

MINUTES OF HOLTON ST MARY PARISH COUNCIL ANNUAL MEETING
held at 8 p.m. on Wednesday 11th May 2016
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), Oliver Greene (OG), Riet Howard (RH), Dot Steeds (Clerk) District Councillors: Sue Carpendale (SC), Fenella Swan (FS) County Councillor: Gordon Jones (GJ) Members of the Public: 0</p>	
16/01	<p>Elections: a. Erik Ellis was elected as Chairman and signed Declaration of Acceptance of Office. Proposed ST. Seconded CR. Passed unanimously. b. Sally Thurlow was elected as Vice Chairman. Proposed RH. Seconded CR. Passed unanimously. c. All members of the council were elected to Planning Committee. Proposed EE. Seconded ST. Passed unanimously d. All members of the council were elected to Finance Committee. Proposed ST. Seconded EE. Passed unanimously</p>	
16/02	Apologies for Absence: MA – to be late arriving	
16/03	Declarations of Interest: None	
16/04	<p>Appointments: The following appointments were made: 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 – GC Safer Neighbourhood Panel – MA (Confirmed after his arrival)</p>	
16/05	Annual Subscriptions: Subscriptions to Community Action Suffolk (free), SALC, SLCC and NALC were all renewed. Proposed RH. Seconded OG. Passed unanimously	
16/06	Asset Register: Changes recorded are ‘Bacons Green bench replaced, increase in assets of £250’. ‘Flower troughs at Village Hall are now in Church Sq’. Proposed GC. Seconded OG. Passed unanimously	Clerk
16/07	Internal Audit: Heelis and Lodge are to be appointed. The effectiveness of the Internal Audit was reviewed. All expected standards have been met. Proposed by CR. Seconded by GC. Passed unanimously	
16/08	Risk Assessment: Outcomes of checks recorded on form ‘Control Checks at 11.05.16’. Two alterations were approved. Proposed by CR. Seconded by GC. Passed unanimously MA arrived at 8.10pm.	
16/09	<p>Annual Return for year ended 31 March 2016: a. The statement of assurance for the year ended 31st March 2016 was completed and approved and Section 1 of the Annual Return signed. Proposed by GC. Seconded by ST. Carried unanimously b. The statement of accounts for the year ended 31st March 2016 was approved and Section 2 of the Annual Return signed. Proposed by GC. Seconded by ST. Carried unanimously.</p>	
16/10	Minutes: Minutes of meeting held 2 nd March 2016 were signed as a true and	

	accurate record by EE. Proposed ST. Seconded MA. Passed unanimously.																									
16/11	Matters Arising not covered by the Agenda: A response has been sent to Strutt & Parker. The final segment of the pavement extension has been completed.																									
	<p>Close Meeting</p> <p>District Councillors' report: FS had circulated her report. She added that the Chief Executive of BDC is leaving.</p> <p>SC had circulated her report. She gave a reminder about the forthcoming Parish Liaison Meeting.</p> <p>Discussion followed that new development will be Meadow View, A court judgement has been given that in rural areas gardens are now classed as brownfield land with regard to development. EE said that there is pressure from Central Government for applications to be passed at the first application as that generates funds for the District Council. Planning advice is not transparent and displays inconsistencies. By default applications are decided by delegation unless a strong case can be put forward for a committee hearing.</p> <p>County Councillor's report: GJ had circulated his report. He shared examples of other councils and residents approach to dealing with speeding. Once the new PCC is in post he intends to push for proactive action in HSM. It was noted that any speeding offenders who live out of county do not receive punitive action. Community Transport is intending to provide a better service than that which currently exists.</p> <p>The Chairman reopened the meeting.</p>																									
16/12	<p>Correspondence: Recycling centres will close on Wednesdays from 1st June but open for longer at weekends. A long document about CIL has been received and will be an agenda item at the next meeting. There will be changes at Suffolk Fire Service following a period of consultation. Police will no longer attend PC meetings but may if requested for a specific reason.</p> <p>Clerks Report: The moss covered pavement at Rose Acre has not been cleared despite it being reported twice to SCC.</p>	Clerk																								
16/13	Community Public Access Defibrillator: A donation in memory of a resident's father has been given to EB Heartwatch for defibrillator training. A note will be put into the Quartet for residents to express an interest in training. A training session will then be arranged.	Clerk																								
16/14	<p>Finance:</p> <p>a. Financial Report</p> <p>Bank Balances at 30.04.16: Current Account £7246.24 Saver Account £5808.47</p> <p>Receipts since 01.04.16: Precept £2295 Discretionary grant £ 49.50</p> <p>Total Payments since 01.04.16: £273.63</p> <p>b. The following payments were authorised:</p> <table> <tr> <td>Village Hall Management Committee</td> <td>Hire of Hall: 20.04.16 + 11.05.16</td> <td>32.00</td> </tr> <tr> <td>Ms D Steeds</td> <td>Clerks expenses</td> <td>43.30</td> </tr> <tr> <td>Heelis & Lodge</td> <td>Internal audit</td> <td>66.00</td> </tr> <tr> <td>SALC</td> <td>Subscription</td> <td>127.49</td> </tr> <tr> <td>SLCC</td> <td>Subscription</td> <td>77.00</td> </tr> <tr> <td>BDC</td> <td>Emptying dog litter bin</td> <td>49.55</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>117.00</td> </tr> <tr> <td>NALC</td> <td>LCR Subscription</td> <td>40.00</td> </tr> </table> <p>For items of expenditure over £100 the date expenditure was incurred is the authorisation date unless another date is specified</p> <p>c. None</p>	Village Hall Management Committee	Hire of Hall: 20.04.16 + 11.05.16	32.00	Ms D Steeds	Clerks expenses	43.30	Heelis & Lodge	Internal audit	66.00	SALC	Subscription	127.49	SLCC	Subscription	77.00	BDC	Emptying dog litter bin	49.55	HMRC	PAYE	117.00	NALC	LCR Subscription	40.00	
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	Proposed OG. Seconded ST. Passed unanimously.	
16/15	Planning: a. None b. None c. None	
16/16	Speeding: The VAS Activated Sign (VAS) was placed in the village in March and April. It had a slight effect in reducing speeds but once removed speeding increased. Education is needed. As it is felt that HGVs are still speeding Lorry watch will be put on the next agenda.	Clerk
16/17	Church Square: Resurfacing of Church Square is currently in progress.	
16/18	Noticeboards: Research will be undertaken with regard to replacement.	Clerk
16/19	Phone Box: The phone box needs to be cleaned. GC to inspect.	GC
15/20	Footpaths: Nothing to report. Giant Hogweed growing behind Holton Hall has been reported on SCC website.	
16/21	Matters to be brought to the attention of the Council: CIL, Neighbourhood Plan and Lorry Watch to be on next agenda. Cllrs are to look at East Bergholt Neighbourhood Plan.	CLLRS
16/22	Next meeting: Dates of meetings for the rest of 2016 were set. They are: 6th July, 14 th Sept, 9 th Nov, followed by the 2 nd Wednesday of the month.	

The meeting closed at 10.pm.

Signed

Date