

HOLTON ST MARY PARISH COUNCIL
Minutes of Parish Council Meeting
Held Wednesday 14th July 2021 8pm
At Holton St Mary Village Hall

Present:

Parish Council (PC): Jan Cheng (JC- Chair), Claire Rowan (CR), Mark Anderson (MA), Richard Appleton (RA) arrived at Agenda item 21.30, Liz Sims (LS- Clerk)

District Councillor: John Ward (JW)

County Councillor: Georgia Hall (GH)

Members of the Public: None

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

The Chair welcomed the new County Councillor to the meeting, apologies were accepted for OG and ST.

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

MA declared his interest in agenda item 21.39 as a resident in Church Square. CR declared that she lived close to the planning application in agenda item 21.32.

21.28 Minutes

The minutes of the Parish Council meeting held on May 5th, 2021, were approved, and signed as an accurate record by the Chair. Proposed by MA and Seconded by CR and agreed unanimously.

21.29 Public Forum

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

GH (County Councillor) report circulated, GH further advised that the application from HSM for the ANPR scheme had been received, traffic lights at Raydon because of landslip should be removed later this week. JW (District Councillor) report circulated, JW further advised that the hearing for the Joint Local Plan had been postponed until September, he had spoken to the Planning Policy team who are looking into letting HSM PC have a slot to speak at the hearing. He advised that BDC Council will be meeting this month at Whersted Park. He advised that Hadleigh Swimming Pool had a full reopening session last week.

Quiet Lanes Proposal

The Quiet Lanes proposal for Stubbins Lane was discussed, no comments had been received from residents following consultation; the merits of the scheme were considered, no voluntary contributions towards signage costs are required. MA proposed that the PC should proceed with the proposal, seconded by CR and agreed unanimously.

21.30 Parish Councillor Vacancy

The application from Mike Hays was discussed and considered, it was Resolved unanimously to accept him for co-option as a Parish Councillor. Clerk will arrange for him to sign acceptance of notice as soon as possible.

21.31 Correspondence and Clerk's Report

Email received from Discovering Suffolk, project to put plaques on ROW fingerposts to promote the countryside code and discovering Suffolk – the PC has noted it's interest in the project.

Letter from Lord-Lieutenant for Suffolk received regarding Festival of Suffolk 2022 for The Queen's Platinum Jubilee-seeking nominations for a Festival Community Champion- the PC agreed not to nominate a champion, it was suggested to forward to Millennium Green Committee and Social Club Committee for their interest.

It was noted that a retirement card was given to mobile librarian from HSM PC.
 The Clerk had raised a query with SCC regarding a missing PROW sign from footpath 16 following a Parishioners concern. BDC confirmed that no decisions had been made regarding the diversion of the footpath, Clerk has spoken to SCC regarding the sign, they are speaking to the landowner and will keep us updated of the situation. JW further advised that he will look into what the current situation is regarding the application for diversion of the footpath.
 Clerk has made enquiries about cleaning and painting of the Village sign, a quote has been received to remove and restore it for c£2,000, a further enquiry has now been made for a sign writer to re-paint the letters as an option.

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

It was agreed unanimously that the PC had no objection to this application, Clerk will log comment on the planning portal.

b) To receive any planning updates

No planning decisions have been received.

It was noted that there was no further update on the planning application at Holton Hall Farm for the 28 bed reablement home.

GH advised that no Planning application had been received by SCC for changes at Brett Vale Golf Course, following the pre-planning application.

c) Babergh Joint Local Plan Formal Examination

Already discussed in Public Forum.

21.33 Internal Audit

The Council considered the internal audit report for the year to 31st March 2021

It was **RESOLVED** that:

The Internal Audit report for the year ending 31st March 2021 was received and agreed effective.

The recommendations made in the internal audit report had been actioned by the clerk.

21.34 Finance

a. Financial Report:

Bank Balances as at 30.06.21	Current Account	£ 4,307.08.00
	Reserve Account	£12,335,53.00
Receipts since last meeting	Interest	£ 0.11
	VAT Reclaim	£ 240.45
Payments since last meeting		£ 1,276.62

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

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. It was **resolved** to Vire £150 from noticeboard budget to telephone box for remaining cost of re- painting of telephone box.
- d. Churchyard grass cutting – It was **resolved** to continue payments for grass cutting and hedge trimming in the churchyard, since this is a public space not only used by churchgoers and the PROW footpath runs through the churchyard and it is important to maintain access to this.
- e. It was agreed for the Clerk to purchase a new laptop for the PC, the current one is very slow at re-starting after updates. Funding of £300 is in reserves, the remainder can be transferred from other budgets – to be agreed once purchased.

