

**MINUTES OF HOLTON ST MARY PARISH COUNCIL MEETING**  
**held at 8 p.m. on Wednesday 18<sup>th</sup> September 2019**  
**in Holton St Mary Village Hall**

		<b>Action</b>
	<p><b>Present:</b>  <b>Parish Council (PC):</b> Erik Ellis (EE- Vice Chairman), Oliver Greene (OG), Jan Cheng (JC), Claire Rowan (CR), Mark Anderson (MA), Richard Appleton (RA), Anne Wicks (Clerk)  <b>District Councillor:</b> John Ward (JW)  <b>County Councillor:</b> Gordon Jones (GJ)  <b>Members of the Public: 0</b></p>	
19.44	<p><b>Apologies for Absence:</b>  It was RESOLVED to accept apologies from Sally Thurlow (ST – Chairman), as she was away on holiday.</p>	
19.45	<p><b>Declarations of Interest:</b> None</p>	
19.46	<p><b>Minutes of meeting of</b>  It was RESOLVED that the Minutes of the meeting held on 10<sup>th</sup> July 2019 and 6<sup>th</sup> August were approved and signed as an accurate record by EE.</p>	
	<p><b>Business remaining from the previous meeting:</b> None</p>	
19.47	<p><b>Public Forum</b>  <b>District Councillors’ Report (JW):</b> Press release today – Babergh wants consultation on name change from Babergh District Council to South Suffolk District Council. There will be a meeting on 22<sup>nd</sup> October.  Comments made regarding the recent consultation regarding the requirement for APT Farming to apply for planning permission to build a new barn. It was felt the size and character of the proposed new barn is over and above the level required for the needs of the farm and that formal planning approval should have been required. JW will bring this to the attention of the Planning Officer and request a response.  Comments were also made regarding the level of traffic on the main road which has increased significantly. This was highlighted during a recent three-day road-closure. It was noted that in the light of increased traffic, the PC need to work with the DC and CC to find ways of having the pavement extended to Bacons Green.  <b>County Councillor’s report (GJ) –</b> GJ apologised for his late arrival. There will be a meeting with Highways regarding the A12 and A14 on 11<sup>th</sup> October. GJ will raise the issue of ANPR cameras. A discussion was held about increasing traffic levels on local main roads in the light of Brexit and particularly the development of Sizewell C. With increased electricity generation expected in our area assuming Sizewell C proceeds, the PC must lobby for mitigation on environmental impact.</p>	
19.48	<p><b>Correspondence and Clerk’s Report:</b>  The Clerk reported on the following:  1. Contact with a former resident over an opportunity for a memorial. –The PC is awaiting a response from the Millennium Green committee over a possible designated new wild flower area to meet the resident’s request.</p>	

