

HOLTON ST MARY PARISH COUNCIL
Meeting held on Wednesday 13th November 2024
2000hrs at Holton St Mary Village Hall

MINUTES

Present:

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

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

Apologies received from County Councillor Georgia Hall.

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

MA – Church Square and CR - Bacons Green signpost.

03.11.24 Minutes

The minutes of the meeting held on the 11th of September 2024 were approved and signed as an accurate record by DJ who was acting Chairman at this meeting. The minutes of the extraordinary meeting held on the 9th of October 2024 were approved and signed as an accurate record by the Chairman.

04.11.24 Councillor Vacancy

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

05.11.24 Public Forum

County Councillors and District Councillors reports are available online and on the noticeboards. JW highlighted from his report the redevelopment of the former council offices in Hadleigh, the first homes are now up for sale. Council house funding crisis – Babergh are calling for the government to help with more funding. Devolution - the upcoming English Devolution White Paper will set out more detail on the government's devolution plans, including on working with councils to move to simpler structures that make sense for their local areas, with efficiency savings from council reorganisation helping to meet the needs of local people.

06.11.24 Planning

No planning applications received.

JW confirmed that the Care and Rehabilitation Centre at Holton Hall Farm is scheduled to go to the planning committee on the 11th of December 2024. JW will receive 5 mins to speak and the OG will receive 3 mins to speak.

07.11.24 National Grid – Norwich to Tilbury Statutory Consultation

The Essex Suffolk Norfolk Pylon Action Group have recommended sending an email to the secretary of state. CR to draft an email for Clerk to send. CR



- Noted that SALC have sent an email on NSIPS giving advice and support to Parish Councils.

08.11.24 Financial Regulations

The Clerk and the Chairman have reviewed NALCS new financial model regulations and a copy was circulated to the Councillors before the meeting. The Chairman raised section 2.6 of the new financial model regs and proposed changing this to every 6 months for a member other than the Chairman shall be appointed to verify bank reconciliations for all accounts. MR confirmed that he would be happy to undertake the role of verifying the accounts. CR proposed to accept the change of wording and appoint MR to verify bank reconciliations, MH seconded, all in favour. Clerk
 Section 4.2 of the new financial regs – budget for salaries should be reviewed annually. The Chairman noted that the Clerks appraisal is raised under agenda item 24.11.24 and asked Cllrs and the Clerk to complete the appraisal form that has been sent to them then these will be amalgamated and discussed with the Clerk. Cllrs / Clerk

09.11.24 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Precept of £3,577 received on 16.09.24.

District Councillor John Ward has given a locality grant of £500 towards the purchase of the new Defibrillator – this was received on the 14.10.24.

Thanks given to Dave Leach for assisting with the distribution of the communication leaflets for the PC.

10.11.24 Finance

Financial Report (attached to minutes):

Accounts were reported and bank reconciliations made:

Bank Balances as at 31.10.24	Current Account	£ 4,460.42
	Reserve Account	£12,453.02
Receipts since last meeting	Interest	£30.11
	Precept	£3,577
	Locality grant	£500
Payments since last meeting		£3,367.72

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

25.09.24	BACS pre-authorised	Community Heartbeat	£1296
25.09.24	BACS pre-authorised	Zurich Insurance	£419.85
30.09.24	SO	Clerks salary for September	£325
04.10.24	BACS pre-authorised	Kelvedon Lawn Mowing Services	£125
16.10.24	BACS pre-authorised	Bland Landscapes	£612
25.10.24	BACS pre-authorised	Clerk expenses – Poppy wreath	£30.47
30.10.24	SO	Clerks salary for October	£325
18.11.24	BACS	Village Hall hire for 09.10.24	£22
18.11.24	BACS	Village Hall hire for 13.11.24	£22
18.11.24	BACS	Clerks expenses	£24.97
18.11.24	BACS	CAS – website hosting	£60

CR proposed to approve over spends on budget headers and for infrastructure where £1,997.88 expenditure of CIL was agreed to be used to transfer this amount from the PCs reserve account into the current account, MH seconded, all in favour. Clerk

Precept for 2025/2026 – a draft copy of the budget was circulated to Cllrs before the meeting. A 10% general increase has been added to services in the budget. Clerks salary to be reviewed prior to the budget being signed off. Precept needs to be increased – final review to be made at Januarys



meeting.

Donation request received from HSM Social Club Committee asking for £500 towards the purchase of 2 laptops and Microsoft 365 – this request has now been withdrawn.

