

HOLTON ST MARY PARISH COUNCIL
Meeting Held on Wednesday 12th March 2025
2000hrs at Holton St Mary Village Hall

MINUTES

Present:

Parish Council: Claire Rowan Acting Chair (CR), David Johnson (DJ), Mark Rogers (MR), Mark Anderson (MA), Mike Hay (MH) and Faye Hall (FH) Clerk.
County Councillor Georgia Hall (GH)
Members of the Public: 0

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

Apologies received from the Chairman Oliver Greene and District Councillor John Ward.

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

MA – Church Square and CR and MR – Bacons Green.

03.03.25 Minutes

The minutes of the meeting held on the 8th of January 2025 and the minutes of the extraordinary meeting held on the 19th of February 2025 were approved and signed as an accurate record by the Chair, proposed by MH, CR seconded, all in favour.

04.03.25 Councillor Vacancy

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

05.03.25 Public Forum

County Councillors and District Councillors reports are available online and on the noticeboards. County Cllr Hall highlighted budgets, SCC have set their budget for 2025/2026, and this will mean an increase of 4.99% in council tax. Devolution deal – SCC supports the government's proposal to replace the current two-tier council structure with a single unitary authority.

Four Sisters stop sign – GH advised that she is still chasing for an update on this.

CR raised libraries being taken back by SCC – GH advised that SCC have had to take the management of libraries back in house as the charity didn't meet the criteria for funding etc anymore. SCC are not looking to close any libraries.

06.03.25 Damage to footpath on Hadleigh Road, Holton St Mary

The pavement is damaged, broken up and grass needs reseeding – MA advised that this needs to be repaired urgently. GH will follow this up for repair and look into who is responsible.

07.03.25 Planning

Any planning applications to be discussed.

APPLICATION FOR PLANNING PERMISSION - DC/24/05348

Proposal: Householder application - Conversion and ground floor extension of garage to create Annexe Living Space. Including the Installation of New Windows and Doors. Including New Dormer to Bedroom at First Floor Level.

Location: The Barns, Hadleigh Road, Holton St Mary, Colchester Suffolk CO7 6NW
To note that the PC has no comment

Planning application DC/20/05590 Care and rehabilitation centre at Holton Hall Farm – Noise and transport assessment being done by the PC. The Chairman Oliver Greene emailed the following update to the PC:

1. The Council has agreed to defer issuing a decision notice until the travel and noise reports that we have commissioned have been completed and submitted.
 2. The travel report has been completed and is being sent to the Council with commentary by the lawyers to the effect that the Council was not properly informed about the sustainable travel situation, the site being unsustainable in this case. The travel consultant will be revising his report because the latest info is that up to 80 people will be employed there-not in the original travel assessment.
 3. We are awaiting the noise report. but it should be received soon.
- Councillors have asked that copies of the reports once received be circulated.
A Crowd funding page to help cover the costs incurred for the assessments and solicitor fees is in the process of being created.

08.03.25 National Grid – Norwich to Tilbury pylon project

PC have submitted their response to the targeted consultation.

09.03.25 Correspondence and Clerk's Report

Email received with regards to the damaged footpath mentioned in agenda item 06.03.25

The Village Hall Committee raised a question with regards to the maintenance of the defibrillator at the Village Hall. Community Heartbeat have advised that East Bergholt Heart Watch check the defib once a month and they inform Community Heartbeat via the Webnos system. They check that the defib is working and keep notes on it as to what the pad and battery expiry dates are. Webnos is the system that the emergency services use and the defib has also been registered on the defib finder website the system. Noted.

