

HOLTON ST MARY PARISH COUNCIL
Annual General Meeting held on Wednesday 14th May 2025
2000hrs at Holton St Mary Village Hall

MINUTES

Present:

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR) Vice Chair, Mark Anderson (MA), David Johnson (DJ), Mark Rogers (MR) and Faye Hall (FH) Clerk
Members of the Public: 4

01.05.25 Elections

- a. Oliver Greene was elected as Chair, proposed by DJ, seconded by CR and unanimously agreed.
- b. Claire Rowan was elected as Vice-Chairman, proposed by OG, seconded by DJ and unanimously agreed.
- c. To elect Planning Committee. Full Council discusses and reviews planning so a Planning Committee is not required.
- d. To elect Finance committee with powers to approve any amendments to Annual Return. Full Council discusses and reviews planning so a Finance Committee is not required.

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

Apologies received from Cllr Hay, County Cllr Georgia Hall and District Cllr John Ward.

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

All Councillors live in the village. MA - Church Square, CR and MR Bacons Green and OG is a member of the PCC.

04.05.25 Minutes

The minutes of the Parish Council meeting held on 12th March 2025 were approved and signed as an accurate record by the Chairman – all in agreement.

05.05.25 Councillor Vacancy

The PC still has 1 remaining vacancy for Councillor.

06.05.25 Public Forum

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

07.05.25 Damage to footpath on Hadleigh Road, Holton St Mary

No update received from County Councillor Hall.

08.05.25 Planning

Any planning applications to be discussed.

APPLICATION FOR PLANNING PERMISSION - DC/25/01113

Planning Application. Provision of 9no. Holiday Lodges with parking

Location: Brett Vale Golf Club, Noaks Road, Raydon, IP7 5LR

Closing date for comments – 19.05.25

All in agreement to write an objection letter to this planning application – it has been noted that the no of holiday lodges have been reduced, and the location has changed from previous planning applications but as noted in previous objections there are still concerns with light spill and its proximity to the AONB. **Clerk**



APPLICATION FOR PLANNING PERMISSION - DC/20/05590

Proposal: Planning Application. Erection of a 28no bedroom community care, rehabilitation and respite centre.

Location: Holton Hall Farm, Hadleigh Road, Holton St Mary, Suffolk CO7 6NN

Reason(s) for re-consultation: New report submitted 06.05.2025

Closing date for comments 27.05.25

All in agreement to write a letter of objection, noise report doesn't change the situation and doesn't deal with the impact of agricultural machinery or lorries going past. Also, sequential planning has not been followed. Also need to chase for a response to the PCs solicitors letter that has been sent. **Clerk**

09.05.25 National Grid – Norwich to Tilbury pylon project

CR advise that archaeological surveys are being done along the route – Bacons Green

10.05.25 Appointments

It was RESOLVED that the following appointments were made:

Highway's representative - MA

Tree warden – role is not currently required.

Emergency officer - CR

Millennium Green representative - DJ

Village Hall Management Committee representative - MR

The appointment of Footpath Warden to be deferred to July's meeting

11.05.25 Annual Subscriptions

It was resolved that annual subscriptions are to be made to Community Action Suffolk (free) and SALC, CR proposed, MR seconded, all in favour.

12.05.25 Asset register

The asset register was reviewed, OG proposed to approve, CR seconded, all in favour. **Clerk**

13.05.25 Risk Assessment

The Risk Assessment and Control Checks were reviewed and approved, proposed by OG, CR seconded, all in favour. **Clerk**

14.05.25 Standing Orders

The Standing Orders were reviewed and the procurement threshold amendments as raised by the Internal Auditor have been actioned, OG proposed, MA seconded, all in favour to adopt. **Clerk**

15.05.25 Meeting dates

To receive dates for full Council meetings for the coming year: 9th of July, 10th of September, 12th of November, 14th of January 2026, 11th of March 2026, Annual Parish meeting 8th of April 2026 and AGM 13th of May 2026. All confirmed. **Clerk**

16.05.24 Annual Return for year-end 31st March 2025

The Council considered the accounts, annual governance statement and annual return for the year ended 31st March 2025 as presented.

CR proposed, DJ seconded, all in favour -

a. To approve the Annual Governance Statement for the year ended 31st March 2025 and authorise the Chair to sign Section 1 of Annual Return on behalf of the Council.

b. To approve the Accounting Statements for the year ended 31st March 2025 and authorise the Chair to sign Section 2 of Annual Return and the Clerk to sign as Responsible Financial Officer.

c. To authorise the Chair to sign the Certificate of Exemption on behalf of the Council.

17.05.25 Correspondence and Clerk's Report

A resident has asked if advertisers have to get permission to advertise events on boards adjacent to both the Four Sisters exits as there are some boards which look rather unsightly. The resident would like to know if the PC have any thoughts or justification over this. DJ advised that the advertisers have asked the landowner for permission to put the boards there and they pay for doing so.

18.05.25 Finance

Financial Report:

Bank Balances as at 30.04.25	Current Account	£3,352.34
	Reserve Account	£10,301.15
Receipts since last meeting	Interest	£10.38
	Precept	£3,699.00
Payments since last meeting		£1,379.14

It was resolved that the following payments be received and approved

19.03.25	BACS	Pre-authorized	Donation to Quartet	£100.00
31.03.25	BACS	Pre-authorized	Clerks backdated pay	£64.98
31.03.25	SO		Clerks salary for March	£346.66
07.04.25	BACS	Pre-authorized	SALC membership	£159.50
10.04.25	BACS	Pre-authorized	Staff expenses	£15.98
10.04.25	BACS	Pre-authorized	Richard Buxton Solicitors	£810.00
14.04.25	SO		ICO – data protection fee	£47.00
30.04.25	SO		Clerks salary for April	£346.66
19.05.25	BACS		SALC – Audit charge	£276.00
19.05.25	BACS		Village Hall hire 14.05.25	£22.00

19.05.25 Church Square

Border between Church Square and the Church - proposed railings and splitting the cost with the PCC. A quote for ground clearance of £390 plus VAT has been received from Bland Landscape. Quotes for 5 bar fencing have been received from Armour Engineering - £1325.00 plus VAT and Suffolk Iron Works - £2,630 plus VAT. The Chairman proposed that instead of the PC donating to the compost toilet they pay more towards the railings. PC discussed and agreed that if a donation for the compost toilet was to be made then it would be £500 so this could be taken off the contribution for the railings that the PC would ask the PCC for. Cost of clearance and railings in Church Square is £1,715 plus VAT so it was proposed by DJ to ask the PCC to pay half the cost minus the £500 the PC would have contributed to the compost toilet = £357.50, MA seconded, all in favour. OG abstained from the vote. All in agreement that maintenance of the railings should be split with the PCC and this should be confirmed in writing and that the railings be noted on the PCs asset register once purchased. CIL money to be used to be used for the purchase. OG to liaise with the PCC and revert at the next meeting. **OG**

Request received from Green Gym for the PC to fund new flowers for the tubs in Church Square at a cost of between £50-£60. CR proposed expenditure up to £70, MR seconded, all in favour. **Clerk**

VHMC would like to add into the contract for hirers that parking is available in Church Square. The Parish Council have always understood that users of the Village Hall are allowed to park in Church Square and there is a sign in the telephone box advising of this so all in agreement that the VHMC can add this into the contract for their hirers. **Clerk**

20.05.25 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds:

- 1) No CIL proposals have been received but all in agreement for the Chairman to approach the Well Piece Garden to see if they would like to make any CIL applications.

Village Hall Management Committee representative – MR advised that the VHMC have increased the hire price for the Village Hall but have agreed to let the PC stay on their current rate.

Millennium Green Representative – DJ advised that Pam has stood down as Chairman, Bill Priestley has replaced her.

21.05.25 Highways - Speeding, Road Condition and other road issues

Four Sisters T Junction –proposal of a physical stop sign and advice on how this junction can be made safer. MA advised that we are still waiting for a update on this from Highways.

It was noted that the manhole covers through the village have been replaced.

Footpaths and pavements – Footpath 16 is overgrown – OG to contact the landowner.

22.05.25 Internal control statement

Internal control statement for year end March 2025 was reviewed, MA proposed to approve, DJ seconded, all in favour. **Clerk**

23.05.25 Internal Audit

Comments discussed and noted. **Clerk**

24.05.25 New model Financial Regs

New model financial regs from NALC - sections 5.4, 5.7 and 5.11 have been updated – OG proposed to adopt, CR seconded, all in favour. **Clerk**

25.05.25 Planning Statement of Community Involvement Consultation – Babergh District Council

The PC oppose this and would like residents to still be notified by letter.

26.05.25 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, Higham and Raydon. Defer to Julys meeting and discuss once more information has been received.

27.05.25 Bacons Green signpost

No update on when the sign will be taken away for refurbishment, Clerk to chase. **Clerk**

28.05.25 Matters to be brought to the attention of the Council

Mailbox renewal - £168 for 7 mailboxes, OG proposed to accept, CR seconded, all in favour. **Clerk**

29.05.25 Next meeting

9th July 2025 was confirmed as the next meeting. MA made advance apologies for this meeting.

Meeting closed at 2135hrs

Theresa
9/7/25

FINANCIAL REPORT

to 30.04.2025

Balance at bank Current Acc	£3,352.34	
Balance in Reserve	£10,301.15	
CIL money in Reserve Acc	£4,216.59	
Interest Earnt Reserve Acc	£10.38	
Receipts since last meeting	£3,699.00	Precept
Payments since last meeting	£1,379.14	

	Budget	Budget Expenditure 25-26	Remaining budget 25-26	Earmarked reserves
Salary	£4,290	-£346.66	£3,943.34	
Admin	£300	-£825.98	-£525.98	£810 solicitors fees
Hall Hire/zoom	£286	£0.00	£286.00	
Grass cutting/Grounds maintenance	£680	£0.00	£680.00	
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	£0.00	£60.00	
Training	£0	£0.00	£0.00	£797.20
Insurance	£420	£0.00	£420.00	
Audit	£234	£0.00	£234.00	
Phone Box	£50	£0.00	£50.00	£150.00
Subscriptions	£254	-£159.50	£94.50	
Website	£228	£0.00	£228.00	
Infrastructure	£250	£0.00	£250.00	£240.00
Wreath	£40	£0.00	£40.00	
ICO Fee	£40	-£47.00	-£7.00	
Total		-£1,379.14	£6,018.86	

Payments for Authorisation 14th May 2025

				Power
Pre-authorized	BACS	Quartet - Donation	£100.00	S137
Pre-authorized	BACS	Clerks back dated pay	£64.98	S111
	SO	Clerks salary for March	£346.66	S111
Pre-authorized	BACS	SALC - membership	£159.50	S111
Pre-authorized	BACS	Staff expenses	£15.98	S111
Pre-authorized	BACS	Richard Buxton Solicitors	£810.00	S111
	SO	ICO fee	£47.00	S111
	SO	Clerks salary for April	£346.66	S111
	BACS	SALC - audit	£276.00	S111
	BACS	Hall hire 14.05.25	£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

DM
14/5/25