

HOLTON ST MARY PARISH COUNCIL  
Parish Council Meeting held on Wednesday 9<sup>th</sup> July 2025  
2000hrs at Holton St Mary Village Hall

## MINUTES

Present:

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR) Vice Chair, David Johnson (DJ), Mark Rogers (MR) and Faye Hall (FH) Clerk  
Members of the Public: 0

**01.07.25 Chairman's welcome, accept councillor's apologies for absence.** Apologies received from Cllr Hay, Cllr Anderson, County Cllr Georgia Hall and District Cllr John Ward.

**02.07.25 To accept members declarations of interest in accordance with the Council's Code of Conduct.** None

**03.07.25 Minutes**

The minutes of the Parish Council meeting held on 14<sup>th</sup> May 2025 were approved and signed as an accurate record by the Chairman – all in agreement.

**04.07.25 Councillor Vacancy**

The PC still has 1 remaining vacancy for Councillor.

**05.07.25 Public Forum**

County Councillors and District Councillors reports are available online and on the noticeboards.

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

No update received

**07.07.25 Planning**

Any planning applications to be discussed.

**APPLICATION FOR PLANNING PERMISSION - DC/25/02529**

**Proposal:** Full Planning Application - Construction of hard surfacing of existing agricultural point of access and construction of access track within agricultural field. **Location:** Land North of Hadleigh Road, Holton St Mary, Colchester, Suffolk CO7 6PE

Extension to commenting date given to the 18.07.25

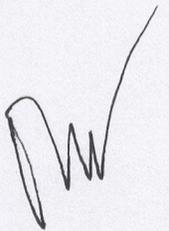
All in agreement to write a letter to planning noting the application and advising that the PC has no objections. **Clerk**

Care and rehabilitation centre at Holton Hall Farm – no update

MR joined the meeting at 2012hrs.

**08.07.25 Correspondence and Clerk's Report**

A resident has emailed with regards to the car crash on Hadleigh Road outside Cllr Andersons house



and how in their opinion this has been inadequately dealt with by the police. Clerk to write back to resident to advise that PC have noted the comments made. **Clerk**

Email received from a resident advising that there is a lack of horse and rider signage on Sandpits Lane, Higham and on the staggered junction to Greens Lane across the B1068 plus the madness of the speed limit at this point. County Cllrs email address passed on and resident asked to put the PC in copy of emails. Noted and to be put on the agenda for the next meeting. **Clerk**

Email received from a resident highlighting the following: first, the Bridleway sign that I had refreshed and that we together re-set up on the left-hand side fence of the concrete drive just as you enter APT's farm has been damaged (this sign is opposite to the entrance to the field with the caravans and also the missing footpath sign. Second, the footpath sign that I put up (or replaced) some years ago at the beginning of the hedge which is the boundary between the caravans and the field with some of the farm equipment, has gone. Third, the Bridleway sign just beyond 'Laits Barn' has also done a runner - and 'gone'. County Councillor Hall advised that Highways will arrange a site visit. Add to next agenda for an update – Clerk

Hinge on one of the doors on the noticeboard at Bacons Green is broken and needs to be fixed. MR will take a look and if he is unable to fix then OG proposed expenditure of £30 to arrange for someone to come out to fix, CR seconded and all in favour. **MR/Clerk**

#### 09.07.25 Finance

Financial Report:

Bank Balances as at 30.04.25	Current Account	£1,980.03
	Reserve Account	£10,320.09 (£4,216.59 which is CIL)
Receipts since last meeting	Interest	£18.94
Payments since last meeting		£429.65

It was resolved that the following payments be received and approved

30.05.25	SO		Staff salary for May	£346.66
12.06.25	BACS	Pre-authorized	Staff expenses	£12.99
20.06.25	BACS	Pre-authorized	R Appleton – plants	£70.00
30.06.25	SO		Clerks salary for June	£346.66
14.07.25	BACS		Village Hall Hire	£22.00

OG requested changes to the format of the finance sheet adding the amount of CIL in brackets underneath or next to the savings figure. 2<sup>nd</sup> column after budget to show actual expenditure 25/26. On accounts spreadsheet under reconciliation tab show income for both current and savings accounts and payments made. On cash book add formula to calculate income minus payments. **Clerk**

Agenda item 14.07.25 – over spend on planting in Church Square was discussed and the PC would like to thank Richard Appleton for his work but the PC cannot reimburse the over spend. **Clerk**

#### 10.07.25 National Grid – Norwich to Tilbury pylon project

No updates

#### 11.07.25 Footpath warden

Defer to September's meeting. **Clerk**

#### 12.07.25 Grass cutting contractor

Clerk obtained the following quotes:

Kelvedon Lawn Mowing who is our current contractor - £26 per hour

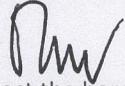
Bentley Ground care - £27.50 per hour

Handyman - £17.50 per hour but they cannot take away the grass cuttings

All in agreement that Kelvedon Lawn Mowing do a good job and to carry on using them. **Clerk**

