

HOLTON ST MARY PARISH COUNCIL

Minutes of Annual General Meeting

Held Wednesday 5th May 2021

at 8 p.m. via Zoom

21.01 Elections

- a. Jan Cheng was elected as Chair and signed a Declaration of Acceptance of Office. Proposed ST Seconded CR and passed unanimously.
- b. Sally Thurlow was elected as Vice Chair. Proposed OG Seconded CR and passed unanimously.
- c. It was agreed to elect the following members to the Planning Committee: OG (Chair), JC, ST, CR, MA, RA
- d. It was agreed to elect the following members to the Finance committee with powers to approve any amendments to Annual Return. JC, ST, OG, MA, CR, RA

Present:

Parish Council (PC): Jan Cheng (JC- Chair), Sally Thurlow (ST -Vice Chair), Oliver Greene (OG) Claire Rowan (CR), Mark Anderson (MA) Liz Sims (LS- Clerk)

District Councillor: John Ward (JW)

Members of the Public: None

21.02 Chair's welcome, accept councillors' apologies for absence.

The Chair welcomed everyone to the meeting. Apologies were accepted from RA who was unable to attend and also from Gordon Jones (County Councillor). It was noted that the PC had given thanks to Gordon Jones for his support at the previous meeting.

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

All Councillors declared that they live in the village and have an interest in agenda item 21.20.b. MA declared his interest in agenda item 21.22.c as a resident in Church Square.

21.04 Minutes

The minutes of the Parish Council meeting held on March 10th 2021 were approved and signed as an accurate record by the Chair. Proposed by JC and Seconded by OG and agreed unanimously.

21.05 Public Forum

To receive reports from and ask questions to County Councillor and District Councillor.

County Councillor not present; JW (District Councillor) report circulated, he further advised that after 6th May 2021 virtual meetings of the Council will no longer be allowed.

To permit public participation to make statements or ask questions.

OG raised the query why land north of the B1070 was still included in the Babergh Joint Local Plan, public statements have previously been made advising that this was a mistake and would be removed, he enquired if the plan had been decided by a planning team or an individual and if the previous representations from the village were taken into account. JW informed the meeting that the plan was discussed by a planning policy team, he will discuss it further with them and see if a meeting can be arranged between them and the PC to enable the decisions taken to be discussed.

21.06 Appointments

It was RESOLVED that the following appointments were made:

OG Footpath Warden

MA Highway's representative

ST Tree Warden

RA Emergency Officer

CR Millennium Green representative

ST Village Hall Management Committee representative

MA Safer Neighbourhood Panel representative

ST Broadband Working Party

21.07 Parish Councillor Vacancy

There is currently a notice of vacancy displayed, the returning officer will advise the PC if there is a call for election, if not the Council are able to co-opt a member. An agenda item will be added to the next meeting. It was discussed that there may be merit in the Planning Committee having other village residents as members alongside the Parish Councillors.

21.08 Annual Subscriptions

It was **RESOLVED** that subscriptions to Community Action Suffolk (free) and SALC (including NALC subscription) to be renewed.

21.09 Asset register

The Council reviewed the asset register, it was noted that there was an increase in the total asset value to £25,632 because of the replacement new noticeboard at Church Sq. It was **RESOLVED** that the Asset Register be adopted as presented. It was noted that the Clerk will enquire about cost to clean and paint lettering on Village sign.

21.10 Risk Assessment

The Risk Assessment and Control Checks were reviewed and approved. It was **RESOLVED** that they be accepted as presented.

21.11 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.

21.12 Financial Regulations

Financial Regulations were reviewed, it was **RESOLVED** that they be adopted as presented and appended to the minute book. The bank mandate currently has following signatories: ST EE (Erik Ellis) CR OG LS, it was agreed to amend as follows: - EE to be removed, JC and MA to be added as signatories.

21.13 Data Protection and Information Protection Policy

The data protection policy was discussed, it was agreed that the Clerk would look at records to see if a current policy was agreed and report at the next meeting.

21.14 Insurance

It was confirmed that the Council remains adequately insured at the moment, the Clerk advised that the current three-year policy expires on 1st October 2021 and Insurance requirements will be assessed when obtaining quotations for renewal.

21.15 Meeting Dates

Full council meetings for the coming year were set as:

14th July 2021, 8th September 2021, 10th November 2021, 12th January 2022, 9th March 2022, (APM)13th April 2022, 11th May 2022. The Clerk will publish these dates in the Quartet.

21.16 Internal Audit

The Council considered the internal audit report for the year to 31st March 2020.

It was **RESOLVED** that:

The Internal Audit report for the year ending 31st March 2020 was received and agreed effective.

