

**MINUTES OF HOLTON ST MARY PARISH COUNCIL ANNUAL MEETING**  
**held at 8 p.m. on Wednesday 10<sup>th</sup> May 2017**  
**in Holton St Mary Village Hall**

		<b>Action</b>
	<p><b>Present:</b>  <b>Parish Council (PC)</b> Erik Ellis (EE), Sally Thurlow (ST), Claire Rowan (CR), Mark Anderson (MA), Oliver Greene (OG), Dot Steeds (Clerk)  <b>District Councillors:</b> Fenella Swan (FS)  <b>County Councillor:</b>  <b>Members of the Public:</b> 2</p>	
17/01	<p><b>Elections:</b>  a. Sally Thurlow was elected as Chairman and signed Declaration of Acceptance of Office. Proposed EE. Seconded CR. Passed unanimously.  b. Erik Ellis was elected as Vice Chairman. Proposed OG. Seconded MA. Passed unanimously.  c. All members of the council were elected to Planning Committee. Proposed OG. Seconded EE. Passed unanimously  d. All members of the council were elected to Finance Committee. Proposed EE. Seconded CR. Passed unanimously</p>	
17/02	<b>Apologies for Absence:</b> Riet Howard, Richard Appleton, Sue Carpendale, Gordon Jones	
17/03	<b>Declarations of Interest:</b> MA Item 17/23	
17/04	<b>Minutes:</b> Minutes of meeting held 8 <sup>th</sup> March 2017 were signed as a true and accurate record by ST. Proposed EE. Seconded MA. Passed unanimously.	
17/05	<b>Matters Arising not covered by the Agenda:</b> EE is working on updating Welcome Pack. Draft will be circulated.	<b>EE</b>
17/06	<p><b>Appointments:</b>  The following appointments were made:  Footpath Wardens – Naomi Ellis &amp; OG.  Highways Representative – EE  Tree Warden – Keith Jeffreys  Emergency Officer – CR &amp; Jinny Hay  Millennium Green Representative – Keith Jeffreys  Village Hall Management Committee Representative – ST  Safer Neighbourhood Panel – MA</p>	
17/07	<b>Annual Subscriptions:</b> Subscriptions to Community Action Suffolk (free) and SALC, were renewed. Proposed EE. Seconded CR. Passed unanimously	
17/08	<b>Asset Register:</b> Changes recorded are ‘Scanner purchased, increase in assets of £58’.	<b>Clerk</b>
17/09	<b>Internal Audit:</b> Heelis and Lodge are to be appointed. The effectiveness of the Internal Audit was reviewed. All expected standards have been met.	
17/10	<b>Risk Assessment:</b> Outcomes of checks recorded on form ‘Control Checks at 10.05.17’. Two alterations were approved. Proposed by EE. Seconded by OG. Passed unanimously	
17/11	<b>Standing Orders:</b> Standing Orders were reviewed, no amendments made.	
17/12	<b>Financial Regulations:</b> Financial Regulations were reviewed, no amendments made.	
17/13	<b>Insurance:</b> Continuous cover commenced from 1 <sup>st</sup> October 2016 until policy is cancelled.	
17/14	<b>Meeting Dates:</b> Dates for meetings during 2017-18 are 12 <sup>th</sup> July, 13 <sup>th</sup> Sept, 8 <sup>th</sup> Nov, 10 <sup>th</sup> Jan 2018, 14 <sup>th</sup> Mar, 9 <sup>th</sup> May	
17/15	<b>Annual Return for year ended 31 March 2017:</b>	

	<p>a. The Annual Governance Statement for the year ended 31<sup>st</sup> March 2017 was completed and approved and Section 1 of the Annual Return signed. Proposed by OG. Seconded by EE. Carried unanimously</p> <p>b. The Accounting Statements for the year ended 31<sup>st</sup> March 2017 was approved and Section 2 of the Annual Return signed. Proposed by OG. Seconded by EE. Carried unanimously.</p>													
17/16	<p><b>Correspondence:</b> Grant from Transparency Fund has been received. Tony Johnson has expressed a wish to commemorate the centenary of the arrival of his grandparents to Holton Place in 1919. The PC noted this offer with thanks. SALC are publishing a new Good Councillors Guide to Neighbourhood Planning. The PC will purchase two copies. The Good Councillor Guide 2017 is available electronically. Further exploration of a contractor to sandblast Village Hall Gates is to be made</p> <p><b>Clerks Report:</b> The moss covered pavement at Rose Acre has still not been cleared despite it being reported twice to SCC. Clerk to contact GJ to assist.</p>	<p><b>Clerk</b> <b>ST</b> <b>OG</b> <b>EE</b></p> <p><b>Clerk</b></p>												
17/17	<p><b>District Councillors' report:</b> FS had circulated her report. She added that BDC Planning Department is moving to a new software platform called Uniform. There will be a period of transition.</p> <p>SC had circulated her report.</p> <p><b>County Councillor's report:</b> None received.</p> <p>Andrew Philpot introduced Richard Clews from Strutt &amp; Parker who described a proposal to build 10 units from Glenhaven up to and including the black barn. The PC explained its intention to update the Housing Needs Analysis. This would provide evidence of the village needs. EE offered to forward information regarding HNA. Richard Clews feels there would be a need even if the Housing Needs Analysis does not identify a need. Infrastructure issues were discussed including B1070, levels of traffic, the sewage system. The PC asked when an application for the next section up to Corpus Christi Cottages would be made and whether the land behind these proposed units, in front of the reservoir, would form a second row. Richard said there was currently no intention to extend the proposal but did not say there would never be such an application. The PC explained that the third phase of the footpath extension is high priority for the safety of residents of Bacons Green and that as the relevant landowner assistance would be greatly appreciated.</p>	<p><b>EE</b></p>												
17/18	<p><b>Housing Needs Survey:</b> Costings were received. Two weeks would be given to return questionnaires and the report would be received 8-10 weeks later.</p>													
17/19	<p><b>Babergh Alliance of Parish and Town Councils:</b> EE will attend next meeting and update.</p>	<p><b>EE</b></p>												
17/20	<p><b>Finance:</b></p> <p>a. Financial Report</p> <p><b>Bank Balances at 30.04.17:</b> Current Account      £3220.25 Saver Account      £5310.53</p> <p><b>Receipts since 01.04.17:</b> Precept      £2361</p> <p><b>Total Payments since 01.04.17:</b> £278.34</p> <p><b>b. The following payments were authorised:</b></p> <table> <tr> <td>Village Hall Management Committee</td> <td>Hire of Hall: 26.04.17 &amp; 10.05.17</td> <td>32.00</td> </tr> <tr> <td>Ms D Steeds</td> <td>Clerks expenses &amp; Scanner</td> <td>105.99</td> </tr> <tr> <td></td> <td>Grass Cutting: 24.03.17 &amp; 26.04.17</td> <td>120.00</td> </tr> <tr> <td>Keith Jeffreys</td> <td>Membership</td> <td>132.01</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>	Village Hall Management Committee	Hire of Hall: 26.04.17 & 10.05.17	32.00	Ms D Steeds	Clerks expenses & Scanner	105.99		Grass Cutting: 24.03.17 & 26.04.17	120.00	Keith Jeffreys	Membership	132.01	
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