

# HOLTON PARISH COUNCIL

Councillors are summonsed to the Meeting of Holton Parish Council on

**Monday 14th October 2024**

To be held at 7.00 pm In the Committee Room, Holton Village Hall

Signed: S. L. Barter, Clerk to the Council

**Members are reminded that if they have an interest to declare in any agenda item they should do so in advance of the meeting in the book provided for this purpose.**

Members should endeavour to acquaint themselves with the plans before the meeting and, if possible, visit the sites. Planning applications may be viewed:

On the SODC website - southoxon.gov.uk or by prior arrangement with the clerk. (01865 872334)

## **AGENDA**

1. **Apologies**
2. **To confirm the Minutes of the Meeting of the Council held on 9th September 2024.**
3. **Declarations of Interest**
4. **Resignation of Parish Councillor – Casual Vacancy to be advertised.**

### **OPEN FORUM**

5. **District and County Councillor Reports**
6. **Matters arising from the Minutes**

7. **Traffic, Road and Highway Matters**

Road Safety Group – Report.

Road Safety Scarecrows November

Verge maintenance

8. **Financial Matters**

- a. **Payments**

**VAT incl.**

**October**

Clerk's salary October 2024	514.80
Richard Taylor village maintenance Sept	162.00
Richard Taylor Mowing September	90.00
Richard Taylor Orchard September	196.80
Richard Taylor Churchyard September	211.20
Amazon Printer Inks black	22.58
TEEC Domain and hosting 3 months to end October	53.99
BCG Verge cut urban and rural 29/09/2024	540.00
Holton Village Hall Committee Room/Hall hire	62.00
Moore External Audit Fixed rate fee	378.00

- b. **Bank balances after paying the above and monies received 02/09/2024**

**Deposit £16,047.48                      Current £1,481.08**

CIL Payment due end October 2024 £2,006.46

- c. **Monthly Bank Reconciliation.**
- d. **Holton Parish Council Annual Accounts y/e 31/03/2024.**  
Annual governance and Accounts review completed by Moore Accountants.  
External Audit Report noted that 33 working days were set for the Electors' rights which is more than the mandatory 30 working days. This to be taken into account when completing Assertion 4 on the 2024/2025 Annual Governance and Accountability Return.  
The Annual Governance Statements and Notice of Conclusion of Audit on the two Notice Boards and Holton Parish Council website.
- e. Budget v Actual 2024/2025 as at 30<sup>th</sup> September 2024.
- f. Section 137 Grants to be decided – Maple Tree.
- 9. **Contract of Employment and Job Description**  
Grievance and Disciplinary Policy. NALC Appraisal Template.  
Contract of Employment agreed by Clerk subject to minor amendments to be discussed and final draft to be circulated before signing.
- 10. **Churchyard extension land** - Report on meeting with PCC and Vicar at the Churchyard on Friday 11<sup>th</sup> October.
- 11. **Brookes Liaison Committee**  
Next meeting Thursday 14<sup>th</sup> November 6.00 pm in HVH Committee Room.  
Bulmers' land proposed footpath
- 12. **Planning Applications:**  
Public Inquiry – APP/Q3115/W/24/3343775 Greystoke CB Ltd.  
Land east of Junction 8a, M40 Waterstock.  
15 -18 October, 29 Oct – 1 Nov, 5-8 Nov 2024. 14-17 Jan & 21 Jan 2025 at 10.00 am.  
At The Great Hall, Fair Mile, Cholsey, OX10 9GW.
- 13. **Planning Decisions: South Oxfordshire District Council**  
None as of 07/10/2024
- 14. **Website migration and .gov.uk domain**  
Final draft ready to go live. .gov.uk Domain Registration in process with Hugo Fox.  
Parish Council to retain .org. Domain until .gov up and running
- 15. **Reports**  
**Holton Village Hall:** Apple Pressing Afternoon extremely successful and well attended. Film Night 29<sup>th</sup> November Top Gun Maverick.  
**Orchard Committee:** Winter Pruning Workshop to be organised for late January. To organise an Orchard Committee meeting.
- 16. **Publications/Letters and forthcoming events**  
Updated Financial Regulations to be circulated.
- 17. **Items for discussion and/or referral to a future meeting**
- 18. **Date of next meeting** - Monday 11<sup>th</sup> November 2024