## MINUTES OF HOLTON ST MARY PARISH COUNCIL MEETING held at 8 p.m. on Wednesday 13<sup>th</sup> November 2019 in Holton St Mary Village Hall

		Action				
	Present: Parish Council (PC): Sally Thurlow (ST – Chairman), Erik Ellis (EE- Vice Chairman), Jan Cheng (JC), Mark Anderson (MA), Oliver Greene (OG), Anne Priestley (Clerk) District Councillor: John Ward (JW) County Councillor: Gordon Jones (GJ) Members of the Public: 0					
19.64	Apologies for Absence: It was RESOLVED to accept apologies from Claire Rowan (CR), Richard Appleton (RA) both for personal reasons.					
19.65	<b>Declarations of Interest:</b> MA declared that he lives at Church Square. OG declared an interest under the forthcoming discussion about footpaths. All councillors declared that they live in the village and know residents. They will not let this affect their judgement.					
19.66	Minutes  It was RESOLVED that the Minutes of the meeting held on 18 <sup>th</sup> September 2019 and 2 <sup>nd</sup> October 2019 were approved and signed as an accurate record by the Chairman.  Business remaining from the previous meeting: None					
19.67	Public Forum County Councillor's Report (GJ): Changes in civil parking cleared cabinet last week and will be implemented in January. Council now in purdah, so budget delayed. District Councillors' Report (JW): Recycling posters- JW will email to Clerk so we can circulate. The Chairman requested a list of roadside collections from the waste collectors. This was to ensure that the list of those who cannot get the bin to the roadside is up to date. Suffolk 'Tree for life' now in operation. CIL payment has been made.					
	Move 19.71 forward					
19.68	Correspondence and Clerk's Report:  Partner Funded PCSO's. It was agreed that we are too small to lead on this, we will wait and see if other local villages make any proposals.  Insurance claim on post and rail fence: Clerk reported that we can claim for the damage to the post and rail that had been knocked down. Two quotes were presented. Clerk to correspond with Insurance company to progress.  Update on Internal Audit actions; Clerk reported a new contract of employment in line with Audit actions. It was RESOLVED to approve the Risk Control Procedures and adopt them with					
	immediate effect. Clerk and Chairman will revisit the Standing Orders and present at the next meeting.  National community energy campaign – Resolved not to take action at this time.  Email from Keith Jeffreys – noted  ST to liaise with Village Hall Committee re. booking the hall on Saturday mornings.					
19.69	Finance:  a. Financial Report  Bank Balances at 31.10.19: Current Account £2619.53  Saver Account £12,162.60  Receipts since 01.9.19: Bank Interest. CIL and Precept £10,793.14  Total Payments since 01.9.19: £1,610.29  The balances were examined against bank statements, signed and agreed as a true record.  b. It was RESOLVED the following payments be received and approved:					
	30.9.19       S/O       Salary       £303.33       S111         3.10.19       BACS       Community Heartbeat       £73       S234         30.10.19       S/O       Salary       £303.33       S111					

	25.10.19         Cheque         Royal British Legion         £20         \$137           13.11.19         BACS         Village Hall Mgmnt Cttee         £17         \$111           31.10.19         BACS         JAK Services         £67.50         \$214           31.10.19         BACS         JAK Services         £120         \$214           1.11.19         Paypal         Suffolk One         £60         \$142           9.11.19         BACS         Village Hall Mngement Cttee (Late)         £22         \$111						
	d. The budget for 2020-21 was discussed and it was RESOLVED to adopt the budget with the changes made. This will set the Precept for next year at £8,175						
19.70	Planning: Planning Decision Notice: Submission of details under Outline Planning Permission DC/19/02506 - Land Adjacent To El Camino Hadleigh Road Holton St Mary CO7 6NW   Status: Granted was received.						
19.71	<ul> <li>Highways:         <ul> <li>Speeding and other road issues – nothing new to update. We have had continued support from the police. VAS not been seen recently, MA will check up on this. GJ will take up the problem of recent road closure with local cabinet member. ST will send a summary.</li> <li>Road condition – much quieter without studs.</li> <li>Footpaths and Pavements – to include proposed footpath diversions. OG has been made aware of proposals to divert footpath 16 and 17 from Sandpits lane, through the</li> </ul> </li> </ul>						
	farmyard to the church. This is to mitigate safety issues through the farm. The suggested diversion is much longer than the existing. The existing bridle path running through the farmyard is proposed to be moved, but no information available at the moment. GJ will flag up with footpaths officer.  Pavement to Bacons Green. It was agreed to earmark recently acquired CIL monies towards a new pavement to Bacons Green. We will still need other sources of funding in order to achieve this.						
19.72	GDPR review  The audit documents were reviewed for ongoing accuracy and it was RESOLVED to sign them as correct.						
19.73							
	of an emergency.  A need to compile a list of vulnerable people was identified, although this must be done with regard to GDPR requirements.  It was agreed that in the event of an emergency, the 'good neighbour' approach should be	RA					
	taken first, a small team of volunteers then being available to co-ordinate further action if necessary. Eight people will be asked to be leads for quarters of the village.  CR will co-ordinate a register of people and resources able to support the Emergency Team.  Clerk to continue to press Anglian Water for a list of Fire Hydrant positions and reinstatement of missing signage.	CR AP					
	Emergency Officer to contact Holton Business Park to find ways of co-ordinating efforts with them.	RA					
19.74	Church Square parking It was Agreed to erect a sign to say 'Private Parking' to both sides of the entrance to Church Square, affixed to the post and rail.	АР					
19.75	Matters to be brought to the attention of the Council: None						
19.76	Next meeting: The date of the next meeting was confirmed as 8 <sup>th</sup> January 2020.						

The meeting closed at 10.10pm.

## Date .....

Agreed		Proposed spend		Notes
	2019-20 budget	2020-21	c/f funds	
Internal Audit	175.00	175.00		
Grounds Maintenance	850.00	1,000.00		Increased to allow for tree cutting
Clerk's salary	3,640.00	3,700.00		Increase in line with inflation
CPAD	75.00	75.00		£75 needed every year to build fund
Dog Litter Bin	41.00	50.00		
Election	635.51	0.00	250	C/F £250 for future election, Earmark rest for footpath
Flowers	60.00	60.00		
Footpath extension			1746.05	earmarked in savings
Gen Admin + GDPR	50.00	300.00	50	Save up for new computer
Insurance	405.00	420.00		3 yr policy ends Sept 21
Phone box	50.00	50.00	150	£50 needed every year to build maintenance fund
Wreath	25.00	25.00		
Subs - SALC/NALC	295.00	150.00		
ICO (GDPR registration)	40.00	40.00		
Training	756.80	200.00	597.2	L3 CILCA plus books Clerk course
Church square post and rail	0.00	1,500.00		

Village Hall Hire	112.00	120.00			
Website	60.00	60.00			
Infrastructure maintenance	0.00	250.00		Church Square surface maintenance	
Total spend		8,175.00			
			2793.25	total earmarked amounts in reserves	
Precept raised	6,830.31	8,175.00	Precept amount proposed 19/20		