

HOLTON ST MARY PARISH COUNCIL

Meeting to be held on Wednesday 8th of March 2023

At 8pm at Holton St Mary Village Hall

Minutes

Present

Parish Council (PC); Jan Cheng (JC) Chair, Claire Rowan (CR), Mike Hay (MH), Mark Anderson (MA), Faye Hall (FH) Clerk

District Councillor: John Ward (JW)

Members of the Public: 1

22.90 Chairman's welcome, accept Councillors apologies for absence

Apologies were received and accepted from Sally Thurlow (ST), Oliver Greene (OG) and Matt Toone (MT). Apologies were also received from County Councillor Georgia Hall.

22.91 To accept members declarations of interest in accordance with the Council's code of Conduct

None. All Councillors live within the village

22.92 Minutes

The minutes of the Parish Council meetings held on the 9th November 2022, 12th December 2022 and 11th of January 2023 were approved and signed as an accurate record of the meetings by the Chair and agreed unanimously.

22.93 Public Form and receive reports from the District and County Councillors

Reports from District and County Councillors were circulated previously and are available on HSM website, noticeboards and District/County Council websites.

JW advised that the budget for Babergh has now been approved, there will be an increase to council tax of 2.99%, equivalent to £5.30 pa for a band D property.

General elections are coming up on the 4th of May and JW wanted to highlight again the requirement for voters to show photo ID when voting at a polling station.

JW also advised that there has been a review of the new councillor induction and training programme in preparation for the elections in May. It will be a more intense and thorough programme to assist new councillors.

JW was asked by the Councillors if there was any update on the planning application for the Care and Rehabilitation Centre at Holton Hall Farm - no further update at the moment.

With regards to the Brett Vale Golf Club planning application, JW advised that planning had requested some further information which has now been submitted and advised that this planning application may go to the planning committee but no decision has been confirmed as yet.

In the open forum the MP raised the following:

- Bridleway signs have appeared at Holton Hall Farm – Councillors advised that the Green Gym have put these signs up and also new footpath signs.
- Caravans on Holton Hall Farm are still occupied and MP has written to planning enforcement – JW will chase enforcement for a response.
- If there is something in the minutes of a Parish Council meeting that a MP doesn't believe was correct when the meeting was held can a MP advise and raise this? – JC confirmed yes, please raise at the next Parish Council meeting.
- Current Councillors reports are not on the HSM website – All Councillor reports are normally on the HSM website but can also be found on the notice boards and are also available on the County and District Councils websites for reference. These reports are referenced to by the County/District Councillors when they give their reports at the Parish Council meetings.
- Progress for the Village Hall refurb. MP is against the extent of the proposed refurb – large sum of money proposed is un warranted. JC advised that until a feasibility study has taken place it is unknown what can be proposed for refurbishing the Village Hall. Villagers will also be consulted and asked for their views on any proposals that are made.
- Issues with parking on Hadleigh Road – some people are parking on the pavement near the Village Hall which makes it hard for 2 rows of traffic to pass. PC advised that if a car is parked illegally then it is a police matter – the PC have no jurisdiction on parking issues. PC agreed to put a note in Quartet with regards to parking to remind people not to park on pavements. **Clerk to action.**

22.94 Planning

DC/23/00183 – Householder Application - Conversion of garage to additional living accommodation including construction of storage room to the north elevation and external staircase and door to loft space on the south elevation. Creation of habitable room in loft space, installation of roof lights on east roof slope and installation of 12 solar panels on west roof slope.

Location - Lark Hall Sandpits Lane Holton St Mary CO7 6NH

DC/23/00184 – Application for Listed Building Consent - Works to garage including creation of new garage openings with doors to west elevation, construction of small storage room to the north elevation and external staircase and door to loft space on the south elevation. Creation of habitable room in loft space, installation of roof lights on east roof slope and installation of 12 solar panels on west roof slope.

Location - Lark Hall Sandpits Lane Holton St Mary CO7 6NH

The above planning application was discussed by the PC and it was agreed that there are concerns with regards to light pollution that will be caused by the installation of roof lights and the affect that this will have on wildlife. The lights will also be visible on the road that goes to Higham which is an AONB. There is also concern with regards to lighting on the external staircase – PC agreed that detector lighting would be preferable. **Clerk to write a letter pointing out concerns.**

See notes under 22.93 for updates on the planning applications for the Care and Rehab Centre at Holton Hall Farm and Brett Vale Golf Club from JW.

22.95 National Grid East Anglia Green Energy Enablement

PC have agreed to help the Pylon Action Group with leafleting, a relay and assistance with any printing costs if required.

James Cartlidge has put a letter on Facebook which is encouraging.

CR advised that she will be attending a Pylon Change meeting at the Royal Hospital School so will give the PC some feedback from this.

22.96 Kings Coronation

JC advised that the Social Club are organising an event, the Church are organising a flower festival and the Slow Stitch group will decorate the village.

