

HOLTON ST MARY PARISH COUNCIL

Annual General Meeting Held On Wednesday 10th May 2023

8pm at Holton St Mary Village Hall

Minutes

01.05.23 Elections

- a. Oliver Greene was elected as Chair and signed a Declaration of Acceptance of Office. Proposed by MH, seconded by MA and unanimously agreed. OG has agreed to be Chairman for 6 months.
- b. Claire Rowan was elected as Vice-Chairman and signed a Declaration of Acceptance of Office. Proposed by MA, seconded by MH and unanimously agreed.
- c. To elect Planning Committee. Unanimously agreed that all Councillors should be on the Planning Committee.
- d. To elect Finance committee with powers to approve any amendments to Annual Return. Unanimously agreed that all Councillors should be on the Finance Committee.

Present:

Parish Council: Oliver Greene (OG) Chair, Claire Rowan (CR) Vice Chair, Mark Anderson (MA), Mike Hay (MH), Faye Hall (FH) Clerk
Members of the Public: 0

02.05.23 Chairman's welcome, accept councillor's apologies for absence.

None.

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

None were noted. Register of Members Interest forms completed by all Councillors at the meeting as well as Declaration of acceptance of office forms.

04.05.23 Minutes

The minutes of the Parish Council meeting held on 8th March 2023 were approved and signed as an accurate record by the Chair. Proposed by MA, seconded by CR, all in agreement.

05.05.23 Public Forum

County Councillors report is available online and on the noticeboards. No report received from the District Councillor.

06.05.23 Planning

No updates.

07.05.23 Appointments

It was RESOLVED that the following appointments were made:

Footpath Warden - MH

Highway's representative - MA

Tree Warden – to be deferred to the next meeting

Emergency Officer - CR

Millennium Green representative – CR

Village Hall Management Committee representative – to be deferred to the next meeting

Safer Neighbourhood Panel representative - MA

08.05.23 Councillor Vacancies



The Parish Council currently has 3 vacancies for Councillors. It was agreed that MA would work on a list of people to possibly co-opt onto the Council. Clerk has received an email from a parishioner who would like to be co-opted onto the Parish Council but is unable to make meetings on a Wednesday. OG proposed looking into other days that meetings could be held on. Thursday evening was proposed and all in agreement that this is a day that everyone could make. Clerk to check with the Village Hall to see if it is available on a Thursday and revert back.

09.05.23 National Grid East Anglia Green Energy Enablement

No update. OG will contact the Pylon Action Group to see if any support is needed from the Parish Council

10.05.23 Annual Subscriptions

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

11.05.23 Asset register

It was unanimously agreed to receive the asset register as presented and signed by OG. The Clerks printer needs replacing so quotes to be obtained and presented at the next Council meeting.

12.05.23 Risk Assessment

The Risk Assessment and Control Checks were reviewed and approved. It was unanimously agreed that they be accepted as presented. The plastic sign on the Dog waste bin needs to be replaced – Clerk to action.

13.05.23 Standing Orders

The Standing Orders were reviewed, it was unanimously agreed and resolved to adopt them as presented.

14.05.23 Financial Regulations

Financial Regulations were reviewed, it was unanimously agreed that they be adopted as presented.

15.05.23 Data Protection and Information Protection Policy

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

CR advised that the Parish Councils Media Policy has been reviewed and wanted to highlight that the policy states 'Councillors should be aware that according to case law the role of councillor overrides the rights to act as an individual. Councillors must therefore be careful about expressing individual views to the press or media whether or not they relate to matters of the council business'. CR to amend policy with regards to making it clear when speaking as a individual and not a Councillor.

16.05.23 Insurance

All in agreement that the Parish Council has insurance through BHIB which is a 3 year fixed premium policy.

17.05.23 Meeting Dates

Full council meetings for the coming year were set as: 12th July 2023, 13th September 2023, 8th November 2023, 10th January 2024, 13th March 2024, Annual Parish Meeting 10th April 2024, AGM 8th May 2024.

18.05.23 Annual Return for year ended 31 March 2023

The Council considered the accounts, annual governance statement and annual return for the year ended 31st March 2023 as presented.