As agreed in minute ref 20.92 SALC are to be appointed to carry out the internal audit for year ending 31st March 2021.

21.17 Annual Return for year ended 31 March 2021

The Council considered the accounts, annual governance statement and annual return for the year ended 31st March 2021 as presented. The Clerk advised that the notice of Audit would be displayed on the noticeboards and website before the 1st July 2021.

It was **RESOLVED**

a. To approve the Annual Governance Statement for the year ended 31st March 2021 and authorise the Chair to sign Section 1 of Annual Return on behalf of the Council.

- b. To approve the Accounting Statements for the year ended 31st March 2021 as signed by the Clerk as Responsible Financial Officer and authorise the Chair to sign Section 2 of Annual Return on behalf of the Council.
- c. To authorise the Chair to sign the Certificate of Exemption on behalf on the Council.

21.18 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Email received to advise that the Draft JLP has been submitted to inspectorate.

Email from BDC offering applications for free trees and hedgerows, Millennium Green Trust has been informed and details forwarded to them.

Email received from JAK Services regarding invoice

Response received from Planning Enforcement Team regarding planning decision B/15/0075, possible breach of planning conditions, Planning Enforcement are writing to landowner to inform that they are aware that a possible breach of conditions had occurred but have closed their report because the working season has started.

Email advising that following a complaint made to highways by RA as a private individual regarding a manhole cover affecting utilities to his property, Suffolk County Council Highways have suggested that they meet with members of the PC to look at road issues affecting the Village.

21.19 Finance

a. Financial Report:

Bank Balances as at 30.04.21	Current Account	£ 7,218.25
	Reserve Account	£10,460.33
Receipts Since last meeting	Interest	£ 0.18
	Precept	£ 4,008.00
	Parish Grant	£ 67.00
Total payments since last meeting		£ 1,679.64

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

b. It was **RESOLVED** that the following payments be received and approved:

13/03/2021	Bacs	Esims Zoom March	£14.39	S111
29/03/2021	Bacs	Realise Futures	£829.20	S142
31/03/2021	Bacs	JAK Services	£20.00	S111
06/04/2021	Bacs	Esims Expenses/Paper	£17.00	S111
06/04/2021	Bacs	Esims ExpensesInk Cartridge	£11.86	S111
13/04/2021	Bacs	Esims Zoom April	£14.39	S111
14/04/2021	D/D	ICO Registration Cert	£35.00	S111
21/04/2021	Cheque	D Leach Delivery of leaflets	£10.00	S111
30/04/2021	SO	Clerk Salary	£303.33	S111
31/04/2021	Bacs	JAK Services	£80.00	S111
28/05/2021	Bacs	SALC	£145.33	S111
10/05/2021	Bacs	J Partidge	£304.80	S142
30/05/2021	SO	Clerk Salary	£303.33	S111

It was agreed to maintain the existing direct debit payment for registration to ICO for the next renewal.

c) It was **RESOLVED** that the following amounts be transferred from current account (unspent budget monies from 2020-2021 year) to reserve account and allocated accordingly. £250.00 into Reserve admin to save for new computer; £75.00 to CPAD (for new pads and battery);£50.00 for telephone box (towards re-painting), £1,500 to footpath extension (unspent budget for replacement post and rails at Church Sq)

21.20 Planning

a) Planning updates

The application DC/20/05590, Holton Hall Farm was discussed, this application has been 'called-in' and it was agreed that the Clerk will contact BDC to ask that representatives of the PC would like to attend the planning committee meeting when they discuss this application; it was further agreed that the Chair will write to JW asking that as our elected Councillor would he support the local electorate by representing our expressed views and objections in any debate and vote at the planning committee meeting. It was agreed that a letter would be sent to BDC CEO in response to the planning departments latest statement on the application, Councillors to submit their comments to OG to draft letter.

b) **Babergh Joint Local Plan**

This was discussed in agenda item 21.05; it was further agreed that a letter will be sent to Chief Executive of Babergh District Council to detail the concerns of the PC that the representations made by the PC regarding planning issues are not being addressed- Councillors to submit their comments to OG to draft letter.

21.21 Zoom Subscription

It was agreed to continue zoom subscription for the current time, this will be reviewed at next PC meeting.

It was agreed that the Clerk will respond to the Government 12 week call for evidence on virtual meetings on behalf of the PC advising that the allowance of virtual meetings had been a positive experience enabling meetings and decisions to continue when we were unable to attend in person.

