

# MINUTES OF HOLTON ST MARY PARISH COUNCIL MEETING

held at 8 p.m. on Wednesday 9<sup>th</sup> September 2020

via Zoom video link

## Present:

**Parish Council (PC):** Sally Thurlow (ST – Chairman), Erik Ellis (EE- Vice Chairman), Jan Cheng (JC), Claire Rowan (CR), Anne Priestley (Clerk)

**Members of the Public: 3**

## 20.34 Apologies for Absence:

It was RESOLVED to accept apologies from Richard Appleton (RA), Oliver Greene (OG), Mark Anderson (MA), John Ward (JW), Gordon Jones (GJ) who were all unable to attend for personal reasons.

## 20.35 Declarations of Interest:

CR declared she was the applicant for planning application DC/20/03731. All councillors declared that they live in the village and know residents. They will not let this affect their judgement.

## 20.36 Minutes of meeting of 8<sup>th</sup> July 2020

The Minutes of the meeting held on 8<sup>th</sup> July and 26<sup>th</sup> August 2020 were approved and signed as an accurate record by the Chairman. Proposed EE Seconded ST.

ST clarified a conversation held at the planning meeting – The PC only comment on applications if we meet to do so, even if the comment is ‘no objections’. If we do not meet, we do not submit a comment.

## 20.37 Public Forum

County Councillor’s Report (GJ): sent by email

District Councillors’ Report (JW): sent by email

## 20.38. Planning:

- a. DC/20/03634 – Application for Listed Building Consent – Conversion of barn to form 1. No dwelling and erection of glasshouse and store. Location: Holton Place, Sandpits Lane, Holton St Mary, CO7 6NH. The applicant gave a short description of the anticipated build. The Parish Council agreed to comment – ‘The application looks like a good marriage between contemporary and traditional architectures and we welcome the repurposing of a redundant listed agricultural building which will fit well into the surroundings’.
- b. DC/20/03633 – Planning Application – Conversion of barn to form 1. No dwelling and erection of glasshouse and store. Location: Holton Place, Sandpits Lane, Holton St Mary, CO7 6NH. The Council agreed to comment ‘We welcome the sensitive nature of the proposed development of the building within the curtilage of Holton Place’
- c. DC/20/03731 Householder Application - Erection of single storey rear extension and re-positioning oil tank. Location: 2 Bacons Green, Holton St Mary, Colchester, Suffolk CO7 6NJ. The applicant explained the anticipated build, then left the meeting. The Parish Council agreed to comment – ‘no objections’
- d. There were no planning decisions

## 20.39 Correspondence and Clerk’s Report:

The Clerk noted that there had been email correspondence with a few villagers on personal matters over the summer and a few posts had been made to Facebook informing residents of upcoming events and surveys. A letter inviting comments on the ‘Statement of Licensing Policy’ had been received.

The Clerk informed the meeting that:

New Website Accessibility rules have come into force and consequently changes have been made to the website and document formats that are usually accessible via the website.

Insurance claim. The Clerk had spoken to the insurance company who confirmed that the ongoing case was valid but appeared to be 'stuck' somewhere in the system. Insurance company will chase again.

Actions on recommendations from Internal Audit. One recommendation and two comments from the Internal Audit were acted on.

The Clerk passed an offsite Backup and sealed recovery documentation to ST

## 20.40 Finance:

### a. Financial Report

<b>Bank Balances at 31.8.2020:</b>	Current Account	£584.67
	Saver Account	£12,176.87
<b>Receipts since 01.7.2020:</b>	Bank Interest	£0.10
<b>Total Payments since 01.7.20:</b>		£720.03

The balances were examined against bank statements, signed and agreed as a true record.

### b. Payments

#### **It was RESOLVED the following payments be received and approved**

Salary	£279.33
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JAK services 1643 – Grass Cutting	£70.00
Clerk - Zoom monthly x2	£28.78
Village Hall Management Committee – Hire of Hall	£17
Came & Co Inv 5676099	£421.96

All payments are made under the powers provided by the Local Government Act 1972 S111 unless otherwise specified.

### c. Budget

Expenditure was examined and it was RESOLVED to Vire £11 from Admin to Audit and £1.96 from Admin to Insurance

## 20.41 Financial Controls and Standing Order Review.

It was RESOLVED to update Standing Orders and Financial Controls with new procurement figures in line with NALC recommendations

## 20.42 CIL.

- The Yearly CIL report was verified and signed.
- The Parish Infrastructure Plan was discussed and agreed. It was agreed unanimously that the Parish Council should offer to fund replacing the oak posts to the latch gate at the entrance to the public footpath in the Churchyard at £320 plus VAT. It was also agreed to look into the possibility of placing a composting toilet and extending accessibility for the Millennium Green. ST to take this forward with joint working party from Social club and Millennium Green Committee.

## 20.43 Highways reports.

Speeding and other road issues – no further forward on average speed cameras in village.

Road condition. Two councillors have lodged a complaint with Highways regarding the road surface level at Bacons Green which is causing flooding.

Footpaths and Pavements there are still lots of stones being pulled up from the road surface to the pavement.

## 20.44 Insurance.

The coming year's insurance provisions were reviewed for adequacy and it was RESOLVED to approve documentation

It was RESOLVED to add the cost of employing an insurance assessor in next year's budget.

#### 20.45 Website Accessibility

The Accessibility Statement was read and it was RESOLVED to adopt this as presented. Clerk will upload to the website.

#### 20.46 Matters to be brought to the attention of the Council

The Council agreed with the comments expressed by RA on an email 'We regret that Anne is stepping down as Parish Clerk and express our thanks over her work and cheerful enthusiasm in doing an excellent job within the context of a bureaucratic minefield'.

A request from villager to talk about 'Friendly Bench' and the 'Good neighbourhood scheme' at the next Meeting.

#### 20.47 Next meeting

The date of the next meeting was confirmed as the 11<sup>th</sup> November 2020

The meeting closed at 21.50 pm.

Signed .....

Date .....