

HOLTON ST MARY PARISH COUNCIL
Parish Council Meeting held on Wednesday 11th March 2026
2000hrs at Holton St Mary Village Hall

DRAFT MINUTES

Present:

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

Before the meeting commenced the Clerk asked the Chairman to add a donation request from Essex Suffolk Norfolk pylon campaign group and a donation request from Brantham skate park to the agenda under item 10.03.26.

01.03.26 Chairman's welcome, accept councillor's apologies for absence. Apologies received from Cllr Claire Rowan and County Councillor Georgia Hall.

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

03.03.26 Minutes
The minutes of the Parish Council meeting held on 14th January 2026 were approved and signed as an accurate record by the Chairman – all in agreement.

04.03.26 Councillor Vacancy
The PC still has 1 remaining vacancy for Councillor.

05.03.26 Public Forum
County Councillors and District Councillors reports are available online and on the noticeboards. Babergh local plan call for sites – JW advised that there are 9 sites/109 houses which could affect HSM. There are sites that have been volunteered for development around Bacons Green, 2 sites along Stubbins Lane, a site near broken down barn on the B1070 heading out of the village and a site as you are coming out of the village passed Bacons Green. The map for sites can be found on www.babergh.gov.uk/w/call-for-sites. Babergh has an assessment process to see if sites are suitable for development, then public consultations are held. Babergh have just approved some funding for Neighbourhood plans and JW stressed that having a Neighbourhood plan is important for parishes to have.

06.03.26 Damage to footpath on Hadleigh Road, Holton St Mary
Update to be received from County Councillor Hall – this has now been on the agenda for a year. No update received from County Cllr Hall. The grass verge is now back intact but the pavement is still damaged and is breaking up. All in agreement to report on the SCC reporting tool and MA will take pictures and upload. Item to be taken off the agenda. **Clerk**

07.03.26 Planning
Planning appeal - AP/26/00013
Brett vale Golf Club Limited
Proposal: Application under Section 73 of The Town and Country Planning Act 1990 -

Variation of Condition 15 (Occupancy Restriction) of Planning Permission
DC/25/01113 dated: 22/07/2025 - Provision of 9no. Holiday Lodges with parking
Location: Brett Vale Golf Club, Noaks Road, Raydon, Ipswich Suffolk IP7 5LR

OG proposed to write to advise that the PCs comments in their letter submitted on the 26.11.25 still stand and the PC oppose the application. **Clerk**

08.03.26 Correspondence and Clerk's Report

VAT return done – £448.79. Noted

Email received from the Gym Green advising that they have repaired/refreshed the bus-stop sign on the A12 layby (Four Sisters stop). The Green Gym have been emailed to thank them for their work and the PC would like to re-iterate their appreciation.

The Councillors nominated the Chairman Oliver Greene for the Buckingham Palace Garden Party taking place in May but the nomination was unsuccessful. The Chairman thanked Cllrs for the nomination.

Sally Thurlow, who was a previous Councillor, emailed to advise that she has still been receiving letters from Natwest with correspondence to a business account which she does not have. Checked with Natwest and for some reason herself, another former Councillor and previous Clerk are still signatories on the account despite the PC filling in a form to process their removal. Clerk has filled in another form and will follow up with Natwest. Noted

09.03.26 Clerks salary

Confirm pay rise of 4.75% and backdate to January 2026. Natwest standing order has been amended as pre-authorised– MA proposed, OG seconded, all in favour.

