

HOLTON ST MARY PARISH COUNCIL  
Annual General Meeting to be held on Wednesday 6<sup>th</sup> May 2026  
2000hrs at Holton St Mary Village Hall

## AGENDA

**01.05.25 Elections**

- a. To elect Chairman and sign Declaration of Acceptance
- b. To elect Vice-Chairman
- c. To elect Planning Committee
- d. To elect Finance Committee

**02.05.26 Chairman's welcome, accept councillor's apologies for absence.**

Cllr Mark Rogers has been granted 6 months leave of absence by the Chairman due to personal reasons and the agreed return date is the 01.11.26 otherwise there is a risk of disqualification under the PCs regs.

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

**04.05.26 Minutes**

To sign as a correct record the minutes of the Parish Council meeting held on the 11th of March 2026.

**05.05.26 Councillor Vacancy**

To discuss if the PC has received any applications for the 1 remaining vacancy for Councillor.

**06.05.26 Public Forum**

To receive reports from and ask questions to County Councillor and District Councillor.  
To permit public participation to make statements or ask questions.

**07.05.26 Appointments**

To make the following appointments for the year:  
Footpath Warden  
Highway's representative  
Tree warden  
Emergency officer  
Millennium Green representative  
Village Hall Management Committee representative

**08.05.26 Planning**

Discuss any planning applications:

**APPLICATION FOR PLANNING PERMISSION - DC/26/01259**

**Proposal:** Full Planning Application - Erection of agricultural lean-to building for use as farm workshop and agricultural store

**Location:** Holton Hall Farm, Hadleigh Road, Holton St Mary, Colchester Suffolk CO7 6NN  
Comments by 11.05.26

**09.05.26 Correspondence and Clerk's Report**

A resident has reported the drainage issue down Sandpits Lane and has received the following response from Highways: Thank you for letting us know about the drainage issue. We've visited the site and assessed the problem. Unfortunately, routine maintenance won't fix it, so we've passed the issue to our specialist drainage team. Our specialist drainage team will assess it further and decide if it can be included in our future works programme.

**10.05.26 Annual Subscriptions**

To confirm subscription to be made to SALC - £163.25.

**11.05.26 Finance**

To receive a financial report from the RFO including balances at bank. To sign report to certify as correct.

To authorise payments:

16.03.26	BACS	Donation to Essex Suffolk Norfolk Pylon Group	£100
30.03.26	SO	Staff salary for March	£363.12
17.04.26	BACS	P Legg – Village sign refurb	£389.93
21.04.26	SO	ICO fee	£47.00
30.04.26	SO	Staff salary for April	£363.12
11.05.26	BACS	Village Hall hire for 08.04.26	£25.00
11.05.26	BACS	Village Hall hire for 06.05.26	£25.00
11.05.26	BACS	SALC membership	£163.25
11.05.26	BACS	SALC – Internal audit	£226.80

To look at remaining budget and vire and earmark reserves.

**Annual Return for year-end 31st March 2026**

- To approve the Annual Governance Statement for the year end 31st March 2026 and sign.
- To approve the Accounting Statements for year-end 31st March 2026 and sign.
- To sign the Certificate of Exemption

Neighbourhood CIL report – review and sign

Review the budget for flowers for Church Square

**12.05.26 Asset register**

Review and agree

**13.05.26 Risk Assessment**

To approve Risk Assessment document for 2026.

**14.05.26 Standing Orders**

To review and make changes to Standing Orders.

**15.05.26 Internal control statement**

Review and approve the Internal control statement for year end March 2026.

**16.05.26 Financial regulations**

Review

**17.05.26 Publication scheme**

Discuss and adopt

**18.05.26 Website accessibility statement**

Discuss and adopt version 2.2

**19.05.26 Internal Audit**

Review and discuss

**20.05.26 Noticeboard at Bacons Green**

One of the hinges on the noticeboard doors has snapped, quote obtained from Paul Legg of approx. £40 to carry out the work to replace the hinge, discuss. The noticeboard is currently out of action for use.

**21.05.26 Meeting dates**

To receive dates for full Council meetings for the coming year: 8th of July, 9th of September, 11th of November, 13th of January 2027, 10th of March 2027, Annual Parish meeting 14th of April 2027 and AGM 12th of May 2027.

**22.05.26 National Grid – Norwich to Tilbury pylon project**

Discuss any updates

**23.05.26 Website**

The Village Hall have a web page on the PC website, there are discussions on whether they would like a payment link for bookings on this page, PC to discuss.

**24.05.26 Village Infrastructure including CIL (Community Infrastructure Levy)**

CIL – update on proposals for use of funds:

1) Discuss any other CIL proposals

**Village Hall Management Committee representative** – any updates to be given.

**Millennium Green Representative** – any updates

**25.05.26 Highways - Speeding, Road Condition and other road issues**

Any other updates to be given

**Footpaths and pavements** – any updates to be given

**26.05.26 Neighbourhood Plan**

Update

**27.05.26 Unaddressed correspondence about signs at Four Sisters junction**

Discuss

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

To agree items for next agenda.

**28.05.26 Next meetings**

To confirm the 8<sup>th</sup> of July 2026 for the next meeting