

**HOLTON ST MARY PARISH COUNCIL**  
**Meeting Held on Wednesday 11<sup>th</sup> September 2024**  
**2000hrs at Holton St Mary Village Hall**

## MINUTES

Present:

Parish Council: David Johnson – acting Chairman (DJ), Mark Rogers (MR), Mark Anderson (MA), Mike Hay (MH) and Faye Hall (FH) Clerk.  
District Councillor John Ward (JW)  
Members of the Public: 1

- 01.09.24 Chairman's welcome, accept councillor's apologies for absence.**  
Apologies received from the Chairman Oliver Greene, Claire Rowan and Georgia Hall.
- 02.09.24 To accept members declarations of interest in accordance with the Council's Code of Conduct.**  
None.
- 03.09.24 Minutes**  
The minutes of the meeting held on the 3<sup>rd</sup> of July 2024 were approved and signed as an accurate record by the acting Chairman.
- 04.09.24 Councillor Vacancy**  
No applications for the 1 remaining vacancy for Councillor have been received.
- 05.09.24 Public Forum**  
County Councillors and District Councillors reports are available online and on the noticeboards.  
JW highlighted that Baberghs holiday community fun days across the district had been a success again this year, JW handed out a flyer from the Suffolk Police and Crime Commissioner – a copy can be found attached to the Minutes and Babergh are making changes to how they collect waste which will include a separate collection for food waste and also include collection of glass and tetra packs for recycling. Additional bins / some form of container will be provided for this which will come in by March 2026. Babergh will have a big communications exercise with regards to this. The government are making changes to the national planning frame work policy which is currently going through consultation. Government target for new houses was 419 but not mandatory, the new target being set by the government is 763 houses to be built.  
MA thanked JW for the £500 locality grant towards the speed camera.
- 06.09.24 Planning**  
**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: Footpath and Bridleway Diversion Plan received 09.09.24  
Extension to comment agreed by planning to the 18.09.24

*D. J. Johnson*

19.11.24

JW advised that the applicant only wants to divert the bridleway and not the footpath and the application will be amended and the incorrect diagram of the footpath will be removed as it was uploaded in error. PC agreed no comment required.

JW advised that the Care and rehabilitation Centre application is still waiting to go to the planning Committee but he has no update on when this will be.

**07.09.24 National Grid – Norwich to Tilbury Statutory Consultation**

JW advised that all consultation submissions have gone in and are being reviewed. The development consent order won't be submitted until next summer which will be at least an 18 month process and won't get granted until the end of 2026 which is the planning process, so construction won't start until 2027 at the earliest.

**08.09.24 Financial Regulations**

To review and adopt NALCS new financial model regulations. Agreed at May's meeting to increase expenditure to £1,000 before needing to obtain 3 quotes. Agreed to defer until November's meeting.

**09.09.24 Correspondence and Clerk's Report**

To note correspondence received since last meeting:

£164.77 VAT return received. Noted

**10.09.24 Finance**

Financial Report (attached to minutes):

Accounts were reported and bank reconciliations made:

|                              |                 |            |
|------------------------------|-----------------|------------|
| Bank Balances as at 31.08.24 | Current Account | £ 3,751.14 |
|                              | Reserve Account | £12,422.91 |
| Receipts since last meeting  | Interest        | £30.02     |
| Payments since last meeting  |                 | £2,471.53  |

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

|          |                     |                                 |         |
|----------|---------------------|---------------------------------|---------|
| 18.07.24 | BACS pre-authorised | Kelvedon Lawn Mowing Services   | £125    |
| 18.07.24 | BACS pre-authorised | Kelvedon Lawn Mowing Services   | £175    |
| 18.07.24 | BACS pre authorised | The Well Piece Community Garden | £162    |
| 18.07.24 | BACS pre authorised | Core Companies Ltd              | £663    |
| 18.07.24 | BACS pre authorised | Bentley Ground Care             | £570    |
| 18.07.24 | BACS pre authorised | Suffolk Preservation Society    | £30     |
| 31.07.24 | SO                  | Clerks Salary July              | £325    |
| 30.08.24 | SO                  | Clerks Salary August            | £325    |
| 16.09.24 | BACS                | SALC                            | £212.40 |
| 16.09.24 | BACS                | Village Hall hire               | £22     |

Donation request received from HSM Social Club Committee asking for £500 towards the purchase of 2 laptops and Microsoft 365 – the PC discussed this and would like to know what the total cost of the purchase is and what percentage we are being asked to contribute towards this. Clerk

**11.09.24 Internal audit**

Internal audit was reviewed and noted.

