

MINUTES OF HOLTON ST MARY PARISH COUNCIL ANNUAL MEETING
held at 8 p.m. on Wednesday 9th May 2018
in Holton St Mary Village Hall

		Action
	<p>Present: Parish Council (PC) Erik Ellis (EE), Sally Thurlow (ST), Claire Rowan (CR), Mark Anderson (MA), Riet Howard (RH) Richard Appleton (RA) Anne Wicks (Clerk) District Councillors: Fenella Swan (FS) Sue Carpendale (SC) County Councillor: Gordon Jones (GJ) Members of the Public: 0</p>	
18/01	<p>Elections: a. Sally Thurlow was elected as Chairman and signed Declaration of Acceptance of Office. Proposed RH. Seconded MA. Passed unanimously. b. Erik Ellis was elected as Vice Chairman. Proposed ST. Seconded CR. Passed unanimously. c. All members of the council were elected to Planning Committee. Proposed EE. Seconded RA. Passed unanimously d. All members of the council were elected to Finance Committee. Proposed EE. Seconded RA. Passed unanimously</p>	
18/02	Apologies for Absence: None. Absent: Oliver Greene	
18/03	Declarations of Interest: None	
18/04	Minutes: Minutes of meeting held 14 th March 2018 were signed as a true and accurate record by ST. Proposed EE. Seconded RH. Passed unanimously.	
18/05	Matters Arising not covered by the Agenda: Damaged road signage into village – see 18/26	
18/06	<p>Appointments: The following appointments were made: Footpath Wardens – OG or RA. Highways Representative – MA Tree Warden – Keith Jeffreys Emergency Officer – CR Millennium Green Representative – Keith Jeffreys Village Hall Management Committee Representative – EE Safer Neighbourhood Panel – MA</p>	
18/07	Annual Subscriptions: Subscriptions to Community Action Suffolk (free) and SALC, NALC to be renewed. Agreed Unanimously	Clerk
18/08	Asset Register: No Changes	
18/09	Internal Audit: SALC are to be appointed. Proposed EE Seconded MA. The effectiveness of the Internal Audit was reviewed, Heather has become a bit slow and unreliable, so we will use SALC in future.	
18/10	Risk Assessment: The Risk Assessment was read through. A few minor wording changes made. CPAD batteries need replacing this year. Riet no longer has memory stick backup. Agreed to use Dropbox to backup in cloud. Proposed by EE. Seconded by CR. Passed unanimously	Clerk
18/11	Standing Orders: Standing Orders were reviewed, no amendments need making.	
18/12	Financial Regulations: Financial Regulations were reviewed no changes.	
18/13	Insurance: Continuous cover commenced from 1 st October 2016 until policy is cancelled.	
18/14	Meeting Dates: Dates for meetings during 2018-19 are 2nd Wednesday of each month - 11 th July, 12 th Sept, 14 th Nov, 9 th Jan 2019, 13 th Mar, 8 th May Annual Parish Meeting 2019 – 18 th April 2019	
18/15	<p>Annual Return for year ended 31 March 2018: a. The Annual Governance Statement for the year ended 31st March 2018 was examined, completed and signed. b. The Accounting Statements for the year ended 31st March 2018 was approved and Section 2 of the Annual Return signed. Proposed by OG. Seconded by EE. Carried unanimously.</p>	
17/16	<p>Correspondence. EE mentioned re. neighbourhood plans meeting – can we object to proposals re. renewal of plans every two years. Tony Johnson has expressed a wish to commemorate the centenary of the arrival of his grandparents to Holton Place in 1919 it has been suggested he help fund the purchase of a new notice Board in village, EE to talk to Tony about if he wants anything specifically in Bacons Green . Clerks Report: None</p>	
18/17	<p>County Councillor's report: Report was emailed more information given on speed cameras. Erik mentioned he thought missing and damaged speed limit signs were no longer going to be replaced? Gordon will investigate. Corner chevrons o/s village to Raydon are too far round the corner and need moving. Road condition now bad because we have too many large vehicle movements through village. Gordon agreed to look into. Steve Merry is person to contact re. Highways issues.</p>	GJ

	District Councillors' report: FS had circulated her report – everything quiet. Erik mentioned re. planning enforcement not yet done. SC had circulated her report. Planning dept. is very reduced. Organisations are understaffed and there are problems with move to Endeavour House. Highways – issues have been raised, but until serious evidence noted, nothing will happen.	
18/18	Housing Needs Survey: Removed from agenda as too expensive to continue.	
18/19	Babergh Alliance of Parish and Town Councils: EE didn't make the last meeting. He will circulate notes he has.	EE
18/20	Finance: a. Financial Report Bank Balances at 30.04.17 were unavailable bank mandate process taking in excess of 6 weeks: estimated balance: Current Account £3220.25 Saver Account £5310.53 Receipts since 01.04.17: Precept £2486 Total Payments since 01.04.17: £280.14 b. The following payments were authorised: Village Hall Management Committee Hire of Hall: 25.04.18 & 9.05.18 32.00 Ms D Steeds Rolled up holiday pay 174.33 Keith Jeffreys Grass cutting inv 1227 240.00 Keith Jeffreys Hedge cutting inv 1239 72.50 Clerks salary for April Salary 242.74 SALC Membership 136.04 For items of expenditure over £100 the date expenditure was incurred is the authorisation date unless another date is specified c. Note final payment to Ms D Steeds in lieu of holiday not taken in accordance with NALC standard contract. Passed unanimously.	
18/21	Planning: a. Discharge of Conditions Application for DC/17/06016 - Condition 3 (Mitigation). Dewlands Farm Sandpits Lane Higham Colchester Suffolk CO7 6NG - Not in our parish. b. Longacre – planning application expected soon c. None	
18/22	Speeding: RA asked GJ if we can get a new 30 sign just after his house. Tree planting issues – we seem to have lost the notes, please can GJ find out what's happening? MA went to Highways England event in April. As there have been no deaths, it is not high enough to warrant more work at present. Support of safer neighbourhood team with speeding through village. MA chasing highways re road condition. Residents mentioned large noisy vehicles through village. Suggested a meeting with LJ might be a good idea.	
18/23	Church Square: Flower tubs - Keith Jeffreys to do. Agreed unanimously. Wear and tear to surface – EE to write to contractors re estimate.	EE
18/24	Noticeboards: Bacons green new board working well	
18/25	Footpaths: Footpaths are in good condition. Bridle way near Higham impassable.	
18/26	Matters to be brought to the attention of the Council: Broken sign – RA to report on highways portal Sandpits Lane now becomes impassable in heavy rain. No action to take at the moment. EE suggested naming the trees we hope to plant in memory of the fallen of WW1. MA to contact Steve Merry to discuss.	RA MA
18/27	Next meeting: Date of next meeting confirmed as 11 th July 2018.	

The meeting closed at 22.04.pm.

Signed Date