21.35 Zoom Subscription

It was **resolved** to cancel the zoom subscription immediately now PC meetings are in person; this can be reinstated in the future if needed.

21.36 Data Protection and Information Protection Policy

The policy was reviewed, and it was agreed to be adopted.

21.37 Safeguarding Policy

This was discussed and it was agreed that the PC should adopt a safeguarding policy, Clerk to bring adapted policy to next meeting for approval.

The possibility of a mental health policy was raised, this will be discussed further at a later meeting.

21.38 Village Green – Land Registry deeds

It was agreed the correspondence address on the Village Green Land Registry deeds should be changed to current Clerk and it was agreed for the Clerk to proceed with solicitor quotes as presented.

21.39 Village Infrastructure including CIL (Community Infrastructure Levy)

- a. CIL – there have been no further discussions between the PC and PCC regarding the installation of a toilet, and it was agreed that this project did not appear to be feasible to continue with. The possibility of providing electricity at Millennium Green was discussed and agreed that this should be investigated as a separate matter, it was agreed that the Clerk should get estimates for installation of electricity to the Green, and Millennium Green Trust should be spoken to regarding the possibility of sharing costs. JW and GH advised that funding towards costs may also be available from their locality funding. Repairing the water pump was discussed and it was agreed that the clerk should obtain an estimate for repair.
- b. Painting of telephone box – this is to be completed end August 2021.
- c. Holly Tree – Church Sq, reducing the height of the tree; it was noted that an estimate of £200 had been provided for the work, it was agreed that a written quotation should be obtained, and subject to this being received it was agreed unanimously to fund this work.
- d. Millennium Green – CR advised that the Millennium Green Trust had discussed the suggestion of installing a pedestrian gate from the Green to the Church Sq and following discussion had decided that they will not be proceeding.
- e. Broadband working party – update provided from ST- Openreach have confirmed that the Great Wenham exchange is now included in an Openreach plan to deliver FTTP so the Community Voucher scheme is now cancelled as no longer eligible for funding. Work may not be completed until as late as 2026 however typically it is taking 18-24 months. In the meantime engineers have moved everyone in Holton to cabinet 7 (outside Corpus Christi Cottages) from the cabinet at Acacia Road which should improve reliability and speed.
- f. Village Hall Management Committee representative – update from ST and JC –the Village Hall Committee has applied for funding for a commercial dishwasher, four large round tables and 15 chairs with arms. The committee have discussed installing Broadband at the Village Hall but are unsure if it would be used. It was suggested by ST at the Village Hall Committee meeting to ask if the PC would consider funding the running costs for one year to see what community use it brings in. It was agreed unanimously by the PC that they would in principle be open to the idea of funding running costs for one year with CIL funding. JW advised that a contribution towards installation costs may be possible from locality funds,

21.40 Highways

- a. Speeding and other road issues – MA provided an update of speeding issues to GH. GH confirmed that HSM is registered for the ANPR project, this may commence in the later part of this year. RA raised that could the posts be used for other warning signs when not in use, GH to follow this up.
- b. Road condition/ Run -off from road surface – a summary was provided of the meeting between RA, MA and SCC highways on 6th May 2021. SCC will repair/lift relevant sunken manhole covers, but would not be for several months, SCC Highways and/or their contractors would lift kerbs which had shown significant drop following surface re-dressing, but this work would not be for several months. The noisy road surface was discussed but Suffolk Highways considered the re-dressing undertaken in 2019 was most appropriate for the village, there are no plans to re-surface at this time. Suffolk Highways committed to having stones manually swept from footpaths, followed by a mechanical sweeper to remove stones from carriageway.
- c. Footpaths and Pavements – footpath 16 discussed in public forum.

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

RA informed the meeting that he intended to step down as a Parish Councillor and as Emergency Planning Officer – he was advised that this would have immediate effect, a written letter to be given to the Chair.

21.42 Next meeting

The date of the next meeting was confirmed as 15th September 2021 .

Meeting Closed at 9.55pm

Signed.....
Date.....