

# HOLTON ST MARY PARISH COUNCIL

Meeting Held on Wednesday 10<sup>th</sup> January 2024

8pm at Holton St Mary Village Hall

## DRAFT MINUTES

Present:

Parish Council: Oliver Greene (OG) Chairman, Claire Rowan (CR), Mark Anderson (MA), Mike Hay (MH) and Faye Hall (FH) Clerk.

County Councillor Georgia Hall (GH)

District Councillor John Ward (JW)

Members of the Public: 15

**01.01.24 Chairman's welcome, accept councillor's apologies for absence.**

Apologies received from Mark Rogers.

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

Mark Anderson – Church Square

**03.01.24 Minutes**

The minutes of the Parish Council meeting held on 8<sup>th</sup> November 2023 and the extraordinary meeting held on the 14<sup>th</sup> December 2023 were approved and signed as an accurate record by the Chairman – all in agreement.

**04.01.24 Councillor Vacancies**

An expression of interest has been received from David Johnson wishing to become a Parish Councillor and David was present at the meeting. The Chairman proposed to co-opt David Johnson onto the Parish Council, CR seconded, all in favour. David Johnson was invited to sit with the other Councillors and take part in the meeting. The Parish Council still has 1 remaining vacancy.

**05.01.24 Public Forum**

Sally Thurlow, the Village Hall Management Committee Representative for the PC advised that there are proposals for the refurbishment of the Village Hall being worked on and a feasibility study is being done. Boundary fencing to be replaced which is being funded from District Cllr John Wards Locality budget – this will reduce maintenance and create more space. Plans for changes to the toilets, kitchen, new doors for the side of the building, proposal for a bench to create a social area outside which the Committee would look to ask the PC for a contribution for and noise suppression amongst other things are being looked into. There will a full presentation of initial plans and ideas on Sunday the 14<sup>th</sup> of January between 12pm and 3pm at the Social Club event which is being held at the Village Hall. There is a no parking sign (loading/unloading only) on the gates of the Village Hall - the block paving at the front has been laid on sand due to drainage and has been damaged by cars so is uneven.

Henry Sugden gave a short presentation on his company's proposals to turn a building on Holton Hall Farm into a winery. This will require planning permission for change of use as it is currently classed for agriculture use and winemaking counts as light industrial use. Henry runs a small business in Kent making wine for vineyards who don't have their own winery and with an increasing number of vineyards in East Anglia is looking to create a winery in this area. HSM is a good location for the A12, building would be converted with drains in sloping floor, 4 staff all year round and an additional 8 staff during harvest which is mid Sept to end

of Oct. Most of the year operating hours would be around 0800-1630hrs except during harvest when this could increase to 16-24 hours a day but 24/7 is unlikely to happen for a couple of years until the business grows. Vehicle movements estimated at 4 people driving in and out a day with 1-2 trucks a month plus normal deliveries. During harvest increase in vehicle movements for additional 8 staff plus a max of 1 articulated lorry a day which is the max load that can be processed at the winery. Noise – from trucks being unloaded but everything else will happen inside. All lights will be kept to a minimum and the only smells will be inside the winery. The waste from the grapes will go onto a trailer to be composted on the farm. Capacity of winery will be 400 tonnes and with the lean to it's about 1000 tonnes which equates to 400,000 bottles of wine. A mobile bottling line may be brought in which will go inside the winery or the wine maybe loaded into IBC cubes and sent to Kent for bottling. This year Henry anticipates that only a quarter of the capacity of the building will be used. There is an option to use the lean to building which could be used for storage of bottles. If a vineyard were to be planted on the farm then no planning permission would be needed for change of use but because there is no vineyard this is required.

County Cllr Georgia Hall highlighted from her report that 10 million pounds is being pumped into roads. Grit bins – if any PC owned grit bins need refilling, then this can be reported on the online reporting tool. Funding to Museums and Arts has been cut, funding will completely cease from 2025 due to budget pressures – full details will be in February's report.

District Councillor John Ward highlighted from his report that due to pressures on budget they are proceeding with implementing short term parking charges in Hadleigh, Sudbury and Lavenham. There is already an enforcement activity so there will be no additional costs to implement this. Babergh are looking to raise £500,000 - £700,000 from this. A member of the public raised that there are a lot of concerns over speeding and asked if speeding fines go to Babergh, JW advised fines go to the Police.

#### **06.01.24 Planning**

No update on the Care and Rehabilitation Centre at Holton Hall Farm.

#### **07.01.24 National Grid East Anglia Green Energy Enablement**

Ralph Fiennes has produced a film promoting offshore energy. ESO report being produced in February and the National Grid statutory consultation will likely come soon after at which point we will need to take action to communicate the views of villagers.

#### **08.01.24 Correspondence and Clerk's Report**

To note correspondence received since last meeting:

Email received from the Litter picker team advising that they have done a full audit for litter picking in 2023 and the data will be published in the Quartet. Noted

Email received from Henry Sugden with regards to his business converting a building on Holton Hall Farm into a winery. A planning application for change of use for the building has not been submitted as yet but he would like to attend the PC meeting in order to talk about what his business does and to ensure that local views are taken into consideration when planning is applied for. Clerk has reverted back and advised that he is welcome to attend January's meeting and speak in the public forum section. See agenda item 05.01.24.

#### **09.01.24 Finance**

Financial Report:

|                              |                 |            |
|------------------------------|-----------------|------------|
| Bank Balances as at 31.12.23 | Current Account | £7,172.55  |
|                              | Reserve Account | £12,302.65 |
| Receipts since last meeting  | Interest        | £28.79     |
| Payments since last meeting  |                 | £1,266.67  |

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

|          |    |                        |      |
|----------|----|------------------------|------|
| 30.11.23 | SO | Clerks Salary November | £325 |
| 02.01.24 | SO | Clerks Salary December | £325 |

|          |      |   |        |
|----------|------|---|--------|
| 15.01.24 | BACS | Village Hall hire for 14.12.23              | £20    |
| 15.01.24 | BACS | Village Hall Hire for 10.01.24              | £20    |
| 15.01.24 | BACS | Kelvedon Lawn Mowing Svcs – cutting for Nov | £62.50 |
| 15.01.24 | BACS | SALC – training for Cllr Mark Rogers        | £72    |

Precept for 2024/2025 – The Chairman proposed to keep the precept the same as last year at £7,154, MA seconded, all in favour. Due to the change in Babergh Council's tax base this will mean a 0.91% increase for Band D Council tax which equates to an increase of 59p for the year. Any additional money needed for the budget will be taken out of reserves.

#### **10.01.24 Village Infrastructure including CIL (Community Infrastructure Levy)**

**CIL** – update on proposals for use of funds:

- 1) Replace the surface in Church Square – issue raised by a parishioner that the disabled parking space in Church Square isn't on a firm surface as per the equality act. Proposal made for the gravel to be swept off the disabled space which would then expose the plastic mesh making it a firm surface. Jeanette Appleton is happy to volunteer to undertake this task – PC all in agreement and thanked Jeanette.
- 2) Little lending library – waiting for confirmation of costs.
- 3) Replacement of remaining Stiles in HSM with gates – there are 3 remaining stiles in HSM. MH has obtained written permission from 2 of the landowners to replace the stiles with gates. The Chairman will contact the 3rd landowner to ask for permission. Clerk has obtained quotes for gates and MH has obtained a quote for gates and labour. MH proposed to accept a quote for £900 for all 3 stiles to be replaced, CR seconded, all in favour. **MH/OG**
- 4) Having gated signs installed – MA has started to look into this and will revert at the next meeting with more information / costs.
- 5) Proposal from the Village Hall Management Committee asking for CIL contribution towards a bench. The Social Club have agreed to contribute £250 and the bench is approx. £600 plus a cover at additional cost – The Chairman proposed a contribution of £500, MA seconded, all in favour.
- 6) Discuss any other CIL proposals – none

Village Hall Management Committee representative – Please see agenda item 05.01.24

**Millennium Green Representative** – CR advised that quotes are being looked into for the gate at the end of the Green going into the field as this needs maintenance and there has been a tree down. A Rowan tree is looking to be planted for the Kings Coronation and they are currently waiting for quotes for the cost of planting it. CR proposed that the PC agree a maximum expenditure of £100 for the planting of the tree, the Chairman seconded, all in favour. The tree will need a plaque – agreed to defer this to the next meeting. **CR**

#### **11.01.24 Green Gym**

The Green Gym have made the following requests:

Hedge and small tree in Church Square which borders the Church grounds – the hedge needs to be reduced back and the tree needs to be pruned back. The Green Gym would be happy to take on this work if the PC are in agreement. PC all in agreement.

Village Sign outside Roseacre – At least 1 branch of a large evergreen tree is now partly obscuring the sign. The tree belongs to a private resident who is happy for this branch to be cut down. The Green Gym will look to see if this is something that they can do but it may need a tree surgeon due to the height and size.

PC discussed and as this tree is on private land, the Green Gym should liaise with the resident direct.

