# **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 11th March 2020.

Present: Cllr. R Day (Chair), Cllr. N Kerridge, Cllr. Knevett, Cllr. J Mendham, Cllr. Stephenson and Elaine Day Clerk.

1. Chairman welcomed all to meeting. There were no apologies for absence and no members of the public attended (apologies received from Cllrs. G Cackett and Cllr. Rolph post meeting.)
2. **Public Forum** - N/A
3. No declaration of interest.
4. No requests for dispensation to vote.
5. Cllr. Knevett proposed acceptance of the minutes to the meetings dates 08/01/20 and 05/02/20, Cllr. Mendham seconded and all voted in favour.
6. **REPORTS:**

**(i)** No report from Cllr. Goldson

**(ii)** No report from Cllr. Cackett

**(iii)** Chairman’s report covered within agenda items 7(i) and 7(iii)

**(iv)** Lorry Watch Stats for 1st October to 31st December 2019.

 **Reports received: 9**

Reports still being investigated: 2

 Written Advice: 4

 NFA: 3

 Within the last two to three week there has been repeat problems with one vehicle, this has been reported and dealt with and is not included in the above figures.

1. (i) Further detail to be provided at next meeting re VAS scheme. Concern with effectiveness to be resolved.

(ii) No report. Clerk to chase.

(iii) Cllr Day updated on the position regarding amended specification for the play area which has been the subject of a request from HOPE. The new specifications and quotations were reviewed and accepted following proposal by Cllr Day and seconded by Cllr Stephenson with all voting in agreement. Total cost £52,666 net and providers will be Kompan Ltd and Action Play and Leisure Ltd. No order to be placed prior to funding being in place. No further amendments to specification to be considered prior to confirmation of funding position in late June.

1. Draft policy documents had been provided pre meeting by Clerk and Cllr. Day proposed adoption by Parish Council without amendment, Cllr. Stephenson seconded and all voted in agreement.
2. Clerk outlined measures to be taken following completion of risk assessment work and confirmed that all checks were completed following the review of procedures undertaken previously by members. Cllr. Day proposed signature of the summary document confirming completion of the work, Cllr. Stephenson seconded, all voted in agreement.
3. **Planning**. None.
4. (i) Following a suggestion from a Parishioner the Parish Council agreed in principle to support Queen’s 70th anniversary celebrations in 2022 subject to confirmation from the Parish of the format desired. Clerk to confirm offer via Holton Post and suggest Parishioner provides specifics on proposed format of event/type of celebration.

(ii) Parish Council will investigate possibility of a commemorative bench in village. Cllr. Mendham to provide costings. District Cllr. Cackett will be requested to confirm level of proposed support prior to a final decision at next meeting.

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

1. **RFO Report, bank reconciliation.**

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

Bank balances are C/A £19,607.43 and S/A £8,533.83 prior to the issue of cheques totalling £1293.00 as below. Bank accounts have been reconciled and are available for councillor audit.

 Amount VAT element

Holton & Blyford Village Hall £300.00

Staff costs Salary (January 2020) £409.80

Expenses incurred by Chair £46.80

Staff costs Salary (February 2020) £409.80

SALC - GDPR Training £54.00 £9.00

Committee room hire £42.00

Holton & Blyford Village Hall

Expenses incurred by Clerk £30.60

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Total £1293.00 £9.00

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RFO report proposed for acceptance by Cllr. Day seconded by Cllr. Knevett and unanimously approved.

1. Annual Parish Meeting to be held on 29/04/20 at 7pm.
2. Meeting closed at 8:30pm. Next meeting 13/05/20 7:30pm.