22.97 Finance

Bank Balances as at 28.02.23	Current Account	£4,880.58
	Reserve Account	£12,995.71
	Interest	£18.06
Payments since last meeting		£690.00
Receipts since last meeting		£101.12

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

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

30.01.23	SO	Clerks Salary	£325
28.02.23	SO	Clerks Salary	£325
13.03.23	BACS	Village Hall Hire on 08.03.23	£20
13.03.23	BACS	Clerks expenses	£10.47
13.03.23	BACS	Materials for dog poo dispensers	£21.18
13.03.23	BACS	Plaque & engraving for Queen's Jubilee beacon lighting	£64
13.03.23	BACS	SALC – Clerks training	£72
14.04.23	SO	ICO – Data protection fee	£35

Reserves were reviewed and it was proposed by JC that a virement be done to balance the over spent budget for Clerks Salary for the end of March. JC proposed that £198.66 from the Gen Admin budget could be moved to balance the over spent budget heading as mentioned above. It was further agreed to transfer the remaining budget from Elections and Infrastructure to the reserve account and allocate accordingly. Reserve from current year for training of £797.20 to be carried over as the reserve for 23-24, given the potential need to train newly elected councillors. **Clerk to action.**

Request to look at the cost of purchasing a larger dog poo bin and possibly a litter bin – **Clerk to action.**

Clerk has requested to purchase a new printer – **Clerk to look into.**

Amended Precept form sent to Babergh 09.02.23 after an error was noticed on the proposed budget for the allowance made for CPAD. Minutes from the 11th of January have been updated to reflect this. Noted

Budget for 23-24 agreed. Proposed by CR, all in agreement.

22.98 Correspondence and Clerk's Report

Lock on notice board in Church square reported as not being able to be opened – notice board company contacted and replaced the lock for free. Noted

Wayleave agreement from County Broadband for the pole on Church square has been signed. Noted

VAT return has been sent and monies have been received back. Noted

Donation request from Dedham Vale AONB & Stour Valley Partnership received. PC agreed to defer this to the next meeting so that it can be discussed by full council.

Email received from the Pylon action group encouraging a letter/email to be sent to the CEO of East Anglia Green with regards to seeking a deferral of the second non statutory consultation proposed for East Anglia Green this summer until the outcome of the current National Grid ESO study is known. Email sent.

Email received from 2 villagers who would be interested in a first aid course once one is arranged. PC agreed to arrange a first aid course. **Clerk to action.**

22.99 CIL (Community Infrastructure Levy)

The CIL report for the year 2022/23 was examined and agreed and signed by JC and verified by CR.

A large amount of the CIL money needs to be spent by September 2024 – JC advised Councillors that thoughts are needed on what CIL money can be spent on. Agreed to mention this in the Parish Council's report for the AGM in April.

23.00 Internal Audit

JC proposed to appoint SALC to undertake the internal audit for year end March 2023, MA seconded and all in agreement

23.01 Grass Cutting

A new grass cutting contractor is required – 2 quotes have been received for regular cutting.

PC discussed getting grass cut on an ad hoc basis as previously done and CR proposed looking into the possibility of having wild flower areas and long grass areas for wildlife in the grass that leads down to Millennium Green and in the Church yard. MA to also contact another gardening company that is used locally. To be looked into and discussed again at the next meeting.

23.02 Village infrastructure including CIL (Community Infrastructure Levy)

CIL – MH has got written consent from landowner to allow the removal of the styles on the footpaths on his land to change them to self-closing gates. Approx £300 for materials and £300 labour which CIL monies can be used for. This will produce a non-obstructive circular walk for people that cannot manage styles. PC in agreement for this to be carried out but Clerk to check if one quote is sufficient to go ahead with the work.

Millennium Green (MG) – CR advised that the MG's Public AGM is normally on the same day as the Annual Parish Meeting (APM) and will be held separately at 1930hrs. The MG will read their report at the APM meeting.

Village Hall Management Committee – Sally Thurlow (ST) sent a report via email for the meeting which JC read out. Some exploration of costs to fully develop a proposal to modernise the Village Hall have commenced but with everyone standing for election again this year and the likelihood that Social Club and Parish Council reps might change, the committee felt they must wait for the incoming committee to make such a large decision.

There have however been changes to the signage and rental agreements were agreed, so the parking on the paved forecourt, intended to be a social space will be restricted to loading and two disabled spaces and users will be asked (again) not to block fire escapes.

23.03 Highways

MA reported that HSM have continued support from the Safety Camera Team visiting.

ANPR camera – HSM has not had rotation of this since the last PC meeting so looks like it could be once every 3 months but MA will monitor.

Road issues – it has been noticed that when it rains puddles appear in the road and the water is not draining away. From the recent works that have been done on Hadleigh Road some of the drains are higher than the road. MA has reported a drain cover being higher than the road to Highways but requested that any villagers that notice any issues please report them on the Highways portal so that they can be addressed. PC agreed to also bring this up in the annual report for the APM.

23.04 Safeguarding

Safeguarding policy to be reviewed – JC to look at this.

23.05 Media and Press Policy

Media and Press policy to be reviewed – CR to look at this.

23.06 Alternative fuel payment

Discussed at the last meeting, agreed to monitor that people that are off gas grid are receiving this payment. PC all in agreement this payment is being received and people are being notified of it.

23.07 Annual Parish Meeting – 12th April 2023

JC will do a report with the Clerks assistance for the APM.

Clerk to request reports and arrange to have these printed. APM is also to be promoted on Facebook.

23.08 Elections on 4th of May 2023

Agreed to put election information on Facebook and encourage new people to stand for election.

23.09 Matters to be brought to the attention of the Council

CIL budget

Update on replacing styles with self-closing gates on the circular walk

April planning update for Care and Rehabilitation Centre and Brett Vale Golf Club

23.10 Next meeting

Confirmed the next meeting will be on the 10th of May 2023

Meeting closed at 2205hrs

Signed:

Date: