

HOLTON ST MARY PARISH COUNCIL

Meeting To Be Held on Wednesday 14th July 2021

at 8 p.m. at Holton St Mary Village Hall

AGENDA

Please note in accordance with current COVID guidelines, face masks will need to be worn on arrival and exit of the Village Hall, contact details will need to be given. Anyone with COVID symptoms should not attend.

- 21.26 Chairman's welcome, accept councillors' apologies for absence.
- 21.27 To accept members' declarations of interest in accordance with the Council's Code of Conduct.
- 21.28 Minutes
To sign as a correct record the minutes of the meeting held on 5th May 2021.
- 21.29 Public Forum
To receive reports from and ask questions to County Councillor and District Councillor.
To permit public participation to make statements or ask questions:
Quiet Lanes proposal for Stubbins Lane– to discuss, receive comments and agree whether to proceed with proposal.
- 21.30 Parish Councillor Vacancy
To vote on co-option of new Parish Councillor
- 21.31 Correspondence and Clerk's Report
To note correspondence received since last meeting; -
Discovering Suffolk – plaques on ROW fingerposts
Letter from Lord-Lieutenant for Suffolk regarding Festival of Suffolk 2022 for The Queen's Platinum Jubilee-seeking nominations for a Festival Community Champion
Retirement card given to mobile librarian from PC.
Action taken by clerk since last meeting; -
Footpath 16 – query raised with SCC.
- 21.32 Planning
- a) To consider the following planning application
- DC/21/03534 Lark Hall, Sandpit Lane, Holton St Mary, CO7 6NH
Application for Listed Building Consent - Removal of window and infill opening, Installation of 1no. window and 1no. external door, Installation of partitions to form entrance lobby, wc and utility rooms
- b) To receive any planning updates
- c) Babergh Joint Local Plan Formal Examination
Update on progress
- 21.33 Internal Audit
Discuss internal review for 2020-2021 and review the effectiveness of the process.

21.34 Finance

- a. To receive a financial report from the RFO including balances at bank. To sign report to certify as correct – VAT claim received £240.45
- b. To authorise payments:-
- | | | | |
|------------|------|-------------------------------|---------|
| 13/05/2021 | BACS | Esims Zoom | £14.39 |
| 31/05/2021 | BACS | JAK Services | £80.00 |
| 01/06/2021 | BACS | BDC Dog Bin Services | £52.19 |
| 30/06/2021 | SO | Clerks salary | £303.33 |
| 26/07/2021 | BACS | SALC (int audit) | £189.60 |
| 13/06/2021 | BACS | Esims Zoom | £14.39 |
| 30/06/2021 | BACS | JAK Services | £80.00 |
| 30/06/2021 | SO | Clerks Salary | £303.33 |
| 19/08/2021 | BACS | Pattern Perfect Ltd (deposit) | £200.00 |
| 03/09/2021 | BACS | Pattern Perfect Ltd | £200.00 |
| 14/07/2021 | BACS | Village Hall Hire | £17.00 |
- c. To vire and earmark reserves:
Vire £150 from noticeboard to tel box
- d. Churchyard grass cutting – to discuss.
- e. To agree to funding of new PC computer

21.35 Zoom Subscription

To discuss and agree if subscription should continue

21.36 Data Protection and Information Protection Policy

To review and adopt policy.

21.37 Safeguarding

To discuss whether to adopt a safeguarding policy and lead.

21.38 Village Green – Land Registry deeds

To approve change of correspondence address to current clerk and agree solicitor quotes for verifying I.D. for submission of forms.

21.39 Village Infrastructure including CIL (Community Infrastructure Levy)

- a. CIL – update on possible proposals for use of funds, including electric supply to Millennium Green
- b. Painting of telephone box
- c. Holly Tree – Church Sq – update
- d. Millennium Green – update from CR regarding adding a pedestrian gate
- e. Broadband working party – update from ST
- f. Village Hall Management Committee representative – update from ST

21.40 Highways

- a. Speeding and other road issues
- b. Road condition/ Run -off from road surface – update regarding issue raised with SCC highways.
- c. Footpaths and Pavements

21.41 Matters to be brought to the attention of the Council.

To agree items for next agenda

21.42 Next meeting

To confirm 15th September 2021 as date for next meeting

Liz Sims (Parish Clerk)

Date: