

MINUTES OF HOLTON ST MARY PARISH COUNCIL ANNUAL MEETING
held at 8 p.m. on Wednesday 13th May 2015
in Holton St Mary Village Hall

		Action
	<p>Present: Parish Council (PC) Erik Ellis (EE), Garth Cracknell (GC), Sally Thurlow (ST), Claire Rowan (CR), Mark Anderson (MA), Dot Steeds (Clerk) District Councillors: Sue Carpendale (SC), Fenella Swan (FS) County Councillor: Gordon Jones (GJ) Police: 0 Members of the Public: 1</p>	
15/01	<p>Elections: a. Erik Ellis was elected as Chairman and signed Declaration of Acceptance of Office. Proposed GC. Seconded. Passed unanimously. b. Vice Chairman to be elected at next meeting. ST agreed to chair next meeting should Chairman not be able to attend. c. All members of the council were elected to Planning Committee. Proposed GC. Seconded CR. Passed unanimously d. All members of the council were elected to Finance Committee. Proposed ST. Seconded MA. Passed unanimously</p>	
15/02	<p>Apologies for Absence: Riet Howard, Oliver Greene. RH asked for a dispensation for non-attendance to which there were no objections.</p>	
15/03	<p>Declarations of Interest: EE, ST, CR, GC declared interest for item 15/17a. ST, GC, EE declared interest for item 15/18a. CR, EE declared interest for items 20 and 21. MA declared interest for item 15/18b.</p>	
15/04	<p>Register of Interests: The Councillors were informed how to complete their register of interests online.</p>	
15/05	<p>Appointments: The following appointments were made: Internal Auditor – Heelis & Lodge Footpath Wardens – Naomi Ellis & Tony Howard. Highways Representative – EE Tree Warden – GC Emergency Officer – CR Millennium Green Representative - Ernest Eagle Village Hall Management Committee Representative – to be decided at next meeting Safer Neighbourhood Panel – Mark Anderson The above were appointed en bloc. Proposed by ST. Seconded by GC. Passed unanimously</p>	
15/06	<p>Annual Subscriptions: Subscriptions to Community Action Suffolk, SALC, SLCC and NALC were all renewed.</p>	
15/07	<p>Asset Register: There are no changes.</p>	
15/08	<p>Internal Audit: Heelis and Lodge are to be appointed. The effectiveness of the Internal Audit was reviewed, All expected standards have been met.</p>	
15/09	<p>Risk Assessment: Outcomes of checks recorded on form ‘Control Checks at 13.05.15’. Changes recorded are ‘Benches – remove words <i>Safe but</i>’. Pump – replace <i>not working</i> with <i>OK</i>’. Proposed by ST. Seconded by GC. Passed unanimously</p>	
15/10	<p>2014-2015 Accounts: a. The statement of accounts for the year ended 31st March 2015 was approved and Section 1 of the Annual Return signed. Proposed by GC. Seconded by ST. Carried</p>	

