

HOLTON ST MARY PARISH COUNCIL
Annual General Meeting held on Wednesday 6th May 2026
2000hrs at Holton St Mary Village Hall

DRAFT MINUTES

Present:

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

01.05.25 Elections

- a. Oliver Greene was elected as Chair, proposed by MH, seconded by CR and unanimously agreed.
- b. Claire Rowan was elected as Vice-Chairman, proposed by MH, seconded by MA 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.

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

Apologies were accepted from District Councillor John Ward.
Cllr Mark Rogers has been granted 6 months leave of absence by the Chairman due to personal reasons and the agreed return date is the 01.11.26 otherwise there is a risk of disqualification under the PCs regs.

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

The Chairman declared an interest in planning application DC/26/01259.

04.05.26 Minutes

The minutes of the Parish Council meeting held on 11th March 2026 were approved and signed as an accurate record by the Chairman – all in agreement.

05.05.26 Councillor Vacancy

The PC still has 1 remaining vacancy for Councillor.

06.05.26 Public Forum

District Councillors report is available online and on the noticeboards.

07.05.26 Appointments

It was RESOLVED that the following appointments were made:

Footpath warden - DJ

Highway's representative - MA

Tree warden – role is not currently required.

Emergency officer - CR

Millennium Green representative - MH

Village Hall Management Committee representative – remains open. Proposal to ask the VHMC to come and give an update to the PC twice a year. **Clerk**

08.05.26 Planning

Discuss any planning applications:

APPLICATION FOR PLANNING PERMISSION - DC/26/01259

Proposal: Full Planning Application - Erection of agricultural lean-to building for use as farm workshop and agricultural store

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

Comments by 11.05.26

Cllrs discussed this planning application and all in agreement to write a letter of objection – no mention of applicants plan for the existing building that will be rendered redundant by moving the workshop to another building, creeping industrialisation of this area close to residential buildings in HSM is not in accordance with the existing Babergh Local Plan and concerns about hours of operation and nighttime use and its effect on the village in terms of noise and light pollution. Earthworks related to this application appear to of commenced without planning permission. **Clerk**

09.05.26 Correspondence and Clerk's Report

A resident has reported the drainage issue down Sandpits Lane and has received the following response from Highways: Thank you for letting us know about the drainage issue. We've visited the site and assessed the problem. Unfortunately, routine maintenance won't fix it, so we've passed the issue to our specialist drainage team. Our specialist drainage team will assess it further and decide if it can be included in our future works programme. Noted

The pension declaration has been carried out on the 16.01.26.

A resident has emailed with some questions – please see attached letter with Councillors responses. **Clerk**

10.05.26 Annual Subscriptions

It was resolved that annual subscriptions of £163.25 for SALC be made, OG proposed, CR seconded, all in favour. **Clerk**

11.05.26 Finance

Financial Report:

Bank Balances as at 30.04.26	Current Account	£3,966.66
	Reserve Account	£10,403.99
Receipts since last meeting	Interest	£7.26
	Precept	£4,045.50
Payments since last meeting		£800.05

It was resolved that the following payments be received and approved:

16.03.26	BACS	Donation to Essex Suffolk Norfolk Pylon Group	£100
30.03.26	SO	Staff salary for March	£363.12
17.04.26	BACS	P Legg – Village sign refurb	£389.93
21.04.26	SO	ICO fee	£47.00
30.04.26	SO	Staff salary for April	£363.12
11.05.26	BACS	Village Hall hire for 08.04.26	£25.00
11.05.26	BACS	Village Hall hire for 06.05.26	£25.00
11.05.26	BACS	SALC membership	£163.25
11.05.26	BACS	SALC – Internal audit	£226.80
11.05.26	BACS	CAS – website training for the VH	£60.00

Annual Return for year-end 31st March 2026

The Annual Governance Statement, Accounting Statements and Certificate of Exemption for year-end 31st March 2026 were proposed to be signed by CR, seconded by OG, all in favour. **Clerk**

Neighbourhood CIL report – OG proposed to accept, CR seconded, all in favour. **Clerk**

MH raised that there is a gate that is not closing properly on the footpath by the willows which is on Richard Noels land. Clerk to email to ask if this could be fixed. **Clerk**

Budget for flowers for Church Square – OG proposed increasing the budget to £90, MA seconded, all in favour. **Clerk**

Chairman granted this item to be added - Website and email domain renewal – email domain renewal x 7 mailboxes and website will be £244 inc VAT, CR proposed to accept, MH seconded, all in favour. **Clerk**

