



# HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, Clerk to the Council  
Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB

Tel: 01394 411405 / 07739 411927 [hollesleyparishclerk@gmail.com](mailto:hollesleyparishclerk@gmail.com)

---

## NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 21<sup>st</sup> JANUARY 2021 AT 7.30PM VIA ZOOM VIDEO CONFERENCING

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.  
All public and press are also cordially invited.

**PLEASE SEE BELOW FOR ZOOM LOG-IN DETAILS**

### Agenda

1. To receive Apologies for absence
2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items
3. Public Session (15 mins max):
  - a) Reports or comment from any member of the public or from any other village organisation
  - b) Reports or comment from ESC Councillor and SCC Councillor
4. To agree Minutes of meeting dated 7<sup>th</sup> December 2020
5. To discuss and agree response to the following Planning Applications:
  - a) DC/20/5048/FUL - Metal panel steel framed modular temporary kitchen, metal canopy, steps and ramps, associated plant and hard-standing with road new cross-over. - HMP Hollesley Bay, Hollesley Bay Colony, Rectory Road, Hollesley
  - b) Any application coming forth
6. Clerk's Report (Updates on items where no discussion or decision is required):
  - a) The Hollesley Carbon Project
7. Recreation Ground and Village Hall:
  - a) To discuss next steps to take with reference to the Council's document 'Hollesey Village Hall and Surrounding Land - Understanding how it all works'
  - b) To discuss Clearance of Football Club's chattels at the Recreation Ground
  - c) To discuss placing a permanent goal on the Recreation Ground for casual Football use
  - d) To discuss request from resident for three trees on the Recreation Ground to be pruned.
8. Cemetery:
  - a) To receive an update on the Cemetery Project
  - b) To agree Terms of Reference and Risk Assessment for Cemetery Contractor (subject to draft being distributed)
  - c) To discuss and agree all new Cemetery Documentation – Posted on webpage on 11<sup>th</sup> January 2021

*Please be aware that recording of meetings is probable*

9. Highways and Footpaths:
- a) To receive update on letter to Cllr. Reid with reference to Bushey Lane, Alderton Road and Fox Hill traffic calming measures
  - b) To receive details of speeding issues along Melton Road and to discuss contacting SCC and/or the Prison Governors
  - c) To receive an update on the Quiet Lanes Project
10. HMP and YOI Hollesley Bay
- a) To receive update on complaint to the ICO
11. Finance Matters:
- a) To receive Accounts as at December 2020 and check Bank Statements
  - b) To discuss and agree Budget for 2021/22
  - c) To discuss and agree Precept for 2021/22
  - d) To review the Internal Controls and Efficiency of our Internal Audit
  - e) To discuss moving £4,000 from general reserves to reserve for Village Hall Roof Replacement
  - f) To authorise the following Invoices for Payments:
    - i. J Hallett (Expenses for previous three months) £179.99
    - ii. SC Norse Ltd (Grit Bin Collection + Refuse Collection) £326.39
    - iii. *Any invoice coming forth*
  - g) To note Payments made since last meeting:
    - i. None
  - h) To note Payments received since last meeting:
    - i. None
12. To receive agenda items and agree date of Next Meeting (18<sup>th</sup> February 2021)

*Judi Hallett* ~ Clerk to the Parish Council (15<sup>th</sup> January 2021)

---

**Video Conference Log-In Details**

Link: <https://us02web.zoom.us/j/86335439439?pwd=Y0xBQzBqRWE5VjkxUDV5dDFhRXNBQT09>  
Meeting ID: 863 3543 9439  
Passcode: 117054  
Dial-In: 0203 051 2874