**12.09.24 Standing orders**

As per the internal audit comment MR proposed to change the contract value limits from £25,000 to £30,000 for non-central government authorities, MH seconded, all in favour. Clerk

**13.09.24 Defibrillator**

A new defibrillator is required for outside the village hall, the PC have received a quote from Community Heartbeat of £1,296 which includes VAT and delivery. Community Heartbeat have advised that only a

D.J.J. 19.11.24

certain type of defibrillator will fit inside the cabinet. MA proposed to purchase urgently, MR seconded, all in favour. Clerk

#### **14.09.24 Disabled Bay in Church Square**

The PC discussed making the disabled bay more accessible but the car park and path to the church will still not be accessible. This would need to be a joint project with the church so ongoing.

All in agreement that Church Square needs more gravel laid as some of the plastic mesh is showing and puddles are being created when it rains. 2 quotes have been obtained for this – RMK Chisnall £650 plus VAT and Bland Landscape £510 plus VAT. DJ proposed to accept the quote of £510 plus VAT, MR seconded, all in favour. Clerk

#### **15.09.24 Church Square maintenance**

Update on a replacement boarder between Church Square and the Churchyard. A quote of £468 including VAT has been received from Bland Landscape for the removal of the previously cut down hedge and stumps. MA proposed to accept this quote, MH seconded, all in favour. The PC will arrange the removal once the Church have decided what they would like planted. PC would like to ask OG to liaise with the Church. OG/Clerk

#### **16.09.24 Village Infrastructure including CIL (Community Infrastructure Levy)**

CIL – update on proposals for use of funds: No proposals received.

**Village Hall Management Committee representative** – No update received. The Clerk is to message Sally Thurlow to ask her if she would still like to continue in this role. Clerk

**Millennium Green Representative** – DJ advised that there are no updates, he is due to attend the MG meeting on the 23.09.24

#### **17.09.24 Highways - Speeding, Road Condition and other road issues**

Accidents on the 90-degree bend between Holton St Mary and Raydon on the B1070 – MA advised that a Proposal has been sent to Highways for getting a physical STOP sign due to the number of accidents. No update on this.

HSM PC have wrote to Highways in support B1070 for seeking a 40mph limit between HSM and Raydon and Raydon to Layham on the B1070. Highways have looked into this but have advised that the recommendation is that the 40mph limit is not required. A traffic survey was done and the average speed of vehicles was found to be currently less than 40mph.

A Parishioner has emailed with regards to a solar powered speed recognition visual display sign that is in Raydon and has asked if the PC would consider this for HSM. Ma has looked into this – at the moment we have the support of the police safety camera, police spot checks and the ANPR camera. A rough cost for a solar panel speed recognition sign would be around £2,500-£3,000, there would also be a installation cost for one the poles as 3 are needed and we have 2 already of £570 plus a street licence cost of £130 so the total estimated cost would be £4,000. There would also be ongoing maintenance and the PC would need volunteers to move the device between poles. JW has agreed a £500 locality grant towards this but the PC would have to fund the rest. The PC do not have a great amount of CIL money left so all in agreement that the cost is too high to agree purchasing the speed recognition sign.

**Footpaths and pavements** – a Parishioner has emailed with regards to FP27 which is not a HSM footpath but is one that joins our footpath. The footpath is not accessible due to being ploughed 2 years ago and a fallen tree that has not been cleared. This is Wenham Parish Councils area but the Parishioner has advised that this PC has wound up so is asking for our help. The issue has been reported to SCC who have advised that the footpath is low priority. The Councillors discussed but don't know who the land owner is. As Wenham PC are no longer Babergh would have taken control back so proposal for Clerk to write to JW to see if he is able to help. Clerk

#### **18.09.24 Community Self Help Scheme**

The PC agreed in November 2023 meeting to sign up to this scheme pending confirmation from the PCs

D.J.J. 19.11.24

insurance company with regards to our liability insurance. Update to be received from the Chairman on the clauses of indemnity from the insurance company. Agreed to defer to November's meeting.

**19.09.24 Signpost on Bacons Green**

Agreed at July's meeting to have the post replaced, sign painted and lettering re-done. Hereford Signs have been instructed to go ahead with this work and we are waiting for confirmation of a start date.