	<p>unanimously</p> <p>b. The statement of assurance for the year ended 31st March 2015 was completed and approved and Section 2 of the Annual Return signed. Proposed by GC. Seconded by ST. Carried unanimously</p>										
15/11	<p>Minutes: Minutes of meeting held 12th March 2014 were signed as a true and accurate record by EE. Proposed GC. Seconded ST. Passed unanimously.</p>										
15/12	<p>Matters Arising not covered by the Agenda: A new signatory is required to replace a retiring Councillor. A new person is required to tend the flower tubs in Church Sq and at the Village Hall.</p>										
	<p>Close Meeting The Chairman welcomed Sue Carpendale and Fenella Swan as newly elected District Councillors, Gordon Jones as County Councillor and Keith Jeffreys as local resident.</p> <p>County Councillor's report: GJ said there were no SCC matters to report until June. It was noted that work has not started on the Footpath Extension. Clerk to email Nick Elliot with an update. Progress on A12 roadworks was discussed and Keith Jeffreys raised awareness of the danger when exiting the A12 at the Four Sisters as the hedge has encroached on the road. Issues relating to Constable Medical Practice were discussed, GJ invited representatives to join the Patients Representative Group which is being formed and explained that he is also raising the problems with Health Watch.</p> <p>District Councillors' report: SC reported that conditions have been attached to caravan storage permission granted at Holton Business Park. BDC are offering two apprenticeships in legal services and planning departments.</p> <p>The Chairman reopened the meeting.</p>	<p>Clerk ?Who</p>									
15/13	<p>Correspondence: The clerk was asked to write to Kathy Pollard thanking her for all her hard work and support as District Councillor. Copies of the Transparency Code were given to each Cllr. In order to comply with the code the clerk is to publish the required documents on the website and place a file of documents in the Phone Box. Due to changes in the law relating to workplace pensions the PC must nominate a person as contact for all communications from The Pensions Regulator. Clerk to be nominated. The Women's Cycle Tour will be passing through the village on Thursday 18th June. Town and Parish Liaison Meetings are being held on Thursday 11th June at Hadleigh. It is hoped that a Cllr will be able to attend. One of the properties being built at the western end of the village has been given the name of an existing property. The developer is to be informed.</p> <p>Clerks Report: The CPAD has had a new battery and replacement pads fitted.</p>	<p>Clerk Clerk Clerk ST</p>									
15/14	<p>Footpath Extension: SCC has placed the order and are aware of time restraints imposed by BDC. Nick Elliot to be informed.</p>	<p>Clerk</p>									
15/15	<p>Community Public Access Defibrillator: The battery and pads have been replaced. Possible CPR training to be arranged. Clerk to set up account with supplier to facilitate prompt purchases in the future.</p>	<p>Clerk</p>									
15/16	<p>Finance:</p> <p>a. Financial Report</p> <p>Bank Balances at 30.04.15: Current Account £6794.59 Saver Account £5805.53</p> <p>Receipts since 01.04.15: Precept £2295 Discretionary grant £ 99</p> <p>Total Payments since 01.04.15: £539.16</p> <p>b. The following payments were authorised:</p> <table> <tr> <td>SP Services</td> <td>CPAD Battery & pads: 28.04.15</td> <td>265.14</td> </tr> <tr> <td>Community Action Suffolk</td> <td>Membership</td> <td>30.00</td> </tr> <tr> <td>SALC</td> <td>Membership</td> <td>123.00</td> </tr> </table>	SP Services	CPAD Battery & pads: 28.04.15	265.14	Community Action Suffolk	Membership	30.00	SALC	Membership	123.00	
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	<p>NALC LCR magazine 40.00 SLCC Membership 77.00 Village Hall Management Committee Hire of Hall: 15.04.15 & 13.05.15 32.00 Ms D Clerks expenses: 36.60 Steeds Keith Grass cutting: 60.00 Jeffreys</p> <p>For items of expenditure over £100 the date expenditure was incurred is the authorisation date unless another date is specified</p> <p>c. The emergency BACS payment for CPAD battery and pads was authorised. Proposed by ST. Seconded by CR. Passed unanimously.</p>	
15/17	<p>Planning: a. Application No: B/15/00448 Location: Twinings, 1 Rose Acre, Holton St Mary, Colchester, CO7 6NR Proposal: Erection of single storey extension; Replacement and enlargement of existing detached single storey garage; Installation of patio doors; Replacement windows and doors (demolition of existing conservatory.) Following viewing of the plans and a discussion the PC has no comments. b. Application No: B/15/00075/FUL Location: Holton Business Park, Hadleigh Road, Holton St Mary Proposal: Use of existing agricultural land for the siting of 10 no. Caravans for seasonal agricultural worker accommodation, and associated landscaping. Permission granted subject to conditions. The number of caravans sited on the land shall at no time exceed 10. They shall be sited as on the layout plan. They shall not be occupied at any time outside of the April to October harvest season. Application No: B/14/00802/ROC Location: Hangar T2, Raydon Hall Farm, Woodlands Road, Raydon Proposal: To vary condition 03 (to allow emergency deliveries access to site) and remove condition 10 (to enable existing gates to say in location constructed) attached to P.P. B/11/01584/FUL. Permission refused.</p>	
15/18	<p>Church Square: a. Six contractors were asked to quote for grass cutting with two quotes being received. The two quotes were compared and following discussion it was agreed to give the contract to Keith Jeffreys. Proposed by CR. Seconded by GC. Passed unanimously. b. The surface of Church Square is in poor condition. EE is establishing the best way to repair and who is able to help. He will arrange.</p>	EE
15/19	<p>Councillor Training: It is hoped to arrange training locally for new Councillors. Clerk to liaise.</p>	Clerk
15/20	<p>Bacons Green Noticeboard: This requires repairs. To remain on agenda until finance for footpath is finalised.</p>	
15/21	<p>Bacons Green Bench: This requires repairs. To remain on agenda until finance for footpath is finalised.</p>	
15/22	<p>Footpaths: Nothing to report.</p>	
15/23	<p>Matters to be brought to the attention of the Council: Neighbourhood Watch and change of signatories to be on next agenda.</p>	
15/24	<p>Next meeting: Dates of meetings for the rest of 2015 were set. They are: 8th July , 9th Sept, 11th Nov</p>	

The meeting closed at 10.15pm.

Signed

Date