

# HOLTON ST MARY PARISH COUNCIL

Annual General Meeting To Be Held On Wednesday 10<sup>th</sup> May 2023

8pm at Holton St Mary Village Hall

## AGENDA

To whom it may concern The meeting of Holton St Mary Parish Council will be held on Wednesday 10th May 2023 at Holton St Mary Village Hall Public are cordially invited to attend

### **01.05.23 Elections**

- a. To elect Chairman and sign Declaration of Acceptance.
- b. To elect Vice-Chairman.
- c. To elect Planning Committee.
- d. To elect Finance committee with powers to approve any amendments to Annual Return.

### **02.05.23 Chairman's welcome, accept councillor's apologies for absence.**

### **03.05.23 To accept members declarations of interest in accordance with the Council's Code of Conduct.**

### **04.05.23 Minutes**

To sign as a correct record the minutes of the meeting held on 8<sup>th</sup> March 2023

### **05.05.23 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

### **06.05.23 Planning**

To receive any planning updates on the Care and Rehabilitation Centre at Holton Hall Farm and planning application at Brett Vale Golf Club.

### **07.05.23 Appointments**

To make the following appointments for the year:  
Footpath Warden  
Highway's representative  
Tree Warden  
Emergency Officer  
Millennium Green representative  
Village Hall Management Committee representative  
Safer Neighbourhood Panel representative

### **08.05.23 Councillor Vacancies**

Discuss

### **09.05.23 National Grid East Anglia Green Energy Enablement**

Updates

### **10.05.23 Annual Subscriptions**

To confirm subscriptions to be made – Community Action Suffolk (free) and SALC

### **11.05.23 Asset register**

To receive updated asset register

### **12.05.23 Risk Assessment**

To approve Risk Assessment document for 2023

**13.05.23 Standing Orders**

To review and make any changes to Standing Orders

**14.05.23 Financial Regulations**

To review and make any changes to Financial Regulations

**15.05.23 Data Protection and Information Protection Policy**

To review and adopt policy

**16.05.23 Insurance**

To confirm insurance cover

**17.05.23 Meeting Dates**

To receive dates for full council meetings for the coming year: 12<sup>th</sup> July 2023, 13<sup>th</sup> September 2023, 8<sup>th</sup> November 2023, 10<sup>th</sup> January 2024, 13<sup>th</sup> March 2024, Annual Parish Meeting 10<sup>th</sup> April 2024, AGM 8<sup>th</sup> May 2024.

**18.05.23 Annual Return for year ended 31 March 2023**

- a. To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2023 and sign Section 1 of Annual Return
- b. To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2023 and sign Section 2 of Annual Return
- c. To sign the Certificate of Exemption

**19.05.23 Correspondence and Clerk's Report**

To note correspondence received since last meeting:

Green Gym have emailed to advise that they would like to paint the bollards in Church Square and have asked if the Parish Council would pay for the oil and white spirit needed. Total cost is £28

**20.05.23 Finance**

To agree any changes to bank signatories.

To receive a financial report from the RFO including balances at bank. To sign report to certify as correct.

To authorise payments:

15.05.23	BACS	Village Hall Hire April	£20
15.05.23	BACS	Village Hall Hire May	£20
15.05.23	BACS	SALC Subscription	£157.50
30.03.23	SO	Clerks Salary March	£325
30.04.23	SO	Clerks Salary April	£325
15.05.23	BACS	Mail Boxes ETC Leaflet Printing	£65

**21.05.23 Safeguarding Policy**

To discuss and appoint a safeguarding lead and discuss training options

**22.05.23 New Grass Contractor**

Update

**23.05.23 Replacing Bench in Church Square**

Discuss

**24.05.23 Village Infrastructure including CIL (Community Infrastructure Levy)**

CIL – update on proposals for use of funds and discuss if PC would like to make any further CIL application bids. Proposal to replace damaged village sign.

Village Hall Management Committee representative – any updates

Millennium Green Representative – any updates

**25.05.23 Highways**

Speeding, Road Condition and other road issues

Proposal from a member of the public for a Petition to reduce the speed limit from 60mph to 40mph in the half mile stretch of road between East Bergholt and Holton St Mary.  
Footpaths and Pavements

**26.05.23 Village Leaflet**

Proposal made at the APM for a village leaflet to be produced.

**27.05.23 Matters to be brought to the attention of the Council**

To agree items for next agenda

**28.05.23 Next meeting**

To confirm 12<sup>th</sup> July 2023 as date for next meeting

Faye Hall (Parish Clerk)

Date:03.05.2023