**HOLTON PARISH COUNCIL**

Clerk Elaine Day edayhpc@gmail.com

Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 14th March 2018 at 7.30pm

Present; Cllr. G Cackett (Chair), Cllr, M Hart, Cllr. D Davis, Cllr. R Stephenson, Cllr. N Kerridge, Elaine Day Clerk to the Council and 3 parishioner.

1. Chair welcomed all to meeting.

Apologies for absence received and accepted from County Cllr. T Goldson, District Cllr. A Cackett and Cllr. D Fosdike (Deputy chair)

1. **PUBLIC FORUM**: 3 residents attended and questions were answered regarding the recent notice from Cemex Ltd erected at Holton Pits. (See also agenda item 16)
2. **DECLARATION OF INTEREST**: None.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** The minutes of the meeting held on 10th January 2018 were proposed for acceptance by Cllr. Hart, seconded by Cllr. Stephenson and duly signed by chair. All voted in agreement.
5. **Reports:**
6. No report from County Cllr. T Goldson
7. No report from District Cllr. A Cackett.
8. **Clerk Report**

Information posted on notice board regarding crime prevention following a

spate of thefts of tools / equipment within the area.

HPC are now compliant in respect of workplace pension requirements.

The VAT refund outstanding from last year has now been received and is held within the bank account.

ROSPA inspection for the play area has been located for current year. This has not yet been invoiced to PC. A further inspection has been requested after 31/3 to meet obligations under Risk assessment procedures.

Transparency code requirements, significant progress has been made especially with the website. There is still further work to be out which is ongoing.

1. The latest reports from Holton and Blyford Village Hall were circulated.
2. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
3. County Cllr. Goldson had advised Clerk that skills centre were not yet fully operational. The request for assistance with the repair to the bus shelter will be carried forward to the next meeting. (Agenda Item)
4. Cllr. Cackett reported that the questionnaire circulated to Parishioners outlining a good neighbour scheme had met with only 2 responses. (Cllr. Cackett to advise County Cllr. Goldson accordingly.)
5. **PLANNING DECISIONS/APPLICATIONS:**
6. DC/18/0767/FUL – Valley Farm, Bungay Road, Holton. Demolition of garages, re-build and alter existing outbuildings to create disabled accommodation. Supported unanimously subject to neighbour

 comments.

1. DC/17/4896/FUL – Approval noted. (Holton Lodge)
2. DC/17/5256/TPO – Approval noted (Mill House)
3. DC/17/4171/FUL – Members noted Previous comments re Wenhaston Quarry had been forwarded to SCDC following a request by committee.
4. DC/18/0845/FUL – Development of a single residential dwelling, with pedestrian and vehicular access using existing points at Valley Farm, Bungay Road, Holton. This was unanimously recommended for approval. Subject to neighbour comment.
5. DC/18/0887/FUL – Construction of rear and side extension. Duke House, Holton. This was unanimously recommended for approval.
6. Cllr. Cackett attended the recent meeting regarding the proposed Halesworth Neighbourhood Plan. After much debate the suggestion that Holton should participate in the formation was voted upon. Cllr. Hart proposed that due to insufficient resources within the Parish Council it was not possible for a joint venture at the present time. Cllr. Stephenson seconded. All voted in agreement. Clerk to advise Halesworth Town Council accordingly.
7. Clerk presented the completed risk assessment together with an action plan to address identified shortcomings. Cllr. Davis proposed adoption, Cllr. Hart seconded and all voted in agreement. Action plan to be implemented.
8. Clerk provided an update on options regarding Vehicle Activated sign for village together with costs and requirements for installation. It was proposed by Cllr. Hart and seconded by Cllr. Kerridge that Chair would contact County Cllr. Goldson for clarification as to what may be available on a shared basic with other villages. All voted in favour.
9. Members noted that there was a vacant position on the committee of Holton and Blyford Village Hall as Cllr. Cackett had resigned. Clerk to advise Village Hall that at the moment there was no replacement available from Parish Council.
10. Clerk provided an update on G.D.P.R. (Data Protection Legislation). Cllr. Stephenson proposed Clerk implement the initial action plan in preparation for the changes and Cllr. Davis seconded. All voted in agreement.
11. Cllr. Hart proposed SALC’S appointment as internal auditors, Cllr. Davis seconded. All voted in agreement. Clerk to arrange.
12. Chair advised that Richard Day was prepared to be co-opted as a Parish Councillor. Cllr, Stephenson proposed co-option and Cllr. Hart seconded after debate. All voted in favour to fill the vacancy already advised following the resignation of Cllr. Jones.
13. Holton Pits – Deposit of ‘Statutory Declaration’ by Cemex Ltd – Members noted this development after explanation of rationale and implications by Cllr. Cackett. No further action.
14. (i) **CORRESPONDENCE READ AT MEETING - NONE**
15. **CORRESPONDENCE CIRCULATED TO COUNCILLORS PRE MEETING**.

Informal Electoral Review consultation from Suffolk Coastal 24/01/18

and Waveney District Councils.

First Greenprint Forum newsletter for 2018 including our vision. 31/01/18

Suffolk Costal and Waveney District Councils Economic Growth

Plan consultation - Your views needed. 02/02/18

Suffolk Highways: Community Self Help. 13/02/18

Scottish Power Renewables Public Information Days. 01/03/18

SALC weekly information bulletin W/C 15/01/18

SALC weekly information bulletin W/C 27/01/18

SALC weekly information bulletin W/C 05/02/18

SALC weekly information bulletin W/C 12/02/18

SALC weekly information bulletin W/C 16/02/18

SALC weekly information bulletin W/C 23/02/18

SALC weekly information bulletin W/C 05/03/18

SALC weekly E-bulletin W/C 12/03/18

1. **RFO Report.**

Bank balances are C/A £9,201.15 and S/A £8,500.41 prior to the issue of cheques totalling £2,453.33 this month. Bank accounts have been reconciled and are available for Councillor audit.

 Amount VAT element

Suffolk County Council £1,800.00 £300.00

Clerk’s Salary (February 2018) £289.60

Business Services at CAS Ltd £13.83

Mileage Claim Elaine Day £60.30

Clerk’s Salary (March 2018) £289.60

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 £2,453.33 £300.00

Cllr. Stephenson proposed acceptance by members, Cllr. Hart seconded. All voted in favour.

1. Chair advised that flooding at Sparrowhawk Way has been reported, a site meeting is imminent prior to a response/action. This will be an agenda item at next meeting.
2. **DATE OF NEXT MEETING:**

Wednesday 9th May2018, Holton and Blyford Village Hall, 7.30pm

**DATE OF FUTURE MEETINGS:**

30/05/2018 (Annual meeting and AGM), 11/07/2018, 12/09/2018 and 14/11/2018.

MEETING CLOSED AT 8:56pm