

HOLTON ST MARY PARISH COUNCIL
Meeting Held on Wednesday 3rd 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 8th May 2024, the extraordinary meeting held on the 29th of May 2024 and the extraordinary meeting held on the 26th 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 Cllrs. 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. H.

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 payments 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.

3.11

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	✓	Close
Clerks Salary – June	£325	SO	01.07.24	✓	Close
R Appleton – Plants & paint	£75.70	BACS	28.05.24	✓	Close
The Sign Maker	£59.40	BACS	28.05.24	✓	Close
SALC – training	£42.00	BACS	08.07.24	✓	Close
Staff expenses – stationary	£7.75	BACS	08.07.24	✓	Close
Village Hall Hire for 29.05.24	£22	BACS	08.07.24	✓	Close
Village Hall Hire for 08.06.24	£22	BACS	08.07.24	✓	Close
Village Hall Hire for 26.06.24	£22	BACS	08.07.24	✓	Close
Village Hall Hire for 03.07.24	£22	BACS	08.07.24	✓	Close
Staff expenses – parking signs	£14.98	BACS	08.07.24	✓	Close
CAS – website and email domain change	£186	BACS	08.07.24	✓	Close
Babergh – dog bin emptying	£82.80	BACS	08.07.24	✓	Close

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



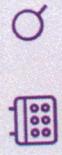
My transactions



All

In

Out



Set a savings goal



28 Jun 2024

Payments & transfers



% 28JUN GRS 23577371



Cheques and stationery



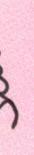
Statements



View interest rate



Certificate of interest



Chase 31/7/24
See Download
31/7/24

Account services



