00. Cllr. Day proposed that this was proceeded with, Cllr. Rolph seconded. All voted in favour.
3. Cllr. Rolph will implement the three month trial of Parish council Facebook page to raise profile.
4. Cllr. A. Cackett was thanked for her help in arranging ditch/footpath clearance within village via Probation Services. Work will commence in March and Cllr. Cackett will be liaison point.
5. Cllr, Day outlined the options and costs for gate repair at playground. This is now urgently required and Cllr. Day proposed accepting the option costing £1600.00 including installation, Cllr. Cackett seconded all voted in favour.
6. Cllr. Day advised that HoPE were considering amendments to the specification of the proposed new play equipment. Cost impacts have been requested prior to a decision and this will mean a delay in future grant application pending clarification.
7. Full information had not been received regarding the grant request from Village Hall, Cllr. Day proposed a grant of £300.00 to assist with running costs with a review in new financial year and upon receipt of requested information. Cllr. Cackett seconded – all voted in agreement. (S137 authority)
8. **Planning:** None.
9. Cllr. Knevett had investigated the possibility of a telephone tree contact list for defibrillator use. This is not possible at the moment due to support constraints. Parish Council will investigate ways of highlighting the siting of the defibrillator within the village.
10. Cllrs. had received a draft budget pre meeting and this together with significant planned capital expenditure during 2020/21 was debated at length. It was proposed by Cllr. Day that a precept of £14,350.00 would be requested to also facilitate the purchase of VAS equipment, possible contribution towards employment of sub contracted labour for maintenance costs within the village – (this equates to an increase of £2K) Cllr. Rolph seconded. An amended proposal was made by Cllr. Cackett for an increase of £3K - This resulted in a split vote and chair used casting vote resulting in the first proposal being passed.
11. A full review of internal control procedures was undertaken by members and summarised by Clerk. Adoption for current year was proposed by Cllr. Cackett, seconded by Cllr. Rolph and Clerk will report on outcomes at next meeting and confirm actions taken.
12. **Correspondence.**
13. Members were advised a Christmas card was received for Halesworth Stationer.
14. Covered within agenda. Members noted pre meeting correspondence provided by email from Clerk
15. **RFO report, bank reconciliation and list of cheques for approval and signature.**

 Bank balances are C/A £20,609.85 and S/A £8,529.58 prior to the issue of cheques totalling £1,052.51 as below. Bank accounts have been reconciled and are available for councillor audit.

 Amount VAT element

Clerk expenses £120.91

Staff costs Salary (November 2019) £409.80

Staff costs Salary (December 2019) £409.80

HMRC Tax and NICs £62.00

The Halesworth Airfield Museum £50.00

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Total £1,052.51 0.00

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Section 137 Expenditure Limit increased to £8.32 per elector from 2020/21.

Change of mandate forms have been sent to Barclays.

Qtr 3 Expenditure v Budget summary provided.

RFO report proposed for acceptance by Cllr. Cackett seconded by Cllr. Rolph and unanimously approved.

1. Date of next meeting 11th March 2020.

Meeting closed 9.05pm