

HOLTON ST MARY PARISH COUNCIL
Meeting To Be Held on Wednesday 13th November 2024
2000hrs at Holton St Mary Village Hall

AGENDA

01.11.24 Chairman's welcome, accept councillor's apologies for absence.

02.11.24 To accept members declarations of interest in accordance with the Council's Code of Conduct.

03.11.24 Minutes

To sign as a correct record the minutes of the Parish Council meeting held on the 11th of September 2024 and the extraordinary meeting held on the 9th of October 2024

04.11.24 Councillor Vacancy

To discuss if the PC has received any applications for the 1 remaining vacancy for Councillor.

05.11.24 Public Forum

To receive reports from and ask questions to County Councillor and District Councillor.
To permit public participation to make statements or ask questions.

06.11.24 Planning

Any planning applications to be discussed.

07.11.24 National Grid – Norwich to Tilbury Statutory Consultation

Discuss any updates

08.11.24 Financial Regulations

To review and adopt NALCS new financial model regulations.

09.11.24 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Precept of £3,577 received on 16.09.24.

District Councillor John Ward has given a locality grant of £500 towards the purchase of the new Defibrillator – this was received on the 14.10.24.

Thanks given to Dave Leach for assisting with the distribution of the communication leaflets for the PC.

10.11.24 Finance

To receive a financial report from the RFO including balances at bank. To sign report to certify as correct.

To authorise payments:

25.09.24	BACS pre-authorised	Community Heartbeat	£1296
25.09.24	BACS pre-authorised	Zurich Insurance	£419.85

30.09.24	SO	Clerks salary for September	£325
04.10.24	BACS pre-authorised	Kelvedon Lawn Mowing Services	£125
16.10.24	BACS pre-authorised	Bland Landscapes	£612
25.10.24	BACS pre-authorised	Clerk expenses – Poppy wreath	£30.47
30.10.24	SO	Clerks salary for October	£325
18.11.24	BACS	Village Hall hire for 09.10.24	£22
18.11.24	BACS	Village Hall hire for 13.11.24	£22
18.11.24	BACS	Clerks expenses	£24.97

To look at remaining budget and vire and earmark reserves

Precept for 2025/2026 – discuss budget and precept.

Donation request received from HSM Social Club Committee asking for £500 towards the purchase of 2 laptops and Microsoft 365 – Clerk has asked for further details.

11.11.24 Signs and Disabled Bay in Church Square

Private parking permitted users only signs – discuss putting another sign up to clarify who permitted users are.

Update on getting plastic mesh to cover the disabled parking bay to make it more accessible.

12.11.24 Church Square maintenance

Update on a replacement boarder between Church Square and the Churchyard.

13.11.24 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds:

1) Discuss any other CIL proposals

Village Hall Management Committee representative – discuss appointing a new representative.

Millennium Green Representative – Proposal from the Millennium Green Committee for the PC to fund a VE Light that would ‘replace’ lighting of the beacon, next May 2025 – cost would be £55 including VAT and P&P.

14.11.24 Highways - Speeding, Road Condition and other road issues

Accidents on the 90-degree bend between Holton St Mary and Raydon on the B1070 – Update from MA on the proposal to Highways of getting a physical STOP sign due to the number of accidents.

Any other updates to be given

Footpaths and pavements – any issues/updates

15.11.24 Community Self Help Scheme

The PC agreed in November 2023 meeting to sign up to this scheme pending confirmation from the PCs insurance company with regards to our liability insurance. Update to be received on whether the PC still wish to take part in this scheme.

16.11.24 Community energy project

Update

17.11.24 Policies

Discuss adopting the following policies:

Internal Control statement

Data asset register

General Privacy notice

Privacy notice staff/Councillors

Security breach procedure

Subject Access Policy (SAR)

18.11.24 Signpost on Bacons Green

Agreed at July's meeting to have the post replaced, sign painted and lettering re-done - update on when work will commence on the signpost.

19.11.24 Communications

A letter for permission to communicate was distributed with the October Quartet – feedback to be given.

20.11.24 First aid course

Clerk to give an update on the possibility of organising a first aid course.

21.11.24 Neighbourhood Plan

A letter has been received from James Cartlidge MP asking for Parish Councils to revert if they are working on a Neighbourhood plan – to be discussed.

22.11.24 Clerks computer

Discuss and agree expenditure for a new lap top and storage.

23.11.24 Parish Council Website

Discuss adding pages to the PC website for different organisations within the village.

24.11.24 Clerks appraisal

Discuss

25.11.24 Matters to be brought to the attention of the Council

To agree items for next agenda.

26.11.24 Next meeting

To confirm 8th January 2025 as date for next meeting.