

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

DRAFT MINUTES

Present:

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR) Vice Chair, David Johnson (DJ), Mark Anderson (MA), Mike Hay (MH) and Faye Hall (FH) Clerk
Members of the Public: 1

- 01.01.26 Chairman's welcome, accept councillor's apologies for absence.** Apologies received from District Cllr John Ward.
- 02.01.26 To accept members declarations of interest in accordance with the Council's Code of Conduct.** None
- 03.01.26 Minutes**
The minutes of the Parish Council meeting held on 12th November 2025 were approved and signed as an accurate record by the Chairman – all in agreement.
- 04.01.26 Councillor Vacancy**
The PC still has 1 remaining vacancy for Councillor.
- 05.01.26 Public Forum**
County Councillors and District Councillors reports are available online and on the noticeboards. Anne Priestly has kindly offered to assist the PC in looking into a Neighbourhood plan. If a Parish does not have a Neighbourhood plan then it has no say on where building takes place so for the future of the village it would be beneficial to have one. Anne proposed to do a joint Neighbourhood plan with the Quartet Parishes, Higham, Raydon and Stratford St Mary. Raydon have been in contact to try and arrange a meeting between Parishes to discuss. A Neighbourhood plan on its own could cost around £10,000 but by doing a joint one the costs could be shared. If HSM do want to move forward with a Neighbourhood plan then a team of 5 or 6 volunteers will be needed, and it is a lengthy process which will take years to do. Anne to provide any updates at the next PC meeting.
Anne has very kindly revamped and updated the village information leaflet and has requested £42 to have the leaflet printed and distributed with the Quartet delivery man. OG proposed to approve this expenditure, MA seconded, all in favour. **Clerk**
- 06.01.26 Damage to footpath on Hadleigh Road, Holton St Mary**
No update received
- 07.01.26 Planning**
APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/25/05597
Proposal: Application for Outline Planning Permission. (Access to be considered all other matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 2 no. dwellings.
Location: Oaks Farm, Hadleigh Road, Holton St Mary, Suffolk
Comments by 03.02.26
Original planning approval was for existing barns to be converted into 2 residencies: now new planning application is to demolish building and build 2 new properties which will have a larger footprint. PC agreed to ask for an extension to the commenting date to allow more time for this planning application to be looked at. **Clerk**

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. Noted

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

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

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

Hinge on noticeboard at Bacons Green has broken – PC to look at fixing. **MR**

09.01.26 Finance

Financial Report:

| | | |
|------------------------------|---------------------|--|
| Bank Balances as at 31.10.25 | Current Account | £1,293.70 |
| | Reserve Account | £10,373.03 (Includes £2,447.59 CIL & £1,785.70 earmarked reserves) |
| Receipts since last meeting | Interest | £16.45 |
| | GoFundMe withdrawal | £1,186.97 |
| Payments since last meeting | | £2,563.51 |

It was resolved that the following payments be received and approved

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|----------|------|-------------------------------|---------|
| 26.11.25 | BACS | Armour Engineering – railings | £1,590 |
| 26.11.25 | BACS | Kelvedon Lawn Mowing Svcs | £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 | £25.00 |

Agreed to look at virements at the PCs next meeting in March

The budget and precept for 2026/2027 was discussed, OG proposed setting the budget at £8,091 and the precept at £8,091, CR seconded, all in favour. Precept form was signed by the Chairman and CR. The rise in the precept will mean a 9.05% increase for the Parish Council part of Council tax for a Band D property.

Clerk

Upgrading Natwest account – in accordance with best practice the PC are trying to upgrade their account with Natwest to dual authorisation, but Natwest cannot offer a timeline to upgrade. Payments are currently authorised by 2 signatories and there is a system in place to identify any irregularities in the payment process that would increase the risk of unauthorised transactions being made. As soon as Natwest reinstates its ability to handle dual authorisation payments online the PC will change its process, but until that happens the cost and disruption of switching bank accounts is considered not to be appropriate. PC will await advice from Natwest to confirm when the bank account can be upgraded. The Chairman and the Clerk are to write to the Chairman of Natwest to draw his attention to the delay with being able to upgrade accounts. **Clerk/OG**

Donation request from Suffolk Accident and Rescue Service was discussed – PC would like to thank them for their letter but at this present time the PC are not in a position to make a donation, reserves are small and we do not have funds. **Clerk**

11.01.26 Village information leaflet

Discussed under agenda item 05.01.26

Anne Priestley will arrange to update the village information leaflet every year.

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. DJ proposed replacing with a wooden tub, MR seconded, all in favour. **Clerk**

13.01.26 Policies

The following policies were reviewed:

General privacy policy

Privacy notice staff/Councillors

Subject access policy

Website privacy policy

OG proposed after review that no amendments are needed to the above policies and to approve, CR seconded, all in favour. **Clerk**

Dissertation 10 – discuss adopting IT policy – deferred to the next meeting in March. **Clerk**

14.01.26 Asset register

Railings in Church Square added, OG proposed to approve amended asset register, CR seconded, all in favour. **Clerk**

15.01.26 National Grid – Norwich to Tilbury pylon project

Anyone that would like to comment about the process of the Planning Inspectorate has until the 27th of January to submit comments. **CR**

16.01.26 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – no proposals received

Village Hall Management Committee representative – MR advised that the refurbishment plans for the village hall are continuing. The Bookings Clerk Tanya Kunz is resigning and an automated booking page is being looked into. Peter Longmate is standing down as Chairman.

Millennium Green Representative – No update

17.01.26 Highways - Speeding, Road Condition and other road issues

MA advised that the slow down signs designed by the children of SSM Primary School have been strategically placed in the village and there is hope that these will have some affect in making drivers think about slowing down.

The ANPR camera is back in the village, and the Police safety camera team have been in the village 5/6 times within the last 3 months which is great support.

Footpaths and pavements

MA and met with James Pickerin from Suffolk County Council and they toured where footpath and right of way signs were missing. Signs that were missing have now been replaced.

18.01.26 Neighbourhood Plan

Covered under agenda item 05.01.26

PC have added £300 to the 26/27 budget to allow for initial admin costs for this.

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. SALC have advised that an Annual Parish Meeting must take place in April, so the PC agreed to look at ways to re-vamp this meeting and report back. **Clerk**

20.01.26 Internal audit 2025-2026

CR proposed appointing SALC for the 2025-2026 internal audit, MA seconded, all in favour. **Clerk**

21.01.26 Matters to be brought to the attention of the Council

None

22.01.26 Next meeting

The 11th of March 2026 was confirmed as the date for next meeting.

Meeting closed at 2129hrs