

HOLTON ST MARY PARISH COUNCIL
Annual General Meeting Held on Wednesday 8th May 2024
8pm at Holton St Mary Village Hall

MINUTES

Present:

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR), Mark Anderson (MA), Mike Hay (MH), David Johnson (DJ), Mark Rogers (MR) and Faye Hall (FH) Clerk.

District Councillor John Ward (JW)

Members of the Public: 7

01.05.24 Elections

- a. Oliver Greene was elected as Chair, proposed by MH, seconded by CR and unanimously agreed.
- b. Claire Rowan was elected as Vice-Chairman, proposed by MA, seconded by MH and unanimously agreed.
- c. To elect Planning Committee. Unanimously agreed that all Councillors should be on the Planning Committee.
- d. To elect Finance committee with powers to approve any amendments to Annual Return. Unanimously agreed that all Councillors should be on the Finance Committee.

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

County Councillor Georgia Hall sent her apologies.

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

All Councillors live in the village. MA lives in Church Square and the Chairman declared an interest in the winey project at Holton Hall Farm.

04.05.24 Minutes

The minutes of the Parish Council meeting held on 20th March 2024 were approved and signed as an accurate record by the Chairman – all in agreement.

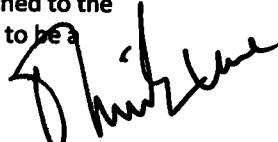
05.05.24 Councillor Vacancy

The PC still has 1 remaining vacancy for Councillor.

06.05.24 Public Forum

County Councillors and District Councillors reports are available online and on the noticeboards. JW highlighted the National Grid Statutory Consultation from his report – ESO have made a strong case that a fully underground HVDC link would be a viable alternative should the project deadline of 2030 be unachievable. There is a high possibility of this and NGET did advise at the Copdock meeting that 2030 is a challenging target. However, they are committed to it and it is clear that that they will not consider – they are not allowed to consider – alternative solutions unless there is a change of policy and/or delivery date. This makes it even more important to focus on lobbying the current and future governments. The local MPs are crucial to this.

Sally Thurlow the Village Hall Management Representative gave her report – a copy is attached to the minutes. Sally Thurlow is happy to continue as VHMR until someone else who doesn't need to be a Councillor can take on this role. The Chairman thanked Sally for continuing in this role.



The National Grid Statutory consultation was discussed. Erik Ellis has done a lot of research into the project and has produced a leaflet with an overview, how this affects HSM and what can I do? (a copy is attached to the minutes). The more people that respond to the National Grid Statutory Consultation the greater chance that views will be listened to. The Chairman thanked Erik for all his research work and for putting the leaflet together. CR proposed that Councillors distribute the leaflets around the village and knock on people's doors whilst doing so to talk about the effects that this project will have on HSM and also encourage people to submit a response. The initial flyer has been amended prior to distribution to a large portion of the village. DJ and David will leaflet drop up to Rose Acre on the main road and Stubbins Lane, MH Rose Acre, MA Church Square up to Holton Hall, CR and MR past the burnt-out barn onwards and Bacons Green. PC will write a response to National Grid with key points of increased HGV movements, damage to roads caused by HGVs, danger to pedestrians due to increased traffic, older properties in the village do not have the benefit of foundations and HGV's passing could shake the buildings and propose that an alternative construction road should be built from the A12 to Notley Enterprise Park and that the construction compound should be placed on Notley Enterprise Park next to the construction materials lay down area.

07.05.24 Planning

To receive any planning updates on the Care and Rehabilitation Centre at Holton Hall Farm.

APPLICATION FOR PLANNING PERMISSION - DC/20/05590

Proposal: Planning Application. Erection of a 28no bedroom community care, rehabilitation and respite centre. **Location:** Holton Hall Farm, Hadleigh Road, Holton St Mary, Suffolk CO7 6NN

Reason(s) for re consultation: Additional information received

Comments to be made by 13.05.24 – extension from planning granted to the 20.05.24

New documents have been submitted – PC all in agreement to submit a letter of objection, the comments from the Babergh heritage officer have not been addressed, the original documents stated 22 full time staff and the new documents state 55 with no explanation for the change, concerns over increased traffic movements and sewage concerns. The Chairman will write a draft letter and circulate for approval. JW advised that a provisional date for a planning committee meeting has been set for the 12th of June for this planning application to be discussed. JW will receive 5 mins to speak and the Chairman will receive 3 mins to speak at this meeting.

The Chairman raised planning application DC/24/00781 which has been granted – change of use of existing building from agricultural to wine storage and processing with JW and asked why this planning application had not gone to the planning committee. JW advised that the winery will be fully internal and specific conditions have been applied on operating hours and noise levels and this application will not have any impact on the Care and Rehabilitation application. This application doesn't meet the threshold to go to a planning committee. JW will speak to the case officer who dealt with this and revert back to the PC.

08.05.24 National Grid – Norwich to Tilbury Statutory Consultation

See agenda item 06.05.24

09.05.24 Appointments

It was RESOLVED that the following appointments were made:

Footpath Warden - MH

Highway's representative - MA

Tree Warden – role is not required at the moment but remains open.

Emergency Officer - CR

Millennium Green representative – DJ

Village Hall Management Committee representative – Sally Thurlow to continue in this role until a replacement is found.

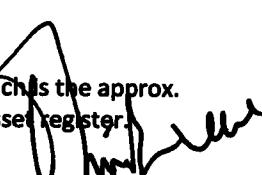
Safer Neighbourhood Panel representative - role is not required at the moment but remains open.

10.05.24 Annual Subscriptions

It was resolved that annual subscriptions are to be made to Community Action Suffolk (free) and SALC, unanimously agreed.

11.05.24 Asset register

OG proposed that the insurance value for the telephone box be increased to £2,500 which is the approx. current cost if it had to be replaced. It was unanimously agreed to receive the update asset register.



12.05.24 Risk Assessment

The Risk Assessment and Control Checks were reviewed and approved, proposed by MH, Chairman seconded, all in favour.

13.05.24 Standing Orders

The Standing Orders were reviewed, Chairman proposed, CR seconded, all in favour to adopt them as presented.

14.05.24 Financial Regulations

The Chairman proposed to increase expenditure to £1,000 without needing to go out to tender and obtain 3 quotes, MA seconded, all in favour subject to confirmation from the Clerk that this can be changed.

15.05.24 Data Protection and information Protection Policy

To review and adopt policy – deferred to Julys meeting.

16.05.24 Meeting dates

To receive dates for full Council meetings for the coming year: 10th of July, 11th of September, 13th of November, 8th of January 2025, 12th of March 2025, Annual Parish meeting 9th of April 2025 and AGM 14th of May 2025. All confirmed except the 10th of July which some of the Councillors cannot make so the Clerk is to check if the Village Hall is available for the 3rd of July for the meeting date to be changed.

17.05.24 Annual Return for year-end 31st March 2024

The Council considered the accounts, annual governance statement and annual return for the year ended 31st March 2024 as presented.

It was unanimously agreed and resolved: -

- a. To approve the Annual Governance Statement for the year ended 31st March 2024 and authorise the Chair to sign Section 1 of Annual Return on behalf of the Council
- b. To approve the Accounting Statements for the year ended 31st March 2024 and authorise the Chair to sign Section 2 of Annual Return and the Clerk to sign as Responsible Financial Officer.
- c. To authorise the Chair to sign the Certificate of Exemption on behalf of the Council.

18.05.24 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Payment of half the precept has been received from Babergh - £3,577

19.05.24 Finance

Financial Report:

Bank Balances as at 30.04.24	Current Account	£ 8,219.16
	Reserve Account	£12,362.88
Receipts since last meeting	Interest	£29.91
	Precept	£3,577
Payments since last meeting		£844.89

It was resolved that the following payments be received and approved

02.04.24	SO	Clerks Salary March	£325
30.04.24	SO	Clerks Salary April	£325
13.05.24	BACS	S W Stiff – Little Lending Library	£419.50
13.05.24	BACS	F Hall – printer ink	£20.11
13.05.24	BACS	SALC – membership	£159.51
13.05.24	BACS	Cox Landscapes Ltd	£856.06
13.05.24	BACS	Mail Boxes ETC	£65
13.05.24	BACS	Village Hall Hire	£22



Letter received from Dedham Vale & Stour Valley Partnership asking for a donation – DJ proposed a donation of £50, CR seconded, all in favour. Clerk to arrange.

20.05.24 Safeguarding Policy

To discuss and appoint a safeguarding lead – deferred to Julys meeting.

21.05.24 Plaque for the Kings Coronation tree

The Chairman proposed to purchase a plaque from The Sign Maker – total expenditure £49.40, CR seconded, all in favour.

22.05.24 Disabled Bay in Church Square

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

23.05.24 Church Square maintenance

Update on a replacement boarder between Church Square and the Churchyard – defer to Julys meeting.

