**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 10th January 2018 at 7.30pm

Present; Cllr. G Cackett (Chair), Cllr. D Fosdike (Deputy chair), Cllr, M Hart, Cllr. D Davis, Cllr. R Stephenson, Cllr. N Kerridge, County Cllr. T Goldson, Elaine Day Clerk to the Council, Dawn Henry (Outgoing Clerk) and 1 parishioner.

1. Chair welcomed all to meeting. Chair thanked Dawn the outgoing Clerk for her contribution to Parish Council affairs and wish her every success in the future.

Apologies for absence received and accepted from District Cllr. A Cackett

1. **PUBLIC FORUM**: There were no comments from members of the Public.
2. **DECLARATION OF INTEREST**: None.
3. **REQUESTS FOR DISPENSATION TO VOTE:** None.
4. **MINUTES OF PREVIOUS MEETINGS:** Members **approved** the minutes for the 1st November 2017, 13th November 2017, 4th December 2017 and 18th December 2017 as a true and accurate record.

**01/11/17 Proposed** Cllr. Stephenson.  **Second** Cllr. Kerridge.

**13/11/17 Proposed** Cllr. Davis. **Second** Cllr. Hart.

**04/12/17 Proposed** Cllr. Stephenson. **Second** Cllr. Hart.

**18/12/17 Proposed** Cllr. Hart.  **Second** Cllr. Fosdike.

All meeting minutes unanimously agreed.

1. **Reports:**
2. County Cllr. Goldson stressed the importance of having a flu vaccination and requested Parish Council publicise. A copy of report is available from Clerk. (People should contact their GP, pharmacist or midwife to the get the flu jab.)

Visit www.nhs.uk/staywell or www.healthysuffolk.org.uk for more information.

Cllr. Goldson also reported that the yellow lines by the school had been approved and Holton Parish Council will be invoiced shortly for their contribution of £1500.00.

1. No report from Cllr. Cackett.
2. **Clerk Report**

As you are aware the last external audit was signed on a qualified basis. My initial focus has therefore been to look carefully at existing procedures and trying to ensure these meet the current requirements. In addition to the handover from Dawn the following has been completed.

1. Regular bank reconciliation - This is now in place with new spreadsheet information re-worked from April 2017 and will be completed monthly and PC will now be compliant. With regard to the discrepancy from last accounts this was due to non- receipt of the VAT refund claims and incorrect accounting treatment of credit note. I am in the process of obtaining the funds due from HMRC totalling £719.72. Upon receipt current years VAT reclaim will be undertaken.
2. Risk assessment – I have not completed this as there are still matters outstanding.

Matters to resolve prior to signing off Risk Assessment.

1. Rospa report outstanding. NOW ORDERED.
2. Transparency code requirements are not being fully met and therefore likely to result in audit failure / qualification (there is a significant amount of work to be completed and I hope to have this in place by next meeting. The most time consuming will be website requirement regarding Agendas, draft minutes and approved minutes.) It will be necessary to introduce a number of changes to procedures going forward and I will explain these as they arise.
3. At the moment internal auditors have not been appointed for current year. This will be an agenda item for next meeting.

I will be attending a course on the 30th January 2018 re the changes required in audit practice/procedures.

In summary, progress is being made but some more work to do.

1. Cllr. Cackett reported that the village hall had cleared the garages/sheds at rear of the hall, so that these can be available for letting in the future.

The village hall heating had gone wrong so will need repair.

Bingo was well attended as was the big breakfast.

1. **ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS:**
2. County Cllr. Goldson to provide contact detail of the Halesworth Skills Centre, for Clerk to contact to enquire if when up and running they would consider undertaking work.
3. Cllr. Cackett advised a SURVEY FORM for the Neighbourhood Schemes had been placed in the Holton & Blyford Post. To date no responses have been received.
4. Cllr. Cackett has reported this again as the matter has worsened. Action awaited.
5. **PLANNING DECISIONS/APPLICATIONS:**
6. Members noted Refusal of Planning Permission DC/17/4572/FUL.
7. None.
8. **ADOPTION OF STANDING ORDER 2017/2018:**

These are overdue from May 2017

**Proposed** Cllr. Fosdike. **Second** Cllr. Hart. Unanimously agreed.

1. **ADOPTION OF FINANCIAL REGULATIONS 2017/2018:**

These are overdue from May 2017

**Proposed** Cllr. Stephenson. **Second** Cllr. Hart. Unanimously agreed.

1. **ADOPTION OF CODE OF CONDUST 2017/2017:**

These are overdue from May 2017

Proposed Cllr. Hart. Second Cllr. Stephenson. Unanimously agreed.

1. **CORRESPONDENCE:**
2. None.

**TO NOTE CORRESPONDENCE AND CIRCULARS**

**Item Date circulated**

SALC circular – Vacancies at SALC 10.11.2017

Message from the Leaders to Town and Parish Councils

* Secretary of State’s announcement
* Creation of new super district for East Suffolk 10.11.2017

Consultation: Car Parking – your views are wanted. 20.11.2017

Sizewell C December Newsletter from the Joint Local

Authorities Group (JLAG) 04.12.2017

Appointment for the SALC Board 04.12.2017

SALC Local government finance settlement 20.12.2017

Holton and Blyford Village Hall Minutes 09.12.2017

WDC MTFS Budget information 21.12.2017

Holton Lorry Watch Statistics 04.01.2018

SALC weekly information bulletin w/c 11th December2017

1. **RFO Report and allocation of reserves.**

Bank balances are C/A £9,995.73 and S/A £8,500.41 prior to the issue of cheques totalling £1,867.79 this month. Bank accounts have been reconciled and are available for Councillor audit. (Cllr Cackett completed this)

A transfer of £6,180.91 has been made to the savings account to take balance to £8,500.00, this is to be classed as a reserve for the play area improvements.

Members authorised the following payments:



**Proposed** Cllr. Hart.  **Second** Cllr. Davis.Unanimously agreed.

1. **TO SET 2018/2019 EXPENDITURE BUDGET AND PARISH COUNCIL PRECEPT REQUEST:**

Members set budget for 2018/2019 and agreed a total precept request of £11,141.00. A budget has been prepared to allocate these monies.

**Proposed Cllr. Fosdike Second Cllr. Hart. Unanimously agreed.**

1. **DATE OF NEXT MEETING:**

Wednesday 14th March 2018, Holton and Blyford Village Hall, 7.30pm

**DATE OF FUTURE MEETINGS:**

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

MEETING CLOSED AT 8:50pm