HOLTON ST MARY PARISH COUNCIL

Meeting held on Wednesday 11th November 2026

2000hrs at Holton St Mary Village Hall

DRAFT MINUTES

Present:

Parish Council: Oliver Greene (OG) Chair, Claire Rowan (CR) Vice Chair, Mike Hay (MH), Mark Anderson (MA), Mark Rogers (MR) and Faye Hall Clerk.
District Councillor John Ward (JW)
Members of the Public: 2

Before the meeting commenced the Chair added Emergency Plan to the agenda

01.11.26 Chairman's welcome, accept councillor's apologies for absence. Apologies were accepted from District Cllr Laws

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

03.11.26 Minutes
The minutes of the Parish Council meeting held on 9th September 2026 were approved and signed as an accurate record by the Chair.

04.11.26 Councillor vacancies
The Parish Council has 2 Councillor vacancies – no applications have been received.

05.11.26 Neighbourhood Development Plan
CR advised that the Quartet villages have received a £8,000 grant from Babergh towards a NDP which will cover some of the costs involved but not all, so discussions need to be made with the other Quartet villages about how to share costs. The steering group have identified 2 consultants who are able to assist in creating the plan. There is a public meeting on Saturday the 21st of November 1030hrs at the Village Institute in Stratford St Mary and the PC would encourage as many people to attend as possible to find out more and to give their views. There will be lots of tasks involved with developing a NDP and any volunteers in the village would be welcome.

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

07.11.26 National Grid – Norwich to Tilbury pylon project
The examiner submitted their recommendations to the Secretary of State on the 10th of November, the recommendations are not made public, but a decision should be made in February.
The Chair advised that he has written to James Cartlidge MP to ask if he is able to arrange a meeting with the PC and National Grid to discuss the proposal for the haul road in HSM to move further north. The Chair and CR have written to the examiner and various other people in National Grid but have got no reply. JW advised that he would speak to James Cartlidge MP and ask him to respond to the Chair. CR advised when National Grid were proposing their planning for the haul road, they were trying to piece meal the planning application so they didn't require an environmental survey, but National Grid have been advised by a planning body that an environmental survey is required, it is one whole project so the cumulative effect on the environment needs to be assessed as part of their planning.

08.11.26 Planning

No planning applications received.

09.11.26 Correspondence and Clerk's Report

The hinge on the door of the noticeboard at Bacons Green has snapped again so the doors cannot be shut properly. MR advised that he would look at fixing this. **MR**

Donation request received from the East Anglian Air Ambulance – due to not having a lot of funds the PC can only offer donations to local organisations.

10.11.26 Finance

Financial Report:

Bank Balances as at 31.10.26	Current Account	£4,293.44
	Reserve Account	£18,452.51
	Interest	£19.41
Receipts since last meeting		£12,195.50
Payments since last meeting		£1,748.32

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

28.09.26	BACS	Zurich Insurance	£416.46
30.09.26	SO	Staff salary for September	£363.12
12.10.26	BACS	Staff expenses – poppy wreath & crosses	£42.50
22.10.26	BACS	CAS – website hosting	£70.00
30.10.26	SO	Staff salary for October	£363.12
16.11.26	BACS	Village Hall hire 11.11.26	£25.00

£8,000 Neighbourhood Development plan grant received from Babergh on the 28.09.26 and moved with authorisation by 2 Councillors to the PCs reserve account.

£150 received from Natwest with apologies for the PCs bank statements having the incorrect address on them.

Update on changing bank accounts to Unity Trust – the Clerk advised that Unity Bank have sent links to all Cllrs to set themselves up and once this is done Unity Trust will process the application.

Budget/Precept for 2027-2028 — the Clerk circulated a draft budget to Cllrs before the meeting.
NDP – the estimate for costs is around £20,000 so there needs to be a discussion with the other Quartet villages about how costs will be shared. Proposal to allow £4,000 in the budget for this but finalise after further discussions.
Emergency Plan – the Chair proposed looking at purchasing a generator for the Village Hall, MH will look at obtaining quotes for this, budget line to be added. **MH**
Election fees – Babergh have advised that if an election is contested then the cost will be £1,227.97, reserves carried forward to 27/28 are £623.50 so proposal to increase the 27/28 budget to £604.47 to cover these costs if needed. **Clerk**

11.11.26 Trees – Church / Church Square

Pine tree in the Churchyard with a branch overhanging into Church Square – a tree surgeon is coming out to assess the tree.
Dead tree between the Well Piece and the Church. The dead tree is the responsibility of the Well Piece and the United Charities Trust. The Well piece has asked the PC for a donation towards the removal of this tree. MA proposed to offer a donation of a 1/3 of whatever the cost for removal was, OG seconded, all in favour. **Clerk**
Beech tree in Church Square – the Chair will have a look at this tree to see if it needs to be pruned. **OG**

12.11.26 Wooden side gate to church yard

The PCC have raised that the gate is difficult to operate and there is a panel missing. The PCC do not believe that they own this gate so would like the PC to look into. This gate is not owned by the PC, MA advised that he believed that a resident had carried out repairs to this gate when maintenance was last required. The Chair will contact a carpenter to get a quote for repair. **OG**

13.11.26 Millennium Green Trust renewal

Defer to next meeting

14.11.26 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – update on proposals for use of funds – an emergency generator for the Village Hall to be looked into.

Village Hall Management Committee representative – no updates.
Considering advice from the Government should the Village Hall have bottles of water just in case residents run out as the hall is designated as an emergency place. Also, water purification tablets or purification system.

Emergency Plan – CR is updating this and will do a Facebook post asking if anyone would like to help.

Millennium Green Representative – no updates

15.11.26 Highways - Speeding, Road Condition and other road issues

MA advised that data from the ANPR camera has been received, 35% of vehicles were caught doing over 35mph and speeding letters have been issued. The police safety camera team still regularly come to the village due to the continued speeding issues.
MA would like to acknowledge the residents who helped when there was a road traffic accident on Hadleigh Road last week. Great support and community spirit were shown. Clerk to put a post of Facebook. **Clerk**

Footpaths and pavements – no updates

16.11.26 Asset register

The Millennium Green Trust have agreed to put the Beacon onto their asset register, CR proposed to remove from the PCs asset register, OG seconded, all in favour. **Clerk**

17.11.26 Matters to be brought to the attention of the Council

Emergency Plan – add to next agenda

18.11.26 Next meetings

13th of January 2027 was confirmed for the next meeting.

Meeting closed at 2103hrs