10.03.26 Finance

Financial Report:

Bank Balances as at 28.02.26	Current Account	£1,613.93
	Reserve Account	£10,388.70 (Includes £2,447.59 CIL & £1,785.70 earmarked reserves)
Receipts since last meeting	Interest	£15.67
	VAT return	£448.79
Payments since last meeting		£486.06

It was resolved that the following payments be received and approved

27.01.26	BACS	Staff expenses – wooden planter	£49.94
30.01.26	SO	Staff salary for January	£363.12
03.02.26	BACS	A Priestley – leaflets	£48.00
02.03.26	SO	Staff salary for February	£363.12
09.03.26	BACS	Staff expenses – paper	£21.49
09.03.26	BACS	Staff expenses – ink cartridges	£19.99
16.03.26	BACS	Village Hall hire for 11.03.26	£25.00

DJ proposed the following virements, OG seconded, all in favour:

From Hall hire budget header £148 remaining vire to the following budget headers:

£8.60 to Dog bin, £10 to Flowers, £4.11 Insurance, £42 Audit, £6 website, £7 ICO Fee and £70 Donations.

From Subscriptions budget header £94.50 remaining vire to the following budget header:

£94.50 Donations. **Clerk**

Donation request received from the Essex Suffolk Norfolk Pylon campaign group – OG proposed to donate £100, MA seconded, all in favour. **Clerk**

Donation request received from Brantham skate park crowd funder – all in agreement not to make a donation as this is out of our area.

11.03.26 Dissertion 10 – IT policy

Policy was circulated to the Cllrs before the meeting, OG proposed to adopt the IT policy, MR seconded, all in favour. **Clerk**

12.03.26 Standing orders

MA proposed adopting the most up to date NALC standing orders, MR seconded, all in favour. **Clerk**

13.03.26 National Grid – Norwich to Tilbury pylon project

OG circulated a copy of the document sent on behalf of the PC to the planning inspectorate – a copy is attached to the minutes. The Cllrs are all in agreement to delegate any future submissions of comments required on behalf of the PC to OG and CR.

14.03.26 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – The PC has £2447.59 of CIL available – no CIL proposals have been received.

Village Hall Management Committee representative – Nothing to report, next committee meeting is scheduled for the 24.03.26.

Millennium Green Representative – Nothing to report. MH raised that he had discussed informally with a member of the Millennium Green Trust the issue of prominent tree roots along the PROW across the millennium field, a possible trip hazard. DJ to follow up. **DJ**

15.03.26 Highways - Speeding, Road Condition and other road issues

Report received from the safety camera team for January – 28 speeding offences were recorded in HSM. Slow down signs – MA advised that a sign has been damaged twice now so proposes for this not to be replaced, Kingsley have put 2 signs on telegraph poles which is not a suitable place for them to be positioned so he will contact Kingsley to ask for them to be removed. There is also a sign on the noticeboard on Bacons Green which needs to be removed as the Noticeboard needs to be taken down for repair. **MA**

Potholes, A12 slip road at Four Sisters – 2 deep potholes have now been repaired. Potholes can be reported direct to Suffolk County Council direct using their reporting tool – www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue

The PC were copied into an email to Highways from a resident, regarding another collision at the Four Sisters junction which was caused by driver behaviour. The PC have previously asked for a stop sign to be put at this junction but Highways have said no.

Footpaths and pavements – nothing to report.

16.03.26 Neighbourhood Plan

Anne Priestly who is taking the Neighbourhood plan forward on behalf of the PC has advised that she is waiting for Babergh to revert about funding and then a joint public meeting in Raydon will be arranged for residents of HSM, Stratford St Mary, Higham and Raydon to attend. Volunteers are needed in all parishes in order to take the Neighbourhood plan forward so if any one is interested in helping then please contact either the Parish Clerk or Anne Priestley.

17.03.26 SALC internal audit service letter of engagement

OG proposed to accept the letter of engagement from SALC, MH seconded, all in favour.

18.03.26 Annual Parish Meeting

The PC all in agreement to keep the format of the Annual Parish meeting the same for this year and look to revamp it for next year. The Clerks financial report is to be attached to the Chairmans report and printed out as usual and attached to the agendas. OG asked for Cllrs input for his report for the AGM.

19.03.26 Matters to be brought to the attention of the Council

None.

20.03.26 Next meetings

The 8th of April 2026 was confirmed as the date for the APM and the 6th of May 2026 for the AGM.

Meeting closed at 2137hrs