	<p>2. Contact with resident over nuisance mess – Clerk has informally contacted Landlord and the managing agents. Managing Agents will write to the tenant.</p> <p>3 Pensions regulator - In line with legislation, Clerk has made the appropriate declaration of compliance with pensions re-enrolment duties.</p> <p>4. Revised Grit Bin Guidance – Clerk has inspected the Grit Bin and although the salt has slightly separated from the grit, it can be easily re-mixed and replenishment is unnecessary. An email and map has been sent to Highways.</p> <p>5. Defibrillator-training – two respondents to Quartet article. Other Councillors expressed an interest. Clerk will organise a date for early 2020. A Saturday morning was the preferred day and time.</p> <p>6. Offer of places at SALC course on Planning – Interested councillors will reply to Clerk next week.</p> <p>7. Notice of a public meeting re. A12 and A14 from 2.15 pm on 11<sup>th</sup> October at Capel St Mary Village Hall. It was agreed that at least one Parish Councillor will attend this meeting.</p>	<b>Clerk</b>																																				
19.49	<p><b>Finance:</b></p> <p><b>a. Financial Report</b></p> <p><b>Bank Balances at 30.08.19:</b> Current Account      £834.67  Saver Account      £4,783.61</p> <p><b>Receipts since 01.07.19:</b> Bank Interest      £1.65</p> <p><b>Total Payments since 01.07.19:</b>      £1,264.54</p> <p>The balances were examined against bank statements, signed and agreed as a true record.</p> <p><b>b. It was RESOLVED</b> the following payments be received and approved:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">18 July 2019</td> <td style="width: 15%;">1000085010</td> <td style="width: 45%;">Babergh district council</td> <td style="width: 25%; text-align: right;">£104.78</td> </tr> <tr> <td>15 July 2019</td> <td>22310</td> <td>Audit</td> <td style="text-align: right;">£174</td> </tr> <tr> <td>31 July 2019</td> <td>1470</td> <td>JAK services</td> <td style="text-align: right;">£67.5</td> </tr> <tr> <td>31 July 2019</td> <td>S/O</td> <td>Salary</td> <td style="text-align: right;">£303.33</td> </tr> <tr> <td>06 Aug 2019</td> <td>5676099</td> <td>Came and Company insurance</td> <td style="text-align: right;">£411.13</td> </tr> <tr> <td>30-Aug-19</td> <td>1487</td> <td>JAK services</td> <td style="text-align: right;">£355</td> </tr> <tr> <td>30-Aug-19</td> <td>1485</td> <td>JAK services</td> <td style="text-align: right;">£87.50</td> </tr> <tr> <td>30.8.19</td> <td>S/O</td> <td>Salary</td> <td style="text-align: right;">£303.33</td> </tr> <tr> <td>18.9.19</td> <td>18919</td> <td>Village Hall Management Cttee</td> <td style="text-align: right;">£17</td> </tr> </table> <p>All payments are made under the powers provided by the Local Government Act 1972 S111 unless otherwise specified.</p> <p><b>c.</b> Budget expenditure and remaining budget were examined and it was agreed to vire £8.55 from budget heading Elections to Dog Bin and £6.13 from Elections to Insurance to balance the accounts.</p> <p><b>d.</b> It was RESOLVED to update the address at Land Registry for the Village Green to the address of the current Clerk.</p>	18 July 2019	1000085010	Babergh district council	£104.78	15 July 2019	22310	Audit	£174	31 July 2019	1470	JAK services	£67.5	31 July 2019	S/O	Salary	£303.33	06 Aug 2019	5676099	Came and Company insurance	£411.13	30-Aug-19	1487	JAK services	£355	30-Aug-19	1485	JAK services	£87.50	30.8.19	S/O	Salary	£303.33	18.9.19	18919	Village Hall Management Cttee	£17	<b>Clerk</b>
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19.50	<p><b>Internal Audit Report:</b></p> <p>The Internal Audit report for the year 2018/19 was received and scrutinised. The following actions were agreed:</p> <p><i>Standing Orders</i> – Clerk will tailor Standing Orders to the Council and bring for ratification at next Meeting.</p> <p><i>RFO Appointment</i> – Clerk will amend Contract of employment to include reference to section 151 of the Local Government Act.</p> <p><i>Risk Management</i> – Clerk to re-write Risk Control procedures to encompass</p>	<b>Clerk</b>																																				

	<p>recommendations and bring to the next meeting for adoption.  Dual control will be implemented for BACs payments and recorded.  <i>Budgetary controls</i> – Clerk will scrutinise 2016 accounts and bring to the next meeting an appropriate figure for earmarking for Footpath Extension.  <i>Bank Reconciliation</i> – verified and signed copies of bank reconciliations will be held in the files.</p>	
19.51	<p><b>Planning:</b>  The following decision notices were received:  DC/19/03613 – New Barn, Holton Hall Farm. No need for planning  DC/19/03959 – Larger Householder Extension, Goshen. No objection</p>	
19.52	<p><b>JLP Consultation:</b>  The council considered the New Joint Local Plan consultation document and agreed to comment as follows:</p> <p>The Parish Council support most elements of this plan in regards to Holton St Mary, and feel this is an apt description of the village, however, we object to the inclusion of Land NW of Current Settlement Boundary (Marked in red on map) for the following reasons;</p> <p><b>Site History</b>  Outline Planning applied for and refused 21/12/17  Decision Appealed 2018  Appeal dismissed 19/6/19</p> <p>The site was put forward under SHLAA (SS0752) and both Babergh Planning and The Appeal Inspectorate were aware of this in their decision making processes to the above application and subsequent appeal, The 2019 site conclusions only states ‘The site is potentially considered suitable for residential development - as the site is only considered potentially suitable this does not mean automatic inclusion into the settlement boundary</p> <p><b>A recent local housing needs survey has not shown need for development in Holton St Mary</b></p> <p><b>The Settlement boundary should not be extended</b> for the following reasons</p> <ul style="list-style-type: none"> <li>• Findings of the earlier planning application and subsequent dismissal of appeal</li> <li>• The visual approach to the core village is balanced – the inclusion of this site would unbalance the entrance to the village.</li> <li>• Very poor public transport links make it impossible to reach Manningtree Station (6 miles) in under 2 hours and whilst Colchester and Ipswich are reachable in 40-50 minutes, the bus timings do not meet the current workplace needs – the development is therefore not</li> </ul>	