11.11.24 Signs and Disabled Bay in Church Square

Private parking permitted users only signs – discuss putting another sign up to clarify who permitted users are. MA gave the PC feedback on the signs, some people are still ignoring the signs whereas others are unsure if they are a permitted user or not. MA proposed to make a notice clarifying who permitted users are and placing it in the telephone box. MA

Making the disabled parking bay more accessible – The PC have received 2 quotes to get plastic mesh to cover the disabled bay in Church Square, Bland Landscape have quoted £2,131.85 plus VAT and RMK Chisnall have quoted £876 plus VAT. The PC have considered this expenditure but Cllrs are all in agreement that unfortunately the PC has competing demands on its funds and demands of residents means we have to spend it elsewhere. Clerk

12.11.24 Church Square maintenance

Replacement border between Church Square and the Churchyard – Expenditure of £468 has already been approved at September's meeting for the removal of the hedge once a replacement border has been decided on. Proposal from the PCC for railings to replace the hedge – Armour Engineering in East Bergholt are scheduled to come out next week to quote for this work. Clerk

13.11.24 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – No requests for CIL funding have been received.

Village Hall Management Committee representative – MR has volunteered for this role but has been advised that in order to become a representative he has to become a trustee on the Village Hall Management Committee, Clerk to clarify with SALC if this is correct. MA will attend the committees next meeting and revert back to the PC at January's meeting to advise if he will take on the representative role.

Millennium Green Representative – Proposal has been received from the Millennium Green Committee for the PC to fund a VE Light that would 'replace' lighting of the beacon, next May 2025 – cost would be £55 including VAT and P&P. The Chairman proposed to accept this expenditure, MA seconded, all in favour. This is to be added to the PC assets register. Clerk

14.11.24 Highways - Speeding, Road Condition and other road issues

Four Sisters T junction – no update from Highways on a physical stop sign. Since the request there has been a multi vehicle accident where 2 people were taken to hospital. MA to reach out to County Cllr Georgia Hall for more information on the accident, push for a physical stop sign and ask Highways for advice on how this junction can be made safer.

Bus shelter A12, Ipswich Road, B1070, Holton St Mary - Mott MacDonald is considering preliminary design for a highway improvement project, to improve the merge taper from the B1070 road onto the A12 (junction 31) Ipswich Road, with the taper lane being widened and lengthened to improve vehicle entry onto the A12 trunk road. The Bus shelter is showing as being HSM PC owned and the Passenger Transport Team at Suffolk County Council have confirmed that the stop is no longer in use. This shelter would require demolition to enable the road taper and footway widening construction works required for the highway improvement. PC discussed and do not have any objections are not aware that this bus shelter is used but before reverting back Clerk to double check that no buses stop at this shelter. Clerk

Footpaths and pavements – MH confirmed that FP16 has now been put back.

15.11.24 Community Self Help Scheme

All in agreement that the PC no longer wish to sign up and participate in this scheme. Clerk

16.11.24 Community energy project

PC in agreement to wait and see if any local communities take part in this.



17.11.24 Policies

Discuss adopting the following policies:

Internal Control statement

Data asset register

General Privacy notice

Privacy notice staff/Councillors

Security breach procedure

Subject Access Policy (SAR)

PC agreed to defer all of the above to January's meeting.

18.11.24 Signpost on Bacons Green

Agreed at July's meeting to have the post replaced, sign painted and lettering re-done – Clerk to Chase Hertford Signs for an update on a start date for this work.

19.11.24 Communications

A letter for permission to communicate was distributed with the October Quartet – Clerk reported that 21 villagers have responded. Email consent will need to be renewed every year. The Chairman proposed raising permission to communicate again at the APM and to encourage more people to sign up.

20.11.24 First aid course

Clerk to arrange for East Bergholt Community First Responders to give a first aid course which focuses on using a defibrillator in February. Clerk

21.11.24 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. The Chairman proposed to write to James Cartlidge to advise that the PC are looking to revive the old Neighbourhood plan which we believe has not changed, but haven't done a new one due to funding constraints. Clerk

22.11.24 Clerks computer

A new laptop for the Clerk was agreed at September's meeting. The Clerk presented 3 quotes all for £499, OG proposed expenditure of £500 for a new laptop, MA seconded, all in favour. At September's meeting Microsoft 365 Business Standard for £10.30 per month was approved for when the new laptop has been purchased. Clerk

23.11.24 Parish Council Website

All in agreement to allow pages to be added to the PC website for different organisations within the village – The Well Piece Garden, Village Hall, Church and Millennium Green. MR has spoken to the PCs internet provider One Suffolk and they can add these pages for approx. £100 and also offer training which would be for 3 people at a cost of £180. DJ proposed to accept this expenditure, CR seconded, all in favour. MR will monitor the external organisations pages and can remove anything that is not acceptable. All external organisations will have log ins but will only have access to their own pages. All in agreement not to allow any payment interfaces on the website. MR

24.11.24 Clerks appraisal

This item was covered in agenda item 08.11.24

25.11.24 Matters to be brought to the attention of the Council

None

26.11.24 Next meeting

The 8th of January 2025 was confirmed as the next meeting date.



Meeting closed at 2200hrs

Blair

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Online Payments Authorisation Form

For authorisation at the meeting dated 13th of November 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
Community Heartbeat	£1,296	BACS	25.09.24	Pre-authorised email MH	Pre-authorised email CR
Zurich Insurance	£419.85	BACS	25.09.24	Pre-authorised email CR	Pre-authorised email OG
Clerk Salary for September	£325	SO	30.09.24	<i>Oliver</i>	<i>CR</i>
Kelvedon Lawn Mowing Svcs	£125	BACS	04.10.24	Pre-authorised email CR	Pre-authorised email OG
Bland Landscapes	£612	BACS	16.10.24	Pre-authorised email MR	Pre-authorised email DJ
Clerk Expenses – Poppy wreath	£30.47	BACS	30.10.24	Pre-authorised email OG	Pre-authorised email CR
Clerk Salary for October	£325	SO	30.10.24	<i>Oliver</i>	<i>CR</i>
Village Hall hire for 09.10.24	£22	BACS	18.11.24	<i>Oliver</i>	<i>CR</i>
Village Hall hire for 13.11.24	£22	BACS	18.11.24	<i>Oliver</i>	<i>CR</i>
Clerks Expenses – paper	£24.97	BACS	18.11.24	<i>Oliver</i>	<i>CR</i>
CAS – One Suffolk website hosting	£60	BACS	18.11.24	<i>Oliver</i>	<i>CR</i>

FINANCIAL REPORT

to 31.10.2024

Balance at bank Current Acc	£4,460.42	
Balance in Reserve	£12,453.02	
Interest Earnt Reserve Acc	£30.11	
Receipts since last meeting	£4,077.00	Precept £3,577 and £500 locality grant
Payments since last meeting	£3,367.72	

	Budget 24-25	Budget Expenditure 24-25	Remaining budget 24-25	Earmarked reserves
Salary	£3,900	-£2,600.00	£1,300.00	
Admin	£350	-£107.84	£242.16	
Hall Hire/zoom	£200	-£132.00	£68.00	
Grass cutting	£680	-£1,037.00	-£357.00	
CPAD	£75	-£1,296.00	-£1,221.00	£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	-£186.00	-£120.00	
Infrastructure	£250	-£2,805.66	-£2,555.66	£240.00
Wreath	£30	-£30.47	-£0.47	
ICO Fee	£40	-£35.00	£5.00	
	Total £7,154	-£9,226.53	-£2,072.53	

Payments for Authorisation 13th November 2024

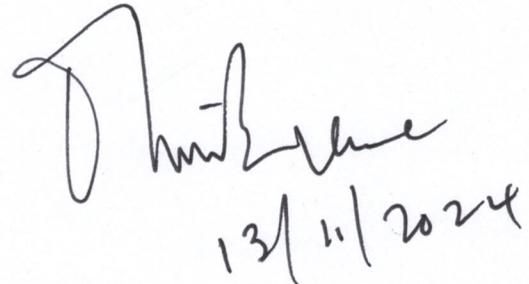
Power

BACS	Community Heartbeat	£1,296.00	S111
BACS	Zurich Insurance	£419.85	S111
SO	Clerks salary	£325.00	S111
BACS	Kelvedon Lawn Mowing Svcs	£125.00	S111
BACS	Bland Landscapes	£612.00	S111
BACS	Clerk expenses	£30.47	S111
SO	Clerks salary	£325.00	S111
BACS	Village hall hire 09.10.24	£22.00	S111
BACS	Village hall hire 13.11.24	£22.00	S111
BACS	Clerks expenses	£24.97	S111
BACS	CAS - website hosting	£60.00	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 at 1972 S214
S142	Local Government Act 1972 S 142
S164	Public Health Act 1875 s164


13/11/2024