

HOLTON ST MARY PARISH COUNCIL
Parish Council Meeting to be held on Wednesday 14th January 2026
2000hrs at Holton St Mary Village Hall

AGENDA

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

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

03.01.26 Minutes

To sign as a correct record the minutes of the Parish Council meeting held on the 12th of November 2025.

04.01.26 Councillor Vacancy

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

05.01.26 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.

06.01.26 Damage to footpath on Hadleigh Road, Holton St Mary

Update to be received from County Councillor Hall.

07.01.26 Planning

Discuss any planning applications

08.01.26 Correspondence and Clerk's Report

The funds from GoFundMe have now been received in the PCs current account – amount raised was £1,225 minus £38.03 for GoFundMe fees so total transferred to the PC is £1,186.97.

Community First Responders will be holding a basic first aid course in East Bergholt on Saturday March the 7th at 1430hrs.

Paul Legg has advised that he will start work on refurbishing the signpost at Bacons Green in March.

Donation from the PCC of £357.50 towards the cost of the railings in Church Square has been received.

09.01.26 Finance

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

To authorise payments:

26.11.25	BACS	Armour Engineering – railings	£1,590
26.11.25	BACS	Kelvedon Lawn Mowing Svs	£65.00
27.11.25	BACS	Staff expenses – Microsoft	£84.99
01.12.25	SO	Staff salary for November	£346.66
11.12.25	BACS	Kelvedon Lawn Mowing Svcs	£65.00
30.12.25	SO	Staff salary for December	£346.66
19.01.26	BACS	Village Hall hire for 14.01.26	£25.00

To look at remaining budget and vire and earmark reserves.

Precept for 2026/2027 – discuss and confirm budget and precept.

Natwest – discuss upgrading bank account

Discuss a donation request from Suffolk Accident and Rescue Service

11.01.26 Village information leaflet

Anne Priestley has updated the village information leaflet and has requested £70 for it to be printed and will arrange for Dave Leach to distribute the leaflet with the Quartet.

12.01.26 Church Square

The old wooden octagonal flower tub by the pump is disintegrating – replacement wooden one is £44.99 plus £4.95 delivery or either £9 or £19 for a charcoal plastic one like the others in Church Square, discuss.

13.01.26 Policies

Review the following policies:

General privacy policy

Privacy notice staff/Councillors

Subject access policy

Website privacy policy

Dissertation 10 – discuss adopting IT policy

14.01.26 Asset register

Railings in Church Square added – asset register to be approved

15.01.26 National Grid – Norwich to Tilbury pylon project

Discuss any updates

16.01.26 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

17.01.26 Highways - Speeding, Road Condition and other road issues

Any other updates to be given

Footpaths and pavements

Missing bridleway and footpath signs – update to be received.

18.01.26 Neighbourhood Plan

Update

19.01.26 Annual Parish Meeting

At the last meeting it was proposed to change this to a get to know your village event to be held in March - update

20.01.26 Internal audit 2025-2026

Discuss appointing SALC for the 2025-2026 internal audit

21.01.26 Matters to be brought to the attention of the Council

To agree items for next agenda.

22.01.26 Next meeting

To confirm 11th of March 2026 as date for next meeting.