

HOLTON ST MARY PARISH COUNCIL
Meeting Held on Wednesday 8th January 2025
2000hrs at Holton St Mary Village Hall

MINUTES

Present:

Parish Council: Oliver Greene Chairman (OG), Claire Rowan, David Johnson, Mark Rogers (MR), Mark Anderson (MA) and Faye Hall (FH) Clerk.
District Councillor John Ward (JW)
County Councillor Georgia Hall (GH)
Members of the Public: 0

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

Apologies received from Councillor Mike Hay

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

MA – Church Square and CR - Bacons Green signpost.

03.01.25 Minutes

The minutes of the meeting held on the 13th of November 2024 were approved and signed as an accurate record by the Chairman.

04.01.25 Councillor Vacancy

No applications for the 1 remaining vacancy for Councillor have been received.

05.01.25 Public Forum

County Councillors and District Councillors reports are available online and on the noticeboards.

Both GH and JW highlighted the Governments devolution white paper.

JW advised that Council tax will be increasing by 2.99 % and this forms 25% of the Baberghs budget.

MA raised the Four Sisters junction – there was another accident there in October and asked for an update on the PCs request for a physical stop sign and advice on how this junction can be made safer. GH advised that there is a new person at Highways dealing with this so she will contact them and revert.

06.01.25 Planning

Care and Rehabilitation Centre planning application – this planning application is now scheduled to go to the planning committee on the 22.01.25.

APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING - DC/24/05202

Proposal: Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q Conversion of 2no agricultural buildings into 2no dwellings.



Location: Oaks Farm Barns, Hadleigh Road, Holton St Mary, CO7 6NW

Extension granted – comments to be received by 10th of January

PC all in agreement to write a letter to planning in objection to the above for the following reasons - the junction with the A12 is unsatisfactory in safety terms, 4 vehicle movements a day mentioned in the application is not credible, Suffolk Highways review of the new application raises the southeastern splay falls significantly short of the 215 meter requirement for a 60mph road, no material difference to the impacts of light pollution, noise and other environmental impacts on the area and PC will request that a full planning application be required.

It was noted that there is an enforcement case EN/25/00002 for Holton Hall Farm which is being investigated.

07.01.25 National Grid – Norwich to Tilbury project

It was noted that a new flyer has been distributed.

08.01.25 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Report received from the Litter Picking Group:

Bottles collected in litter-picking in 2024

Total: 102 (six broken)

By month:

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
34	24	20	4	2	3	0	1	5	5	1	3

Most common:

Beer: 48

Cider: 21

Wine: 14

Vodka: 13

Other: 6 (including 2x fruit juice and 1 x milk bottle)

Above was noted by the PC

09.01.25 Finance

Financial Report (attached to minutes):

Accounts were reported and bank reconciliations made:

Bank Balances as at 31.12.24	Current Account	£ 5,062.83
	Reserve Account	£10,480.22
Receipts since last meeting	Interest	£25.08
Payments since last meeting		£1,204.00

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

27.11.24	BACS Pre-authorised	Kelvedon Lawn Mowing	£62.50
02.12.24	SO	Clerks salary for November	£325
12.12.24	BACS Pre-authorised	Staff expenses – laptop	£499
20.12.24	BACS Pre-authorised	Staff expenses – Lamp of peace	£55
30.12.24	SO	Clerks salary for December	£325
13.01.25	BACS	Village Hall Hire for 08.01.25	£22

All in agreement for the following virements to be done to balance some of the over spent budgets:



Remaining training budget - £180 to be transferred onto over spend on website budget and £26.80 on dog bin over spend.

Remaining insurance budget of £36.15 and flowers budget of £60 – total £96.15 to be used to reduce the over spend on the admin budget.

The budget and precept for 2025/2026 was discussed, OG proposed setting the budget at £7,398 and the precept at £7,398, MA seconded and all in favour. Precept form was signed by the Chairman and Clerk.
Clerk

10.01.25 Church Square maintenance

A quote has been received from Armour Engineering of £1325 plus VAT for railings for the border between Church Square and the Churchyard. The Clerk is waiting for another company to quote. The Chairman will speak to the PCC to ask if they would contribute towards the railings and will revert at the next meeting.
Clerk / OG

11.01.25 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – The Well Piece are looking for donations for a toilet, all in agreement to look into whether a CIL application can be made at the next round of District CIL bidding. **Clerk**

Village Hall Management Committee representative – MR advised that the Village Hall Management Committee are no longer able to accept requests to hire the hall for free.