It was unanimously agreed and resolved: -

a. To approve the Annual Governance Statement for the year ended 31st March 2023 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 2023 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.

19.05.23 Correspondence and Clerk's Report

To note correspondence received since last meeting:

Green Gym have emailed to advise that they would like to paint the bollards in Church Square and have asked if the Parish Council would pay for the oil and white spirit needed. Total cost is £28.75 – All in agreement for the Parish Council to pay for the cost of this.

20.05.23 Finance



It was agreed to remove Jan Cheng and Sally Thurlow as signatories on the bank account. Clerk to check that the remaining 4 Councillors are signatories.

Financial Report:

Bank Balances as at 30.04.23	Current Account	£ 7,909.93
	Reserve Account	£13,016.91
Receipts since last meeting	Interest	£21.20
	Precept	£3,577.00
Payments since last meeting		£0

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

15.05.23	BACS	Village Hall Hire April	£20
15.05.23	BACS	Village Hall Hire May	£20
15.05.23	BACS	SALC Subscription	£157.50
30.03.23	SO	Clerks Salary March	£325
30.04.23	SO	Clerks Salary April	£325
15.05.23	BACS	Mail Boxes ETC Leaflet Printing	£65
15.05.23	BACS	Litter and Dog bin emptying	£55.84
15.05.23	BACS	Green Gym – Oil/white spirit	£28.75

21.05.23 Safeguarding Policy

All in agreement that a Safeguarding policy has been adopted. CR proposed the Clerk be Safeguarding lead, OG seconded, all in favour. Clerk happy to do this role and will double check that it is a position a Clerk can take on.

22.05.23 New Grass Contractor

The Clerk has obtained 3 quotes for a new grass contractor. CR advised that long grass areas are being left in the Churchyard so there will be less grass to cut there. Councillors all in agreement to go with the quote received for £25 per hour for 2 hours work per time. Grass cutting to also include the Village Square and the grass up to Millennium Green. Clerk to check who is responsible for cutting the grass verges in the village and the grass around the village sign.

23.05.23 Replacing Bench in Church Square

A Parishioner has reported that the bench next to the pump in Church Square is starting to rot and has asked if it could be replaced. All in agreement for bench to be replaced, the Parishioner has suggested a type of new bench so the Clerk will obtain a quote and Parish Council to review at next meeting. The use of CIL money for this is to be looked into.

24.05.23 Village Infrastructure including CIL (Community Infrastructure Levy)

CIL – A Parishioner has raised that the village sign coming into the village from Raydon is damaged and needs to be replaced. MA advised that this is a Highways sign and it is their responsibility to maintain it. MA to look into.

MH advised that with regards to the creation of a circular walk, we now received 3 quotes - all in agreement to go ahead and replace the stiles with self-closing gates. MH advises that the gates will be 4ft wide so accessible for pushchairs.

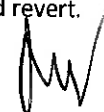
Village Hall Management Committee representative – no representative present so no update available.
Millennium Green Representative – CR advised that there were no updates.

25.05.23 Highways

Speeding – nothing to report.

Road conditions - MA advised that the road conditions in Holton are being looked at by Highways, there are raised man hole covers and Highways have been out and assessed Hadleigh Road and agreed that work needs to be carried out to resolve the issue.

There has been a proposal from a Parishioner for a Petition to reduce the speed limit from 60mph to 40mph in the half mile stretch of road between East Bergholt and Holton St Mary. The Parishioner has also asked the Parish Council to contact East Bergholt and Raydon Parish Councils with regards to this. MA advised that Highways have stated that there are no statistics to warrant this speed reduction. MA will contact the Suffolk County Councillor Georgia Hall first to discuss this issue and revert.
Footpaths and Pavements – nothing to report.



26.05.23 Village Leaflet

Proposal made at the APM for a village leaflet to be produced. Clerk has a copy of the Useful Information for Residents of Holton St Mary leaflet and all in agreement that this should be updated and put on the Parish Council website and Facebook.

27.05.23 Matters to be brought to the attention of the Council

None.

28.05.23 Next meeting

12th July 2023 confirmed as next date for meeting

Meeting closed at 2202hrs

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