21.22 Village Infrastructure including CIL (Community Infrastructure Levy)

a. CIL – ST suggested the possibility of a pedestrian gate being put up at the entrance to Millennium Green, this will be raised with Millenium Green Trust; Clerk to enquire if CIL funds could be used towards installation/ running costs of wifi in Village Hall.

b. Maintenance of telephone box – quotations for re-painting discussed, it was agreed to instruct painting of both inside and outside of the box with quotation received for £400.00.

c. Church Square maintenance – This was discussed and agreed no further maintenance required at the present time, damage was made good by contractor, the surface condition will be monitored.

d. Holly Tree – Church Sq – ST to obtain further quotes for cutting back of the Holly Tree.

e. Church Square Pump – ST to obtain quote for repairing pump, seal needs replacing to be able to function again.

f. Update/ report on toilet proposal – agenda item 20.90(f) noted joint discussions with the PCC regarding the provision of a toilet - OG advised that this will be raised at the next PCC meeting.

21.23 Highways

a. Speeding and other road issues – MA advised that there were no further updates regarding installation of the ANPR at the moment. He advised that the proposal for Stubbins Lane to be designated a Quiet Lane was still progressing, the next stage will be a public consultation.

b. Road condition/ Run -off from road surface – as noted in agenda item 21.18 a meeting with SCC highways and members of the PC is taking place on 6th May 2021. It was noted that roadwork signs left behind by contractors will be advised to them.

c. Footpaths and Pavements – JC noted stile on footpath in fenced off field south of the Village is wobbly, it was discussed that the gate can usually be accessed, only locked when lambs were in the field.

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

CR advised that there is planned celebration to be held on Millennium Green in 2022 to celebrate The Queen’s Jubilee and postponed VE Day celebration.

21.25 Next meeting

The date of the next meeting was confirmed as 14th July 2021 .

Meeting Closed at 10.30pm

Signed.....

Date.....

Babergh District Councillor's Report

May 2021

Community Grants

Babergh District Council approved community grants totalling £621,939 during the 2020/21 financial year – providing vital funding for organisations responding to Covid-19, sports and leisure facilities, and community venues across the district.

Over the past twelve months, the council's communities team has worked closely with a range of local organisations to ensure grants will best meet the needs of Babergh residents, both now and for many years to come.

The council's ongoing ambition for communities with bright and healthy futures has also been supported by the allocation of funding for sports organisations, play equipment, community woodlands and green space.

As well as capital grants to improve facilities, the council awarded over £130,000 in revenue funding to support charities that provide for residents of the district

A new Locality Awards grant was also launched last April – enabling Babergh District Councillors to individually allocate funding, totalling almost £47,000, to deserving projects in their ward.

Food Hygiene Prosecution

A national retailer has been fined over £60k, for food hygiene offences committed at their McColl's store on Market Hill in Sudbury.

Martin Retail Group Ltd was sentenced for multiple food hygiene offences at Chelmsford Magistrates' Court last week (15 April). They must now pay a total of £60,000 in addition to £5,589.08 of costs awarded to the council, for the offences which date back to 8 January 2020.

Babergh District Council officers visited the premises, following a complaint about rats at the store located at 19 Market Hill. On inspection they found evidence of a pest infestation, as well as sewage leaking over the toilet floor. We take a graduated enforcement approach, share intelligence with authorities across the country, and support our businesses with advice and guidance, with prosecution being the last resort. This conviction shows the importance of good hygiene practices and sends a clear message that breaches will not be tolerated

Business Recovery Grants

A significant new grant fund, launched by Babergh and Mid Suffolk District Councils, is set to support the recovery of local businesses reopening after lockdown but unable to access the Government's Restart Grant scheme.

The councils' Discretionary Restart Grant is designed to help with costs associated with reopening following the lifting of lockdown restrictions, to help businesses resume trading at pre-Covid levels.

The grant will be a one-off payment of up to £18,000 for eligible businesses. Eligibility and payments will consider the scale and size of business, impact of Covid, permitted opening dates and anticipated reopening costs. It cannot be used to cover salaries, fixed costs such as utilities, or be accessed by businesses outside the districts.

Free Outdoor Fitness Classes

Our Parks have recently launched FREE fitness classes, at venues across Suffolk, to help our county be the most active in the UK. All classes are Covid secure, so are the perfect way to get your fitness mojo back after leaving lockdown. [Visit the Our Parks website](#) to find your nearest participating park and book on to a class.

Meetings

After 6th May, the legislation that allows virtual local government meetings ceases. Until all restrictions are lifted, we will be implementing some interim arrangements and these will differ for each type of meeting. The significant change will be for our annual meeting on 25th May, which will now be held at Wherstead Park. This is the only venue large enough to accommodate all councillors, officers and members of the public and press in a Covid secure way. Cabinet, Council and Planning Committee meetings can be watched, either live or catch-up, on our [YouTube Channel](#). For agendas and minutes, please visit the [Democratic Services homepage](#).

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