	<p>sustainable</p> <ul style="list-style-type: none"> <li>• B1070 junction with A12 is Sub Standard and the site has had a number of fatalities and frequent minor accidents</li> </ul> <p>In considering any changes to the settlement boundary, the proposed Core Policies should be followed and this extension to the existing boundary should not be made as it does not adhere to the following policies:</p> <p><b>Policy LP01</b> - Hamlets and Clusters of development in the Countryside.</p> <ol style="list-style-type: none"> <li>1. Within the settlement boundary of identified hamlets the principle of development is acceptable.</li> <li>2. Proposals for new dwellings located within small clusters of housing may be acceptable, subject to satisfying the following criteria: <ol style="list-style-type: none"> <li>a. Where it would not be detrimental to the character of the surroundings;</li> <li>b. The scale of development consists of infilling by one dwelling or a pair of semi-detached dwellings within a continuous built up frontage;</li> <li>c. It would not cause undue harm to the character and appearance of the cluster or any harmful visual intrusion into the surrounding landscape; and</li> <li>d. Particular care will be exercised in sensitive locations such as conservation areas and the Area of Outstanding Natural Beauty and any other designated land. ( Holton Hall is a listed building)</li> </ol> </li> <li>3. Proposals which would consolidate sporadic or ribbon development or the infilling of large gaps or extending edges, will be resisted. The cumulative impact of proposals will be a major consideration as development should be proportionate to the location and context, having regard to the level of local infrastructure provision.</li> </ol> <p><b>Conclusion : The site does not meet criteria 2a-d and 3</b></p> <p><b>Policy LP18</b> - Landscape</p> <ol style="list-style-type: none"> <li>1. The Councils will support: - <ol style="list-style-type: none"> <li>a. Development in suitable locations which will not adversely affect the natural environment including; landscape character sensitivity and visual impacts of the proposal on the wider area (including effects on health, living conditions);</li> <li>b. New development that integrates positively with the existing landscape character of the area and reinforces the local distinctiveness.</li> <li>c. Proposals that are sensitive to their landscape, visual or amenity impacts (including on dark skies); subject to siting, design, lighting, use of materials and colour, along with the mitigation of any adverse impacts;</li> <li>d. Development that enhances and protects landscape value such as; locally characteristic landscape features, archaeological and historic patterns of settlement and land use and designations; being demonstrably informed by local guidance, in particular the Council’s Local Landscape Guidance, the Suffolk Landscape Character Assessment and Settlement Sensitivity Assessment.</li> </ol> </li> </ol> <p><b>Conclusion: The site does not meet policies 1a-d</b></p>	
19.53	<p><b>Highways:</b> The following reports were noted:</p>	

	<p>a. Speeding and other road issues – i) MA has talked with Lower Layham PC to give them advice on how to address speeding. A recent report from the police showed an increase of traffic through the village to 36,000 movements a week (an increase of over 3500 per week over the past 6 months), and an increase in average speed. 50% of vehicles now travel through the village above the speed limit. 34 tickets have been issued in total this year. We have now been upgraded to Amber Status and will receive a mobile police speed presence and VAS signs twice a month. ii) Anglian Water Road Closure. This was discussed during the open forum; no action to be taken.</p> <p>b. Road condition – Better than it was. It is anticipated the central road studs will be replaced at some point. Gravel from the re-surfaced road continues to be thrown up on to the pavements and grass verges.</p> <p>c. Footpaths and Pavements – Path to Sodom and Gomorrah is overgrown. This has already been reported. The landowner has been informed about the wobbly stile in the field behind Squirrels Hall. Another broken and wobbly stile close to this needs reporting to the landowner. It is unclear as to which landowner is responsible for this stile.</p> <p>d. Roadside Trees – it was agreed this can no longer be progressed and the item will be removed from the agenda.</p>	OG
19.54	<p><b>Emergency Situations Officer:</b> Potential shortages of medicines, food and fuel for the vulnerable were identified as the main priorities in the event of an emergency. It was <b>RESOLVED</b> the EMO will draft a flyer for a meeting in the Village Hall to invite residents to discuss their concerns and address how these concerns may be most appropriately addressed in an emergency (e.g. severe winter weather).</p>	RA
19.55	<p><b>Insurance:</b> The coming year’s insurance documents were reviewed for adequacy and accepted by the Council.</p>	
19.56	<p><b>Financial Regulations:</b> The new updated model Financial Regulations were reviewed and it was <b>RESOLVED</b> to adopt them as tailored for the council.</p>	
19.57	<p><b>Matters to be brought to the attention of the Council:</b> Items for next agenda - RA to demonstrate and share information on ‘eco-plastic bricks’. Pavement sub-committee – EE to circulate email.</p>	RA EE
19.58	<p><b>Next meeting:</b> The date of the next meeting was confirmed as 13<sup>th</sup> November 2019.</p>	

The meeting closed at pm.

Signed .....

Date .....