

MINUTES OF HOLTON ST MARY PARISH COUNCIL MEETING
held at 8 p.m. on Wednesday 13th May 2020
via Video Link

20.01	<p>Elections</p> <p>a. In the current conditions it was agreed that Sally Thurlow should continue in the role as Chairman, with a view to possibly stepping down later in the year. This was agreed unanimously. ST signed a Declaration of Acceptance</p> <p>b. EE was unanimously re-appointed Vice-Chairman</p> <p>c. It was agreed to elect the following to the Planning Committee: ST, EE, OG, JC, CR, MA, and RA.</p> <p>d. It was agreed to elect the following Finance committee with powers to approve any amendments to Annual Return: ST, EE, OG, JC, CR, MA, and RA.</p>	Action
	<p>Present:</p> <p>Parish Council (PC): Sally Thurlow (ST – Chairman), Erik Ellis (EE- Vice Chairman), Oliver Greene (OG), Jan Cheng (JC), Claire Rowan (CR), Mark Anderson (MA), Richard Appleton (RA), Anne Priestley (Clerk)</p> <p>District Councillor: John Ward (JW)</p> <p>County Councillor: Gordon Jones (GJ)</p> <p>Members of the Public: 10</p>	
20.02	<p>Apologies for Absence:</p> <p>There were no apologies for absence.</p>	
20.03	<p>Declarations of Interest: All councillors declared that they live in the village and know residents. CR and EE live on the same road as planning application. They will not let this affect their judgement.</p>	
20.04	<p>Minutes of meeting of 13th March</p> <p>It was RESOLVED that the Minutes of the meeting held on 13th March were amended to just show the names of the nominees to the board of trustees for the United Charities Trust in section 19.99. OT should be OG on apologies. They were then approved and signed as an accurate record by the Chairman.</p>	
20.05	<p>Public Forum</p> <p>County Councillor’s Report (GJ): This was mostly related to the current Covid19 crisis, the second return was being submitted for grant funding. Thus far, a large amount of funding has gone to adult social Care. The Council is now looking at the ‘recovery’ stage. Thanks were given to staff now working from home. ANPR roll-out has been put on hold until after the pandemic – probably to be picked up later this month. OG commented - speeding through the village continues and needs to be addressed urgently. GJ acknowledges this – will pass comments on. Aggregate deliveries (operating company, TMC Haulage) have been driving too quickly through the village which resulted in a near miss involving a cyclist at Bacons Green on 5th May. ST rang the company and will follow up with a letter; first draft to be written by RA. RA stressed that the slip-road and underpass speed limit is dangerous and this contributes to the high speed of vehicles as they approach the village from the A12. GJ and JW will raise this with Highways England.</p> <p>District Councillors’ Report (JW): Business grants have been well distributed, still a few to go. New round coming up. Community grants also being paid out. Good local organisational response helps Babergh wide volunteer help. The district has received two rounds of funding to cover Covid19 support funding, but JW did not know if there would be compensation for loss of income. He commended BDC for rolling out a good programme for volunteers. OG requested we had a list of Food Bank locations so we could donate. JW will forward. RA volunteers at FIND every Monday – he is happy to take donations there. It was confirmed that limited companies not currently paying rent and therefore not receiving emergency funding will be able to apply for a grant.</p>	ST GJ
20.06	<p>Planning</p> <p>Problems with consultation procedure led to us getting comments in late. Planning application DC20/01286 Application for Listed Building Consent – ‘Erection of two storey extension and alterations to dwelling and garage’, Lark Hall, Sandpits Lane Holton St Mary</p>	