**20.09.24 Communications**

Proposal at Mays meeting that email be used to communicate with residents for anything that is considered appropriate. The Chairman has circulated a draft copy of a letter for permission to communicate to Cllrs. MR proposed that the PC should email households rather than individuals so we should ask people for their addresses and email addresses and check annually to make sure that they are happy to remain on the PCs communication list. All in agreement to add this to the letter and also make it as simple as possible. Clerk to ask the local Quartet delivery person if this could be delivered with October's Quartet.  
**OG/Clerk**

**21.09.24 First aid course**

The East Bergholt Community First Responders can give a first aid course focusing on using a defibrillator for free. The Clerk put a notice on Facebook and in the Quartet and has 9 Parishioners interested at the moment which is enough for a course to be run. Agreed to defer to November's meeting to agree a date.

**22.09.24 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. Agreed to defer to November's meeting.

**23.09.24 Clerks computer**

The storage space on Dropbox on the Clerks PC is full, Clerk proposed moving to Microsoft 365 Business Standard £10.30 per month, DJ proposed the change, MR seconded, all in favour.  
The Clerk proposed updating the PC laptop which is 3 years old and runs really slow. PC in agreement for Clerk to get quotes for a new laptop and revert at the next meeting. Changing to Microsoft 365 to be put on hold as a new laptop may come with this. **Clerk**

**24.09.24 Remembrance Crosses**

PC agreed maximum expenditure for the purchase of a poppy wreath and 5 crosses of £40, MA proposed, MR seconded, all in favour. PC would like to ask the Chairman Oliver Greene to lay the wreath and MA to lay a cross. Frances Torrington from the Church will invite 4 Parishioners to lay the other 4 crosses.

**25.09.24 Insurance policy**

The Clerk has received the following quotes for insurance:

|                |  |
|----------------|--|
| Clear Councils | - £503.82 1 year term                  |
|                | £489.85 3 year long term undertaking   |
| Ansvar         | - £412.24 1 year term                  |
| Zurich         | - £434.46 1 year term                  |
|                | - £419.85 3 year long term undertaking |

PC discussed the above quotes and MH proposed to accept the quote from Zurich, MA seconded, all in favour. **Clerk**

**26.09.24 Bus strategy**

PC discussed the SCC bus strategy and agreed they have nothing to add.

**27.09.24 Matters to be brought to the attention of the Council**

Communications to be put on the agenda for an update  
Under the heading of Church Square – updates on gravel and boarder.

*A. J.*  
*19.11.24*

Discuss and review permitted parking signage – further action needed, another sign to advise who is permitted to park there.

**28.09.24 Next meeting**

The 13<sup>th</sup> November 2024 was confirmed as the next meeting date.

Meeting closed at 2144hrs

D.J. 19.11.24

# FINANCIAL REPORT

to 31.08.2024

|                             |            |
|-----------------------------|------------|
| Balance at bank Current Acc | £3,751.14  |
| Balance in Reserve          | £12,422.91 |
| Interest Earnt Reserve Acc  | £30.02     |
| Receipts since last meeting | £164.77    |
| Payments since last meeting | £2,471.53  |

|                | Budget Expenditure 24-25 | Remaining budget 24-25 | Earmarked reserves |
|----------------|--------------------------|------------------------|--------------------|
| Salary         | -£1,625.00               | £2,275.00              |                    |
| Admin          | -£107.84                 | £242.16                |                    |
| Hall Hire/zoom | -£110.00                 | £90.00                 |                    |
| Grass cutting  | -£300.00                 | £380.00                |                    |
| CPAD           | £0.00                    | £75.00                 | £75.00             |
| Dog Bin        | -£82.80                  | -£26.80                |                    |
| Elections      | £0.00                    | £100.00                | £423.50            |
| Flowers        | £0.00                    | £60.00                 |                    |
| Training       | -£42.00                  | £358.00                | £797.20            |
| Insurance      | £0.00                    | £456.00                |                    |
| Audit          | £0.00                    | £215.00                |                    |
| Phone Box      | £0.00                    | £50.00                 | £100.00            |
| Subscriptions  | -£239.51                 | -£13.51                |                    |
| Website        | -£186.00                 | -£120.00               |                    |
| Infrastructure | -£2,805.66               | -£2,555.66             | £750.00            |
| Wreath         | £0.00                    | £30.00                 |                    |
| ICO Fee        | -£35.00                  | £5.00                  |                    |
| Total          | -£5,533.81               | £1,620.19              | £2,145.70          |

Payments for Authorisation 11th September 2024

Power

|      |                                |         |      |
|------|--------------------------------|---------|------|
| SO   | Clerks Salary July             | £325.00 | S111 |
| SO   | Clerks Salary August           | £325.00 | S111 |
| BACS | SALC - Audit charge            | £212.40 | S111 |
| BACS | Village hall hire for 11.09.24 | £22.00  | S111 |

*D. J. Johnson.*

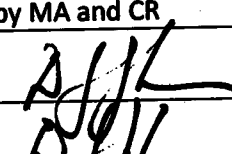
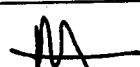
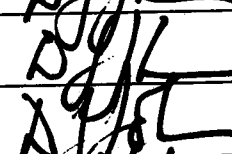
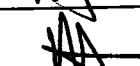
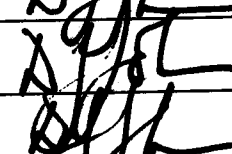

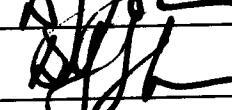

## Online Payments Authorisation Form

**For authorisation at the meeting dated 11<sup>th</sup> of September 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   |
|--|---------|----------------|--------------|---|---|
| Kelvedon Lawn Mowing – April/May cut                                 | £125    | BACS           | 18.07.24     | Authorised via email by MA and CR   |   |
| Kelvedon Lawn Mowing – June/July cut                                 | £175    | BACS           | 18.07.24     | Authorised via email by MA and CR   |   |
| The Well Piece Garden – sand and pea shingle                         | £162    | BACS           | 18.07.24     | Authorised via email by MA and CR   |   |
| Core Companies – materials for Well Piece Garden                     | £663    | BACS           | 18.07.24     | Authorised via email by OG and CR   |   |
| Bentley Ground Care – Removal of old stiles and replacing with gates | £570    | BACS           | 18.07.24     | Authorised via email by MA and CR   |   |
| Suffolk Preservation Society – membership                            | £30     | BACS           | 18.07.24     | Authorised via email by MA and CR   |   |
| Clerk Salary – July  | £325    | SO             | 31.07.24     |  |  |
| Clerk Salary – August  | £325    | SO             | 30.08.24     |  |  |
| SALC – Charge for Audit  | £212.40 | BACS           | 16.09.24     |  |  |
| Village hall hire for 11.09.24                                       | £22     | BACS           | 16.09.24     |  |  |



Account Name  
HOLTON ST MARY PARISH COUNCIL  
BUSINESS CURRENT

Account No 23568534 Sort Code 60-05-33 Page No 1 of 2



00029912/00056106/357

0050698-0001-0

FAYE HALL  
HOLTON ST MARY PARISH COUNCIL  
6 HOMEFIELD  
CAPEL ST. MARY  
IPSWICH  
IP9 2XE



### Current Account

| Summary          |                            |
|------------------|----------------------------|
| Statement Date   | 30 AUG 2024                |
| Period Covered   | 02 AUG 2024 to 30 AUG 2024 |
| Previous Balance | £4,076.14                  |
| Paid In          | £0.00                      |
| Withdrawn        | £325.00                    |
| New Balance      | £3,751.14                  |
| BIC              | NWBKGB2L                   |
| IBAN             | GB33NWBK60053323568534     |

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| Date        | Description  | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|--|------------|--------------|------------|
| 02 AUG 2024 | BROUGHT FORWARD  |            |              | 4,076.14   |
| 30 AUG      | Standing Order FAYE HALL HSM PC FP 30/08/24 30<br>30023726795391000N |            | 325.00       | 3,751.14   |



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Account Name  
HOLTON ST MARY PARISH COUNCIL  
BUSINESS RESERVE ACCOUNT

Account No 23577371    Sort Code 60-05-33    Page No 1 of 2



00030993/00058484/357    0050698-0001-0  
FAYE HALL  
HOLTON ST MARY PARISH COUNCIL  
6 HOMEFIELD  
CAPEL ST. MARY  
IPSWICH  
IP9 2XE



Business Reserve Account

| Summary          |                            |
|------------------|----------------------------|
| Statement Date   | 30 AUG 2024                |
| Period Covered   | 16 AUG 2024 to 30 AUG 2024 |
| Previous Balance | £12,408.12                 |
| Paid In          | £14.79                     |
| Withdrawn        | £0.00                      |
| New Balance      | £12,422.91                 |
| BIC              | NWBKGB2L                   |
| IBAN             | GB54NWBK60053323577371     |

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| Date        | Description                 | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|-----------------------------|------------|--------------|------------|
| 16 AUG 2024 | BROUGHT FORWARD             |            |              | 12,408.12  |
| 30 AUG      | Interest 30AUG GRS 23577371 | 14.79      |              | 12,422.91  |



2/11