

**HOLTON ST MARY PARISH COUNCIL**  
**Meeting Held on Wednesday 3<sup>rd</sup> July 2024**  
**2000hrs at Holton St Mary Village Hall**

## MINUTES

**Present:**

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR), David Johnson (DJ), and Faye Hall (FH)  
Clerk.  
County Councillor Georgia Hall (GH)  
Members of the Public: 1

- 01.06.24 Chairman's welcome, accept councillor's apologies for absence.**  
Apologies received from Mark Anderson, Mark Rogers, Mike Hay and District Councillor John Ward.
- 02.06.24 To accept members declarations of interest in accordance with the Council's Code of Conduct.**  
None.
- 03.06.24 Minutes**  
The minutes of the Annual Parish Council meeting held on 8<sup>th</sup> May 2024, the extraordinary meeting held on the 29<sup>th</sup> of May 2024 and the extraordinary meeting held on the 26<sup>th</sup> of June 2024 were approved and signed as an accurate record by the Chairman – all in agreement.
- 04.06.24 Councillor Vacancy**  
No applications for the 1 remaining vacancy for Councillor have been received.
- 05.06.24 Public Forum**  
County Councillors and District Councillors reports are available online and on the noticeboards.  
Email sent from the PC to GH asking for Highways opinion on the National Grid pylon project – GH advised that she is chasing them for an answer on this. GH advised that our comments are welcomed on the speed limit reduction request between Holton and Raydon and can be sent through to Keith Sampson who creates a factual report, it will then go back for a review and then go to cabinet for them to make a decision if it is to be granted or not. SCC need written evidence of any issues, police reports etc and the PC can also report accidents.  
Anne Priestley made a proposal for CIL funding of £863.55 to lay a disabled access path at the Well Piece Garden. The Chairman proposed, DJ seconded, all in favour. Clerk
- 06.06.24 Planning**  
No new planning application received.  
Care and Rehabilitation Centre at Holton Hall Farm – due to the elections this planning application as been postponed going to the planning committee, new date is tbc.
- 07.06.24 National Grid – Norwich to Tilbury Statutory Consultation**  
CR is drafting a letter for the PCs response to the statutory consultation and will circulate to Clrs. GH to assist with finding out the population of surrounding villages that may be affected and revert back. The Chairman requested that the last traffic survey be reverted to. CR

11.1x.24

D. J. J. R.

**08.06.24 Financial Regulations**  
NALC have released new financial model regulations. Item is to be deferred to September's meeting – the Chairman and the Clerk are to go through the new regs and circulate before the next meeting. **OG/Clerk**

**09.06.24 Data Protection and Information Protection Policy**  
Policy reviewed – the Chairman proposed to adopt, DJ seconded, all in favour. **Clerk**

**10.06.24 Correspondence and Clerk's Report**  
To note correspondence received since last meeting:

2 Parishioners have emailed with regards to concerns for the new barn being constructed at Holton Hall Farm. **Noted**

Richard Appleton has emailed an update on the painting of the kissing gate – the Chairman thanked Richard for all his work with this.

**11.06.24 Finance**  
Financial Report:

Accounts were reported and bank reconciliations made:

Bank Balances as at 30.06.24	Current Account	£ 6,707.90
	Reserve Account	£12,391.87
Receipts since last meeting	Interest	£28.99
	Locality Grant	£419.20
Payments since last meeting		£2,052.28

It was resolved that the following payments be received and approved – the Chairman proposed, DJ seconded, all in favour:

30.05.24	SO	Clerks Salary May	£325
01.07.24	SO	Clerks Salary June	£325
28.05.24	BACS	R Appleton – plants & paint	£75.70
28.05.24	BACS	The Sign maker – plaque	£59.40
08.07.24	BACS	SALC – training	£42
08.07.24	BACS	Clerk expenses – stationary	£7.75
08.07.24	BACS	Village Hall Hire 29.05.24	£22
08.07.24	BACS	Village Hall Hire 08.06.24	£22
08.07.24	BACS	Village Hall Hire 26.06.24	£22
08.07.24	BACS	Village Hall Hire 03.07.24	£22
08.07.24	BACS	Clerk expenses – parking signs	£14.98
08.07.24	BACS	CAS – Domain change	£186
08.07.24	BACS	Babergh – dog bin emptying	£82.80

Infrastructure is over budget but CIL money is being used for some of this expenditure so agreed no virements at the moment.

Request from the Suffolk Preservation Society for £30 membership to join – CR proposed to accept, the Chairman seconded, all in favour. **Clerk**

AGAR – an error was noted on the original AGAR presented to the PC for income 23-24, Clerk has amended the annual governance statement and certificate of exemption and presented to the PC. CR proposed to sign corrected AGAR, the Chairman seconded, all in favour. The Clerk has been granted an extension from PKF of the 31.07.24 to submit the certificate of exemption to them. Accounts spreadsheet to be looked at to make sure it works correctly.

**12.06.24 Safeguarding Policy**  
Safeguarding policy was reviewed – all in favour to remove paragraph 7 as adds confusion. The Chairman proposed to adopt with the revision, DJ seconded, all in favour.

*2.11*

## Online Payments Authorisation Form

**For authorisation at the meeting dated 3rd of July 2024**

Cheque payments in the period are authorised by two signatories on the Cheque counterfoil.

Some payments for authorisation may already be paid – this will happen if the council has already agreed in principle to pay for the service and delaying the payment until the next meeting would be contra to payment terms agreed.

BACS payments are double checked independently by councillor prior to sending as a risk control procedure

Description	Amount	Payment Method	Payment Date	Authorised by	Authorised by
Clerks Salary – May	£325	SO	30.05.24	<i>[Signature]</i>	<i>[Signature]</i>
Clerks Salary – June	£325	SO	01.07.24	<i>[Signature]</i>	<i>[Signature]</i>
R Appleton – Plants & paint	£75.70	BACS	28.05.24	<i>[Signature]</i>	<i>[Signature]</i>
The Sign Maker	£59.40	BACS	28.05.24	<i>[Signature]</i>	<i>[Signature]</i>
SALC – training	£42.00	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Staff expenses – stationary	£7.75	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Village Hall Hire for 29.05.24	£22	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Village Hall Hire for 08.06.24	£22	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Village Hall Hire for 26.06.24	£22	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Village Hall Hire for 03.07.24	£22	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Staff expenses – parking signs	£14.98	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
CAS – website and email domain change	£186	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>
Babergh – dog bin emptying	£82.80	BACS	08.07.24	<i>[Signature]</i>	<i>[Signature]</i>

*31/7/2024*





My savings account

My transactions

HOLTON ST MARY PARIS

Business Reserve Account | 23577371 | 60-05-33

£12,391.87

Available: £12,391.87



HOLTON ST MARY PARIS

Business Reserve Account | 23577371 | 60-05-33

£12,391.87

Available: £12,391.87



My transactions



Set a savings goal



Payments & transfers



Cheques and stationery



Statements



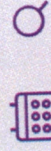
View interest rate



Certificate of interest



Account services



All

In

Out

28 Jun 2024

%

28 JUN GRS 23577371

+ £13.77

31 May 2024

%

31 MAY GRS 23577371

+ £15.22

30 Apr 2024

%

30 APR GRS 23577371

+ £16.19

Over 3/7/24. See Dmd 24/1/2024





My current account

My transactions

**HOLTON ST MARY PARIS**

Business Current | 23568534 | 60-05-33

① £6,382.90



**HOLTON ST MARY PARIS**

Business Current | 23568534 | 60-05-33

① £6,382.90



My transactions



Payments & transfers



Manage my card



New

My overdraft



New

Direct Debits



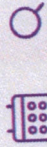
Standing Orders



Cheques and stationery



Statements



All

In

Out

Today

11/12/24



FAYE HALL

- £325.00

18 Jun 2024



SUFFOLK COUNTY COU

- £50.00

30 May 2024



FAYE HALL

- £325.00

28 May 2024



The sign maker

- £59.40



RICHARD APPLETON

- £75.70

Charged  
3/7/24

Spent

Spent

2/1/2024