	Colchester Suffolk CO7 6NH, was discussed. It was agreed that the proposed extension was sensitive and a good addition to the house. We will contact BDC to ensure we get notifications for all applications. ST and AP to make sure that we receive the right notifications.	ST AP
	b. There were no planning decisions to report.	
20.07	Appointments: It was RESOLVED that the following appointments were made: Footpath Warden – OG Highways Representative – MA Tree Warden – Ask Keith Jeffreys Emergency Officer – RA Millennium Green Representative – CR Village Hall Management Committee Representative – EE Safer Neighbourhood Panel – MA (deputy RA) Working party for Broadband with Raydon - ST	
20.08	Annual Subscriptions: RESOLVED that subscriptions to Community Action Suffolk (free) and SALC, NALC to be renewed.	
20.09	Asset Register: The Council reviewed the asset register. It was RESOLVED that the Asset Register to 31 st March 2019 be adopted as presented.	
20.10	Internal Audit: The Council considered the internal Audit report for the year to 31 st March 2019. It was RESOLVED that: 1. The internal Audit report for the year ending 31 st March 2019 was received and agreed effective, and 2. SALC are to be appointed to carry out the audit for the year ending 31 st March 2020	
20.11	Risk Assessment: The Risk Assessment and Control Checks were reviewed and approved. It was RESOLVED that they be accepted as presented.	
20.12	Standing Orders: The Standing Orders were reviewed and no amendments were necessary. It was RESOLVED that the standing orders be adopted as presented and appended to the minute book.	
20.13	Financial Regulations: Financial Regulations were reviewed. It was RESOLVED that the Financial Regulations be adopted as presented and appended to the minute book.	
20.14	Insurance: It was confirmed that the Council remains appropriately insured with Came and Company. A three year policy commenced from 1 st October 2018. New policy amounts were in place following the upgrade of Church Square post and rail fence.	
20.15	Meeting Dates Full council meetings for the coming year have been set at: 8th July, 9th September, 11th November, 8th January 2021, 10th March, 14th April (APM) and 12th May.	
20.16	Annual Return for year ended 31 March 2020: The Council considered the accounts, annual governance statement and annual return for the year ended 31 st March 2020 as presented. The Clerk advised that the notice of Audit would be displayed on the noticeboards and website before the 1 st July 2019 It was RESOLVED: a. To approve the Annual Governance Statement for the year ended 31 st March 2020 and authorise the Chairman to sign the declaration on behalf of the Council. b. To approve the Accounting Statements for the year ended 31 st March 2020 as signed by the Clerk as Responsible Financial Officer and authorise the Chairman to sign Section 2 and the Certificate of Exemption of the Annual Return on behalf of the Council.	
20.17	Correspondence and Clerk's Report The Clerk had received an email from a resident about speeding lorries at Bacons Green. This had been addressed during Public Forum (20.5 above) Planning Officer Letter – There are temporary arrangements in place for Planning applications to be considered via virtual meetings. The Boundary Commission has stated that the Suffolk Electoral Review has been postponed and is unlikely to be introduced until 2025, rather than next year.	

	The Clerk is receiving Coronavirus Updates from various organisations. PC members to let her know if they want them forwarded on.	
20.18	<p>Finance:</p> <p>a. Financial Report</p> <p>Bank Balances at 31.03.20: Current Account £729.47 Saver Account £12,172.73</p> <p>Receipts since 01.2.20: Bank Interest £4.00</p> <p>Total Payments since 01.2.20 : £716.57</p> <p>The Clerk explained there had been an omission of the figures for amounts received but not cashed and spent but not presented, making the figures in the reconciliation sheet difficult to understand. The records have been amended.</p> <p>The Clerk noted that the PC expect a refund from an insurance claim of £1293.56 for the post and rail fence.</p> <p>The balances were examined against bank statements, signed and agreed as a true record.</p> <p>b. It was RESOLVED the following payments be received and approved:</p> <p>30 April 2020 S/O Salary £303.33 31 May 2020 S/O Salary £303.33 31 March 2020 BACS JAK services £100.00 25-Mar-20 BACS Bland Landscapes£2,155 01-Apr-20 BACS SALC subs £140</p> <p>A further expenditure was agreed of £14.39 a month until further notice for Zoom virtual meeting technology.</p>	
20.19	<p>Highways</p> <p>a. Speeding and other road issues – the introduction of ANPR cameras looks promising. HSM is likely to be one of, if not the priority village for a camera.</p> <p>b. Road condition – some surface repairs required. Manhole covers have recently been released. Resident reported problems in front of house, AP to post Facebook comment on to JW. Verge by Pat’s field now dangerous – Highways have started and hopefully will be cleared soon.</p> <p>c. Footpaths and Pavements: no problems reported</p>	
20.20	<p>Matters to be brought to the attention of the Council:</p> <p>Holton Park Proposal – suggest wait for planning application and then call a meeting. It was agreed to ask AP to find previous planning applications put on that land, alert John Ward to ensure he is aware before next meeting, and circulate proposal documents.</p> <p>For next agenda: 250 Houses planned for Hadleigh Upper Layham – Marquis to become a wedding venue with a new hotel.</p> <p>Thanks were noted for the production of the report booklet for the Annual Parish Meeting (APM): feedback had been good and it was considered this should be repeated in the future.</p>	AP
20.21	Next meeting: The date of the next meeting was confirmed as 8 th July 2020	

The meeting closed at 21.44 pm.

Signed

Date