12.05.26 Asset register

Wooden bench around oak tree on Bacons Green is to be removed as this bench was gifted and is not PC owned, insured values to be entered for Dog litter and salt bins. After amendments asset register approved – proposed by OG, seconded by MA, all in favour. **Clerk**

13.05.26 Risk Assessment

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

14.05.26 Standing Orders

The Standing orders were reviewed and approved, proposed by MH, OG seconded, all in favour. **Clerk**

15.05.26 Internal control statement

Internal control statement for year end March 2026 was reviewed, MH proposed to approve, OG seconded, all in favour. **Clerk**

16.05.26 Financial regulations

Financial regulations were reviewed – section 5.15 to be amended – any unbudgeted expenditure under £100 individually up to a £500 aggregate in any financial year may be authorised by the Chair and recorded in the minutes of the next meeting and 5.17 amended to except as provided in 5.15 above. OG proposed acceptance of these amendments, DJ seconded, all in favour. In relation to section 7, despite the fact that we comply with the requirements of 7.1 - 2 Cllrs are involved in any online approval process the PC have decided that with regards to 7.10 they will try to find a bank that will accept a change to 2 authorised bank signatories on every bacs or chaps payment. **Clerk**

17.05.26 Publication scheme

The Clerk circulated a copy of the proposed publication scheme before the meeting, CR proposed to adopt, MH seconded, all in favour. **Clerk**

18.05.26 Website accessibility statement

OG proposed to adopt version 2.2 of the website accessibility statement, DJ seconded, all in favour. **Clerk**

19.05.26 Internal Audit

The internal audit was discussed and comments noted.

20.05.26 Noticeboard at Bacons Green

One of the hinges on the noticeboard doors has snapped, quote obtained from Paul Legg of approx. £40 to carry out the work to replace the hinge, discuss. The noticeboard is currently out of action for use. DJ proposed to approve the expenditure of £40, MA seconded, all in favour. **Clerk**

21.05.26 Meeting dates

To receive dates for full Council meetings for the coming year: 8th of July, 9th of September, 11th of November, 13th of January 2027, 10th of March 2027, Annual Parish meeting 14th of April 2027 and AGM 12th of May 2027. Noted. **Clerk**

22.05.26 National Grid – Norwich to Tilbury pylon project

CR advised that the PC have submitted their comments to the planning inspectorate. OG proposed sending a copy to the Chief executive of National Grid and make him aware of the representations that the PC have made to the planning inspectorate and that we had hoped National Grid would engage with us to discuss changing the access route and ask them to put us in touch with the person who can assist us. **OG**

23.05.26 Website

The Village Hall have a web page on the PC website and have asked if they are able to use the calendar on the PCS website and also have a link which goes to a payment portal. Clerk to get advice from SALC with regards to what liability the PC would have with a external payment portal. **Clerk**

24.05.26 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds:

- 1) No CIL proposals have been received.

Village Hall Management Committee representative – no update

Millennium Green Representative – DJ advised that the location of the beacon is looking to be changed as it is no longer used and will be discussed at the next meeting to be held on the 11th of May.

25.05.26 Highways - Speeding, Road Condition and other road issues

MA has completed a Highways survey online on behalf of the PC which asked for views and concerns.

Potholes have been filled in recently. There was an accident a few weeks ago on Hadleigh Road where a car collided with a slow down sign and went into a resident's hedge. MA has reported that the sign is down and needs to be put back up. HSM is still having regular visits from the safety camera team.

Footpaths and pavements – no update

26.05.26 Neighbourhood Plan (NHP)

Anne Priestley is no longer taking the NHP forward on behalf of the PC but would still like to be involved. CR has been involved in correspondence with Higham, Raydon and Stratford St Mary PCs and attended a meeting at Polstead PC where Paul Bryant from Babergh gave a talk on NHPs. CR has taken notes from this meeting and will circulate to the Cllrs. A NHP has to be positive – how would you like your village shaped - where would you like to see development. A NHP is a statutory document and has to be taken into consideration with development. CR advised that the other villages are looking to come together to start discussions about moving forward with this.

27.05.26 Unaddressed correspondence about signs at Four Sisters junction

Noted.

28.05.26 Matters to be brought to the attention of the Council

None.

28.05.26 Next meetings

8th July 2025 was confirmed as the next meeting. MA made advance apologies for this meeting.

Meeting closed at 2219hrs