Millennium Green Representative – DJ advised that a rota has been drawn up to water the Kings Coronation tree. Lamp to light beacon has not been received so Clerk to chase up. **Clerk**

12.01.25 Highways - Speeding, Road Condition and other road issues

Four Sisters T Junction – update given in agenda item 05.01.25

Footpaths and pavements – agreed to defer to the meeting in March

13.01.25 Policies

Policies for adoption discussed, for the Internal control report all in agreement to change the wording so the Clerk can carry out the checks with the report being submitted to the Council for review and being signed off by the Chair with a minute reference. DJ proposed to adopt the Internal control report, General privacy notice, Privacy notice staff/Councillors, Subject Access Policy and the Privacy policy on the HSM PC website, MR seconded, all in favour. Clerk to circulate all adopted policies to Councillors and upload on the HSM PC website. **Clerk**

14.01.25 Signpost on Bacons Green

Agreed at July's meeting to have the post replaced, sign painted and lettering re-done – original company are not responding with a start date so the Clerk is seeking another company to carry out the work. **Clerk**

15.01.25 Disabled parking bay – Church Square

A resident has proposed moving the disabled bay to where plastic mesh is underneath the gravel to make it accessible or applying for grants to make the current space accessible. The PC discussed this but there is no suitable place to move the disabled bay to in the carpark. Putting mesh on the disabled parking space has previously been discussed and is not viable. Clerk to revert back to resident with comments noted and that the PC have explored possible solutions but does not feel that they are in a position to do anything. Grants are not an option as if the space was made accessible the surroundings are not accessible.

16.01.25 Clerks appraisal

The Chairman and CR are to hold a meeting with the Clerk on the 6th of February to go through the appraisal and give feedback.

17.01.25 Asset register

Clerks new laptop and VE Light added to the asset register and the Clerks old laptop has been removed. Under fences the first line has been updated to posts and railings and the line underneath for posts has been removed. OG proposed to accept the updated asset register, DJ seconded, all in favour. All in



agreement for the Clerk to give the old laptop away for free.

18.01.25 Matters to be brought to the attention of the Council

MR proposed to create a HSM PC What's App group so the Clerk can message Councillors if something needs urgent attention. Everyone in agreement so Clerk will set this up. **Clerk**

19.01.25 Next meeting

The 12th March 2025 was confirmed as the next meeting date.

Meeting closed at 2134hrs

A handwritten signature in black ink, appearing to read 'C. Rance', is located in the bottom right corner of the page.

FINANCIAL REPORT

to 31.12.2024

Balance at bank Current Acc
Balance in Reserve
Interest Earned Reserve Acc
Receipts since last meeting
Payments since last meeting

£5,062.83
£10,480.22
£25.08
£1,204.00

	Budget	Budget Expenditure 24-25	Remaining budget 24-25	Earmarked reserves
Salary	£3,900	-£3,250.00	£650.00	
Admin	£350	-£686.81	-£336.81	
Hall Hire/zoom	£200	-£176.00	£24.00	
Grass cutting/Grounds mainte	£680	-£487.50	£192.50	
CPAD	£75	-£796.00	-£721.00	£75.00
Dog Bin	£56	-£82.80	-£26.80	
Elections	£100	£0.00	£100.00	£423.50
Flowers	£60	£0.00	£60.00	
Training	£400	-£42.00	£358.00	£797.20
Insurance	£456	-£419.85	£36.15	
Audit	£215	-£212.40	£2.60	
Phone Box	£50	£0.00	£50.00	£100.00
Subscriptions	£226	-£239.51	-£13.51	
Website	£66	-£246.00	-£180.00	
Infrastructure	£250	-£1,000.28	-£750.28	£240.00
Wreath	£30	-£30.47	-£0.47	
ICO Fee	£40	-£35.00	£5.00	
Total		-£7,704.62	-£550.62	

£510 net spent on Church
resurface - £240 reserve left.

Payments for Authorisation 8th January 2025

Power

BACS	Kelvedon Lawn Mowing Svcs	£62.50	S111
SO	Clerks salary	£325.00	S111
BACS	Staff expenses - laptop	£499.00	S111
BACS	Staff expenses - lamp	£55.00	S111
SO	Clerks salary	£325.00	S111
BACS	Village Hall Hire	£22.00	S111

For items of expenditure over £100 the date expenditure was incurred is the authorisation date unless another date is specified.

POWER:

S111	Local Government Act 1972 S111
S137	Local Government Act 1972 S137
S234	Public Health Act 1936 S234
S214	Local Government Act 1972 S214
S142	Local Government Act 1972 S 142
S164	Public Health Act 1875 s164

Theresa
8/1/25

Chase
8/1/25

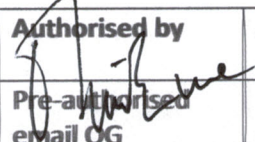

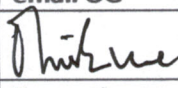
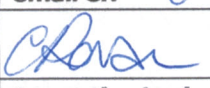

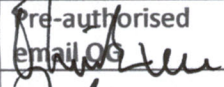

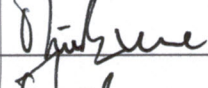
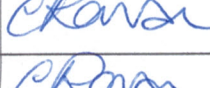
Online Payments Authorisation Form

For authorisation at the meeting dated 8th of January 2025

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
Kelvedon Lawn Mowing Svcs	£62.50	BACS	27.11.24	Pre-authorised email OG 	Pre-authorised email CR 
Clerk Salary for November	£325	SO	02.12.24		
Staff expenses – laptop	£499	BACS	12.12.24	Pre-authorised email MH	Pre-authorised email CR 
Staff expenses – lamp of peace	£55	BACS	20.12.24	Pre-authorised email OG 	Pre-authorised email CR 
Clerk Salary for December	£325	SO	30.12.24		
Village Hall hire for the 08.01.25	£22	BACS	13.01.25	