

## HOLTON ST MARY PARISH COUNCIL

Annual General Meeting Held On Wednesday 11<sup>th</sup> May 2022

8pm at Holton St Mary Village Hall

~~2021~~ Minutes

### 22.00 Elections

- a. Jan Cheng was elected as Chair and signed a Declaration of Acceptance of Office. Proposed by CR, seconded by MA and unanimously agreed.
- b. To elect Vice-Chairman. It was unanimously agreed that this agenda item would be postponed to next meeting.
- c. To elect Planning Committee. It was unanimously agreed that this agenda item would be postponed to next meeting.
- d. To elect Finance committee with powers to approve any amendments to Annual Return. It was unanimously agreed that this agenda item would be postponed to next meeting.

#### Present:

Parish Council: Jan Cheng (JC) Chair, Mike Hay (MH), Matt Toone (MT), Claire Rowan (CR), Mark Anderson (MA), Liz Sims (LS) Clerk

District Councillor: John Ward (JW)

Members of the Public: 9

### 22.01 Chairman's welcome, accept councillors apologies for absence.

The Chair welcomed everyone to the meeting. Apologies were received from Sally Thurlow and Oliver Greene and accepted.

Apologies were also received from Georgia Hall, County Councillor.

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

None were noted, all Councillors noted that they live in the Village.

### 22.03 Minutes

The minutes of the Parish Council meeting held on 9<sup>th</sup> March 2022 were approved and signed as an accurate record by the Chair. Proposed by MA, seconded by CR.

### 22.04 Public Forum

#### To permit public participation to make statements or ask questions:

The National Grid East Anglia Green Energy Enablement Consultation was discussed; issues raised included, had research been done properly? health implications to public, offshore connections should be campaigned for, exact routes difficult to establish from communication.

It was agreed that a separate Village Facebook group would be set up for this subject, and a working group would be set up in the Village, MT would be the Parish Council representative in this group.

Villagers are encouraged to attend the National Grid consultation in HSM Village Hall on 17<sup>th</sup> May 2022 12-7pm. It was agreed that the impact of the proposal to HSM and surrounding areas needs to be investigated. Collaboration with neighbouring groups would be instigated.

#### To receive reports from and ask questions to County Councillor and District Councillor:

Reports from District and County Councillors were circulated previously and are available on HSM website. JW advised that Council Tax rebates would be completed by the end of July.

He advised that he would try to organise a zoom meeting for Villagers with a senior planning officer at BDC who specialises in NSIP's (this is the type of planning proposal the National Grid East Anglia Green Energy Enablement is.)

JC enquired if anything was being done locally regarding safeguarding in respect to the Ukrainian Refugees – he advised that although premises were being vetted, Safeguarding is a responsibility of SCC.

**22.05 Appointments**

**To make the following appointments for the year:**

Footpath Warden

Highway's representative

Tree Warden

Emergency Officer

Millennium Green representative

Village Hall Management Committee representative

Safer Neighbourhood Panel representative

It was agreed to postpone this agenda item until the next meeting.

**22.06 Planning**

a) It was noted that the following planning application has been Granted.

DC/22/01140

Proposal & Location of Development: Application for Listed Building Consent - Remove existing concrete render from external elevations and replace with lime plaster (including Thermafleece sheeps wool insulation and laths), lime wash paint to match existing render colour. Remove existing white plastic gutters and downpipes and replace with white aluminium ogee gutters (to be attached to existing rafter brackets) and white round aluminium downpipes.

Location: Lark Hall, Sandpits Lane, Holton St Mary, Suffolk CO7 6NH

Planning Permission has been GRANTED

**22.07 National Grid East Anglia Green Energy Enablement**

See also Public Forum item 22.04, it was proposed by JC, seconded by CR and unanimously agreed that the PC will submit comments on this consultation as previously discussed in the public forum, the wording for the submission is to be agreed.

**22.08 Annual Subscriptions**

It was resolved that annual subscriptions are to be made to Community Action Suffolk (free) and SALC, CR proposed, MH seconded and unanimously agreed.

**22.09 Asset register**

It was unanimously agreed to receive the asset register as presented.

**22.10 Risk Assessment**

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

**22.11 Standing Orders**

The Standing Orders were reviewed, it was agreed and resolved to adopt them as presented with the addition of noting that Parish Council meeting agendas are to have timed agenda items. Proposed by MH, seconded by CR, unanimously agreed. The amended Standing Orders will be circulated and appended to minute book.

**22.12 Financial Regulations**

Financial Regulations were reviewed, it was unanimously agreed that they be adopted as presented and appended to minute book.

**22.13 Data Protection and Information Protection Policy**

It was unanimously agreed to accept the Data Protection Policy as presented.

**22.14 Insurance**

It was unanimously agreed that the Council remains adequately insured, the current Insurance Policy is a fixed 3year premium.

## 22.15 Meeting Dates

Full council meetings for the coming year were set as:

13<sup>th</sup> July 2022, 14<sup>th</sup> September 2022, 9<sup>th</sup> November 2022, 11<sup>th</sup> January 2023, 8<sup>th</sup> March 2023, Annual Parish Meeting 12<sup>th</sup> April 2023, AGM 10<sup>th</sup> May 2023.

## 22.17 Annual Return for year ended 31 March 2022

The Council considered the accounts, annual governance statement and annual return for the year ended 31<sup>st</sup> March 2022 as presented. The Clerk advised that the notice of audit would be displayed on the noticeboards and website before the 1<sup>st</sup> July 2022.

It was unanimously agreed and resolved: -

a. To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2022 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 31<sup>st</sup> March 2022 and authorise the Chair to sign Section 2 of Annual Return and the Clerk to sign as Responsible Financial Officer.

c. To authorise the Chair to sign the Certificate of Exemption on behalf of the Council.

## 22.18 New Code of Conduct

It was resolved that the Council would immediately adopt the new LGA Model Code of Conduct, Proposed by CR, seconded by MA and unanimously agreed.

## 22.19 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Notice of Community Governance Review added as agenda item 22.21

Notice to advise Women's Tour 1-6<sup>th</sup> June will pass through Capel, Gt Wenham, Raydon and Upper Layham

Email received to advise that data from initial ANPR trial was not retrievable, the camera would be re-installed on May 25<sup>th</sup> 2022.

## 22.20 Finance

### a. Financial Report:

Bank Balances as at 30.04.22	Current Account	£ 6,959.94
	Reserve Account	£12,840.59
Receipts since last meeting	Interest	£ 0.94
	Precept	£ 3,408.00
	CIL Funds	£ 1,973.40
Payments since last meeting		£ 392.33

### b. It was resolved that the following payments be received and approved:

06.04.22	BACS	Village Hall Hire	£17.00
16.05.22	BACS	JAK Services March/April invoices	£21.05
16.05.22	BACS	SALC Subscription	£145.92
19.04.22	BACS	Village Hall Hire	£20.00
16.05.22	BACS	ESIMS/Printer Ink	£14.99
16.05.22	BACS	Village Hall Hire	£20.00
16.05.22	BACS	SALC training	£31.20
30.04.22	SO	Clerk Salary April	£303.33
30.05.22	SO	Clerk Salary May	£140.00

### c. It was agreed that the new Clerk, Faye Hall, starting on 16<sup>th</sup> May 2022, should be added as a signatory at the bank and to have online access, it was further agreed that the current Clerk will be retained in a voluntary capacity as signatory at the bank until new clerk is added, at which point the current clerk will be removed as signatory.

## 22.21 Community Governance Review

This was discussed and it was agreed that the PC would provide a submission to say that they have no comment to make but will await developments with interest.

## 22.22 Safeguarding Policy

It was unanimously agreed that nominating a safeguarding lead would be deferred to next meeting and added to the list of appointments to be made.

**22.23 Village Infrastructure including CIL (Community Infrastructure Levy)**

- a. CIL – update on proposals for use of funds, MT advised that he was still waiting for costs of possible play equipment for Millennium Green, it was noted that Locality Grants may be applied for to fund this project. CR advised that quotes for electricity on Millennium Green were waited for further discussion at next Millennium Green Trustees meeting.
- b. Village sign – the estimate for re-painting the lettering on the Village sign was discussed and it was agreed to proceed with the quotation supplied. Proposed by MA, seconded by CR, and unanimously agreed.
- c. Village Hall Management Committee representative – JC informed the meeting that the Village Hall Management Committee had held a meeting to discuss refurbishment/replacement of the Village Hall, these are on-going discussions.
- d. Millennium Green Representative – CR advised new hedging planted had taken well and that a meeting is to be held shortly.

**22.24 Highways**

- a. Speeding, Road Condition and other road issues – MA advised that the ANPR had been fitted recently, he noted that there were strips across the road in the Village and under the A12 underpass, he will try to find out the reason for these. He also added that he had chased Highways regarding the outstanding work to be completed on the roads, this is logged and he is waiting for a response. The Quiet Lanes signage should be happening in Stubbins Lane shortly. MA had spoken to the owners of The Marquis to ask that Contractors are considerate when passing through the village and had received a positive response.
- b. Footpaths and Pavements – nothing to report.

**22.25 Good Neighbour Scheme**

The need for a formal, rather than informal scheme in the village was discussed, it was agreed that MH would have a look at how this scheme could work in the village and present at a future meeting.

**22.26 CIL Funding Application Bid**

This was discussed and noted that this may be an opportunity to apply for funding for refurbishment of the Village Hall, it was noted that there is a further round of bidding in October. It was agreed that the Clerk would enquire if either this bidding round or the Parish Council's Neighbourhood CIL money could be used to fund a feasibility study in respect to refurbishment of the Village Hall.

**22.27 Matters to be brought to the attention of the Council.**

National Grid East Anglia Green Energy enablement to be added as an agenda item for next meeting.

**22.28 Next meeting**

To confirm 13<sup>th</sup> July 2022 as date for next meeting

MA and MH informed the meeting that they would not be able to attend this meeting and gave apologies.

Meeting Closed 9.55pm

Signed:

Date:

13/7/22