#### **12.01.24 Hedgehog awareness signs**

In order for Hedgehog awareness signs to be authorised by Suffolk County Council a case has to be made – evidence of hedgehogs, numbers etc. Notice to be placed on Facebook to see if anyone has any evidence of hedgehogs in their gardens/ in the village. **Clerk**

#### **13.01.24 Highways - Speeding, Road Condition and other road issues**

**Speeding and other road issues** –

Email received from Raydon Parish Council who are putting a proposal together for the speed limit on the B1070 to be changed to 40mph between Raydon and Holton St Mary and Raydon and Upper Layham and are asking for support from Holton St Mary PC. PC all in agreement to support this proposal. **Clerk**

Email received notifying the PC of another accident at the 90-degree bend between Holton St Mary and Raydon on the B1070, the vehicle demolished the chevron sign and its two supporting poles, crashed through the hedge and went into the field - to be discussed. PC noted that there has been another accident at the same junction since this one. MA proposed that a physical STOP sign could be put forward to Highways due to the number of accidents and he will follow this up. **MA**

Email received asking if the following could be nominated as 'Quiet Lanes' - Sandpits Lane from derestriction sign near Holton Place Farm to B1068 and Raydon Road from derestriction sign near Cedarwood to Sulleys Hill Road/Noaks Rd Junction. Speeding traffic in Bacons Green was also raised. MA advised that the PC have previously applied for Sandpits Lane to become a Quiet Lane but the proposal was rejected due to the amount of vehicles using it which was over the limit for the criteria. The Parishioner who emailed believes that the original survey was taken in the wrong place and so the data recorded was incorrect. MA will look into the possibility of Sandpits Lane and Raydon Road being considered to be 'Quiet Lanes'. **MA**

Notley Enterprise Park - it was raised at the extraordinary meeting that although the traffic going to and from this site impacts HSM, the PC were not consulted on the original planning application and are still not down as a consultee for any further applications. MA has put together a letter to send to Babergh expressing concerns about traffic and to highlight that HSM were not consulted when the first planning application was submitted for transport and traffic issues to be raised. MA to circulate and Clerk to send to Babergh. **MA/Clerk**

**Footpaths and pavements** – No updates received.

**14.01.24 Donation request from Dedham Vale & Stour Valley Project AONB**

No reply to questions sent from the Chairman, all in agreement to take this item off the agenda.

**15.01.24 Community Energy Project**

The PC has expressed an interest in this project and are awaiting further updates.

**16.01.24 GDPR Review**

To review GDPR audit documents for ongoing accuracy and sign as correct.  
All in agreement to defer this to the next meeting.

**17.01.24 Defibrillator**

PC all in agreement that another defibrillator is not required.  
Clerk to check what is happening with the defibrillator at the Village Hall which had an issue with the battery. **Clerk**

**18.01.24 Community Self Help Scheme**

The PC agreed in November's meeting to sign up to this scheme pending confirmation from the PCs insurance company with regards to our liability insurance.  
All in agreement to defer this to the next meeting.

**19.01.24 PCC Meeting 1<sup>st</sup> November 2023**

It was agreed in November's meeting to change the parking sign at Village Square.  
The PC discussed the change to the parking sign again and all in agreement for the sign to be changed to 'Private parking for permitted users only' – costs to be obtained for this and location still to be discussed.  
**Clerk**

**20.01.24 Signpost on Bacons Green**

Signpost needs some maintenance – CR to obtain quotes. **CR**

**21.01.24 Bus Service Improvement plan**

Babergh have submitted a proposal for a bus service improvement plan for the Dedham Vale and Stour Valley Hooper Bus service. Historically the bus service has offered 12 stops along a circular route and the proposal is to expand this and include Hadleigh, Layham, Raydon and Holton St Mary. HSM PC have expressed an interest in this proposal – any updates to be given.  
All in agreement to defer this to next meeting.

**22.01.24 Replacement of tubs in Church Square**

Proposal from a Parishioner to replace all the tubs in Church Square – quotes now received. Wooden half barrel tub £39.99 per tub x 8 = £319.92 or Square wooden tub £49.99 x 8 = £399.92.  
PC discussed and the Chairman proposed the purchase of the wooden half barrel tubs, CR seconded, all in favour. Clerk to revert back to the parishioner and the Chairman has agreed to provide the top soil for the tubs. **Clerk**

**23.01.24 Approach to Millennium Green**

Email from a Parishioner with regards to the approach to Millennium Green– (photo attached to email has been circulated to the Councillors) asking the PC to consider making this approach more tasteful.  
Suggestions that this could be undertaken using the following – at least on the wall and first fence panel:  
A mural – woodland in character and colour  
Growing shade-loving plants up the wall/fence panel (e.g. honeysuckle)  
A combination of both the above  
Another option – which might include any of the above  
The expense would be low and the Parishioner would be happy to design and paint the mural, at no cost.  
Dr Joe Adams should be asked if this was acceptable if this proposal was to go ahead.  
All in agreement to defer this to the next meeting.

**24.01.24 Communications**

The Chairman would like to propose that email be used to communicate with residents for anything that is considered appropriate. All in agreement to defer this to the next meeting.

**25.01.24 Matters to be brought to the attention of the Council**

None

**26.01.24 Next meeting**

The next meeting date of the 13<sup>th</sup> March 2024 was confirmed.

Meeting closed at 2210hrs