

**HOLTON ST MARY PARISH COUNCIL**  
**Parish Council Meeting to be held on Wednesday 10<sup>th</sup> September 2025**  
**2000hrs at Holton St Mary Village Hall**

## **AGENDA**

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

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

**03.09.25 Minutes**

To sign as a correct record the minutes of the Parish Council meeting held on the 9th of July 2025.

**04.09.25 Councillor Vacancy**

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

**05.09.25 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.

**06.09.25 Damage to footpath on Hadleigh Road, Holton St Mary**

Update to be received from County Councillor Hall.

**07.09.25 Planning**

Update on Care and rehabilitation centre at Holton Hall Farm – a response from Babergh Planning has been received in response to the solicitor's letter that the PC sent. Babergh have advised - in conclusion, the points raised have been carefully looked at and discussed with the experts and no irregularity has been found which would lead to the decision being seen as unsound. As a consequence, the approval will be issued. As a matter of courtesy, they will delay this decision by fourteen days in order that the solicitor may advise the PC of this.

GoFundMe page for help towards legal fees – funds must be withdrawn by November 14<sup>th</sup> 2025 otherwise donations will be refunded, discuss and authorise. Current donations received as of 04.09.25 are £1,225.

**08.09.25 Correspondence and Clerk's Report**

Emailed received from the Green Gym - two members of the Green Gym have now cleared the 'zig-zag' pathway that leads up from the B1070 (just after the underpass on the East Bergholt side) to the Colchester-bound bus stop. They have also cleared all the brambles etc. away from this bus shelter. The bus shelter has never had a timetable in it but one will be put up shortly. They have also cleaned up the two bus stops on the B1070 on the Holton-side of the underpass and the timetables in these bus stops are now completely legible. Green Gym are asking if 1 or 2 members of the PC could assist them with cleaning the bus stop are and the sign in the layby on the Ipswich bound side of the A12 in October.

Thanks to be given to Dave the Quartet man for delivering the GoFundMe leaflets

CR has requested to go on a grant funding training course – cost £36

**09.09.25 Insurance policy**

Review and approve renewal – 3 year policy with Zurich, 2025-2026 renewal cost is £424.11.

**10.09.25 Finance**

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

To authorise payments:

22.07.25	BACS	Pre-authorized	Kelvedon Lawn Mowing	£65.00
30.07.25	SO		Staff salary for July	£346.66
19.08.25	BACS	Pre-authorized	Babergh – dog bin emptying	£99.60
01.09.25	SO		Staff salary for August	£346.66
15.09.25	BACS		Village Hall Hire	£22.00
15.09.25	BACS		Zurich Insurance	£424.11

To look at remaining budget and vire and earmark reserves.

Natwest – discuss upgrading bank account

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

Discuss any updates

**12.09.25 Footpath warden**

Appoint a Footpath warden

**13.09.25 Church Square border with the Church**

Update on the installation of railings

**14.09.25 Telephone box in Church Square**

Discuss quotes for re-painting and cleaning.

**15.09.25 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

**16.09.25 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.

Lack of horse and rider signs on Sandpits Lane, Higham and on the staggered junction to Greens Lane across the B1068 and the speed limit at this point has been raised by a resident – discuss.

Any other updates to be given

**Footpaths and pavements**

Missing bridleway and footpath signs – a resident advised at the last meeting that some signs are missing, Highways were going out to inspect – update to be received.

**17.09.25 Neighbourhood Plan**

Update

**18.09.25 Bacons Green signpost**

Original contractor Hertford Signs has still not commenced work and is uncontactable – agreed quote from was £982. Clerk has received 2 other quotes for refurbishment of the signpost which do not include replacement of the post but just repairs to it:

**Paul Legg**- 3-4 days work - sanding down/undercoat/repaint/decal paint, £125 per day / £17.50 per hour not including materials so for labour approx £500 plus materials.

**SignsbyMatt** - £1,200 (no VAT)

Discuss

**19.09.25 Remembrance Crosses**

Discuss expenditure for a wreath and 5 crosses and planting of the crosses

**20.09.25 Community thermal imaging project**

Discuss if the PC wish to register for this

**21.09.25 Other Business**

The Parish Council would like to express its condolences to Tony Howard and family on the passing of Riet Howard who was a long standing member of this council

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

To agree items for next agenda.

**23.09.25 Next meeting**

To confirm 12<sup>th</sup> November 2025 as date for next meeting.