#### 13.07.25 Church Square border with the Church

The PCC have now confirmed in writing acceptance of the £357.50 donation towards the railings and that maintenance is to be split with the PC. Bland Landscapes charge for clearance has increased by £30 so total charge is now £430 plus VAT. All in agreement to accept the increase of £30. Bland Landscape have been to

large holes that could be attributed  
to badgers L 

look at the border and advised that there are signs of badger activity. CR has been to inspect the border and has confirmed that there are 2 mounds of earth. Clerk to ask SALC and District Councillor John Ward for advice as the border cannot be cleared if badgers are confirmed to be there. **Clerk**

**14.07.25 Planting in Church Square**

Agreed budget for planting was £70 – actual cost for plants and compost is £94.37 so overspend of £24.37. This was discussed under agenda item 09.07.25.

**15.07.25 Telephone box in Church Square**

Letter received from a resident advising that telephone box is dirty and the paint is peeling. PC noted the comments and will discuss for next years budget to see if funds can be allocated to paint. **Clerk**

OG advised that Chris Haste has formed a group and they are looking to restore the pump on Church Square and have asked if the PC would have any objections to this. All in agreement for the group to go ahead and restore the pump. There is a well under the pump and the water would be of benefit for the Churchyard and the Well Piece Garden. **OG**

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

**CIL** – allocation of CIL funds needs to be earmarked for the clearance and railings for the border in between Church Square and the Church.

**Village Hall Management Committee representative** – plans for refurbishments are pushing ahead.

**Millennium Green Representative** – no updates.

**17.07.25 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. No update received.

The PC noted that there have been 2 car crashes in Holton St Mary in a week.

**18.07.25 Neighbourhood Plan**

The Chairman of Stratford St Mary Parish Council has asked if HSM would be interested in doing a joint Neighbourhood plan with themselves and other villages. A resident in the village has proposed that HSM do a Neighbourhood plan on their own and not a joint one. PC need to find out what the process and cost would be for a Neighbourhood Plan and then discuss if it's something that the PC would like to proceed with. OG proposed to arrange an informal meeting with District Councillor John Ward to discuss and invite the Chairman from Raydon and Stratford St Mary to come along. **OG**

**19.07.25 Bacons Green signpost**

Still no update received from Hertford Signs on when they will commence work. Clerk to look for other companies and revert at the next meeting. **Clerk**

**20.07.25 Safeguarding policy**

Safeguarding policy was reviewed, OG proposed to adopt, CR seconded and all in favour. **Clerk**

**21.07.25 Data protection and Information protection policy**

The above policy was reviewed, OG proposed to adopt, CR seconded and all in favour. **Clerk**

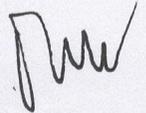
**22.07.25 Matters to be brought to the attention of the Council**

Clerk to arrange meeting with Natwest to discuss upgrading bank accounts – agenda for next meeting to discuss. **Clerk**

**23.07.25 Next meeting**

10<sup>th</sup> September 2025 was confirmed as the next meeting.

Meeting closed at 2115hrs



**FINANCIAL REPORT**

to 30.06.2025

Balance at bank Current Acc	£1,980.03
Balance in Reserve	£10,320.09
CIL money in Reserve Acc	£4,216.59
Interest Earned Reserve Acc	£18.94
Receipts since last meeting	
Payments since last meeting	£429.65

	Budget	Budget Expenditure 25-26	Remaining budget 25-26	Earmarked reserves
Salary	£4,290	-£1,039.98	£3,250.02	
Admin	£300	-£838.97	-£525.98	
Hall Hire/z	£286	-£22.00	£264.00	
Grass cutting	£680	-£130.00	£550.00	
CPAD	£75	£0.00	£75.00	£75.00
Dog Bin	£91	£0.00	£91.00	
Elections	£100	£0.00	£100.00	£523.50
Flowers	£60	-£70.00	-£10.00	
Training	£0	£0.00	£0.00	£797.20
Insurance	£420	£0.00	£420.00	
Audit	£234	-£276.00	-£42.00	
Phone Box	£50	£0.00	£50.00	£150.00
Subscriptions	£254	-£159.50	£94.50	
Website	£228	-£168.00	£60.00	
Infrastructure	£250	£0.00	£250.00	£240.00
Wreath	£40	£0.00	£40.00	
ICO Fee	£40	-£47.00	-£7.00	
<b>Total</b>		<b>-£2,751.45</b>	<b>£4,659.54</b>	

£810 solicitors fees

Payments for Authorisation 9th July 2025

Power

SO	Clerks salary for May	£346.66	S111
Pre-author BACS	Staff expenses	£12.99	S111
Pre-author BACS	R Appleton - plants	£70.00	S111
SO	Clerks salary for June	£346.66	S111
BACS	Hall hire 09.07.25	£22.00	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 Act 1972 S214
- S142 Local Government Act 1972 S 142
- S164 Public Health Act 1875 s164

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