Donation request received from the Quartet – MA proposed a £100 donation, CR seconded, all in favour.
Clerk to arrange payment. Clerk

10.03.25 Finance

Financial Report (attached to minutes):

Accounts were reported and bank reconciliations made:

Bank Balances as at 28.02.25	Current Account	£ 4,339.33
	Reserve Account	£10,502.10 (£4,216.59 CIL & £1,635.70 earmarked reserves)
Receipts since last meeting	Interest	£21.88
Payments since last meeting		£723.50

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

31.01.25	SO	Clerks salary for January	£325
26.02.25	BACS Pre-authorised	Councillor expenses	£51.50
28.02.25	SO	Clerks salary for February	£325
03.03.25	BACS Pre-authorised	Richard Buxton Solicitors	£3,540
17.03.25	BACS	Village Hall Hire for 19.02.25	£22
17.03.25	BACS	Village Hall Hire for 12.03.25	£22
31.03.25	BACS	Clerks backdated pay (Dec to Feb)	£64.98

Clerks pay increase agreed and pay to be backdated to the 01.12.24 as there was a delay with the Clerks appraisal. Standing order for the Clerks salary to be amended to £346.66 per month – DJ proposed to accept, CR seconded, all in favour. Clerk

11.03.25 Church Square maintenance

Proposed railings for the border between the Church and Church Square – approval for expenditure to remove the hedge of £390 plus VAT has already been approved. Two quotes for railings have been received:

Armour Engineering - £1325.00 plus VAT for 5 bar fencing

Suffolk Iron works - £2,630 plus VAT for 5 bar fencing

Cllrs discussed the quotes and would like clarity on sharing the expenditure with the PCC as this is a shared border and to use CIL to cover the PCs expenditure. Defer to Mays meeting to discuss further.

12.03.25 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds:

- 1) CIL proposals – see agenda item 11.03.25
- 2) CR proposed to accept and sign the 2024/2025 CIL report, MH seconded, all in favour.

Village Hall Management Committee representative – No updates.

Millennium Green Representative – DJ advised that the Kings coronation tree is growing well and the plaque for the tree will be planted at the May celebrations. The Millennium Green Committee have donated £500 towards the composting toilet.

13.03.25 Highways - Speeding, Road Condition and other road Issues

Four Sisters T Junction – update to be received on proposal of a physical stop sign and advice on how this junction can be made safer, update received under agenda item 05.03.25

MA raised the issue of loose manhole covers along Hadleigh Road, the road is not suitable for HGVS and volume of traffic coming through and wear and tear is causing a manhole cover issue – individuals need to report this.

Footpaths and pavements – Please see agenda item 06.03.25

14.03.25 Internal control statement

CR proposed to accept the amendment under payments for online banking, DJ seconded, all in favour. **Clerk**

15.03.25 Financial Regs

Defer to Mays meeting – Clerk to talk to Natwest and SALC. **Clerk**

16.03.25 Signpost on Bacons Green

Agreed at July's meeting to have the post replaced, sign painted and lettering re-done – Hertford Signs have confirmed that the sign will be collected in the next 2 weeks and taken back to their workshop in Hethersett for refurbishment.

17.03.25 Norfolk and Suffolk Devolution Consultation

GH talked about this under agenda item 05.03.25.

18.03.25 Audit 2024-2025

Already agreed for SALC to undertake the PCs internal audit, CR proposed to accept SALCs letter of engagement, DJ seconded, all in favour.

19.03.25 Annual Parish Meeting – 9th April 2025

CR proposed to ask The Well Piece Garden if they would like to attend the APM. Due to cost and environmental reasons it was proposed not to print the APM booklet but to publish this on the PC website, noticeboards and emailed out to any parishioners on the communications list. If anyone would like a printed copy then contact the Clerk who will arrange to send a copy out. A notice advising of this is also to be placed in the Quartet. MH proposed to accept the above, DJ seconded, all in favour.


20.03.25 Parish Councils new Gov.uk emails

MH has a problem accessing emails so the Clerk will assist with this, and all other Councillors confirmed that they can access the new email account. **Clerk**

21.03.25 Matters to be brought to the attention of the Council
None

22.03.25 Next meeting
The 14th May 2025 was confirmed as the next meeting date.

Meeting closed at 2138hrs



14/5/25