24.05.24 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds:

- 1) Replacement of remaining Stiles in HSM with gates – to agree a revised expenditure of £1476.06 and agree to purchase the materials direct from Cox Landscapes Ltd. DJ proposed to accept revised expenditure, MR seconded, all in favour. Clerk to arrange purchase of materials direct from Cox Landscapes.
- 2) Having gated signs installed – MA has obtained a quote for approx. £2,000 to purchase and install 1 wooden gated sign. Most villages have 2 gated signs which have a better effect than just 1. PC all in agreement not to pursue this idea any further.
- 3) Proposal from the United Charities Trust to start a community garden project – consider a donation. Clerk to make contact with the Trust to see how the Parish Council can help.
- 4) Discuss any other CIL proposals – deferred to Julys meeting

Village Hall Management Committee representative – Update received under agenda item 06.05.24.

Millennium Green Representative – Any updates to be received – deferred to Julys meeting.

25.05.24 Highways - Speeding, Road Condition and other road Issues

- At the last meeting HSM PC agreed to support Raydon Parish PCs proposal for the speed limit on the B1070 to be changed to 40mph between Raydon and Holton St Mary and Raydon and Upper Layham. Raydon PC are now asking if any funding from HSM PC can be offered. County Cllr Hall has advised Raydon PC that the speed report would cost £750 plus the cost of speed surveys to obtain verified current data to support the factual report in both locations @ approx. £650. Discussed and agreed that HSM PC do not have the funds to contribute to the proposed speed survey. Clerk to revert back to Raydon PC.

Accidents on the 90-degree bend between Holton St Mary and Raydon on the B1070 – MA advised that he is still waiting for an update from County Councillor Georgia Hall on the proposal to Highways of getting a physical STOP sign due to the number of accidents.

Update on the possibility of Sandpits Lane and Raydon Road being considered to be 'Quiet Lanes'. MA advised that the Quiet Lane project has now closed and SCC are now focusing on potholes.

26.05.24 Community Self Help Scheme

The PC agreed in November's meeting to sign up to this scheme pending confirmation from the PCs insurance company with regards to our liability insurance. PC to discuss – deferred to Julys meeting.

27.05.24 PCC Meeting 1st November 2023

It was agreed in January's meeting to change the parking sign in Church Square to 'Private parking for permitted users only'. The Chairman proposed expenditure of £20.97 for the parking signs, all in favour.

28.05.24 Signpost on Bacons Green

At January's meeting it was agreed that the signpost needs some maintenance. Quotes are still in the process of being obtained. The sign is weak at the bottom so needs to be rebuilt as well as stripped and re-painted. Deferred to Julys meeting.

29.05.24 Approach to Millennium Green

Email from a Parishioner with regards to the approach to Millennium Green– (photo attached to email has



been circulated to the Councillors) asking the PC to consider making this approach more tasteful. Suggestions that this could be undertaken using the following – at least on the wall and first fence panel:
A mural – woodland in character and colour
Growing shade-loving plants up the wall/fence panel (e.g. honeysuckle)
A combination of both the above
Another option – which might include any of the above
The expense would be low and the Parishioner would be happy to design and paint the mural, at no cost. Dr Joe Adams should be asked if this was acceptable if this proposal was to go ahead.
Deferred to Julys meeting.

30.05.24 Communications

The Chairman would like to propose that email be used to communicate with residents for anything that is considered appropriate. All in agreement to progress with this – The Chairman will draw up a letter to go out to residents.

31.05.24 Grass cutting

PC reviewed the contract for grass cutting of Church Square, the Churchyard, the approach to the Millennium Green and the triangle outside Rose Acre and are happy to continue with the current contractor Brian at Kelvedon Lawn Mowing Services.

32.05.24 .gov.uk email addresses

Recommendation for Parish Councils to have .gov.uk email address domains – MA proposed for the PC to change and use our current web provider Suffolk One to do this, MH seconded, all in favour. Clerk to arrange changeover.

33.05.24 Matters to be brought to the attention of the Council

CR advised the Chairman that the PC had nominated him to attend the Buckingham Palace Garden party but unfortunately, the nomination was unsuccessful.

MH thanked The Chairman and CR for steering the PC through the last year.

MA raised that the tubs in Church Square have been replaced with plastic ones and not wooden ones as agreed by the PC – this is to be looked into.

MA raised that there has been removal of gravel in Church Square so the plastic mesh is fully exposed creating puddles when it rains.

Email from a Parishioner with regards to the Speed recognition visual sign at Raydon to be added to Julys agenda.

OG advised that options are still being looked into for the border between Church Square and the Churchyard.

34.05.24 Next meeting

Meeting date of the 3rd of July 2024 TBC



Meeting closed at 2216hrs