



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, Clerk to the Council
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NOTICE OF THE HOLLESLEY ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 19th MAY 2022 AT 7.30PM HOLLESLEY VILLAGE HALL, WOODBRIDGE ROAD, HOLLESLEY

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

Agenda

1. To elect a Chair of the Council for 2022/23 and signing of the Declaration of Acceptance of Office
2. Apologies for Absence:
 - a) To receive apologies
 - b) To approve Apologies
3. To receive any...
 - a) Declarations of Pecuniary Interest
 - b) Declarations of Non-Pecuniary Interest
 - c) Applications for Dispensation on Agenda Items.
 - d) Declarations of Gifts or Hospitality Received over the value of £25.00
 - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
4. To co-opt one Councillor and signing of the Declaration of Acceptance of Office Form
5. 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
6. To agree Minutes of meeting dated 27th April 2022
7. To elect Vice-Chairman of the Council for 2022/23 and signing of the 'Declaration of Acceptance of Office'
8. To confirm following roles:
 - a) Internal Auditor (*currently Mr Trevor Brown*)
 - b) Responsible Finance Officer (*currently the Clerk*)
 - c) Cemetery Maintenance (*currently Mr G Collins*)
 - d) Litter Picking Officer (*currently Mrs E Curtis*)
 - e) SALC Representative (*currently Cllrs. Hughes and J Hardwick*)
 - f) ESC Community Partnership Representative (*currently Cllr. Hughes*)
 - g) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates*)
9. To remind Councillors to review their Register of Interests entry on the ESC System
10. To confirm all Standing Orders and Direct Debits presently set up for the Council.

Please be aware that recording of meetings is probable

11. Finance Matters:
- a) To receive and accept Accounts as at 30th April 2022
 - b) To authorise the following Invoices for Payments:
 - i. None at the time of printing the agenda
 - ii. *Any invoice coming forth*
 - c) To note Payments made since last meeting:
 - i. Communicorp (Jubilee Mugs) £1,049.66
 - d) To note Payments received since last meeting:
 - i. ESC (Precept) £16,950.00
 - ii. Beal (Cemetery) £300.00
12. To discuss the following Planning Applications/Appeals:
- a) DC/22/1678/FUL - Change of use of agricultural buildings to workshops under Use Class E (g) at Grove Farm, Grove Road, Hollesley,
 - b) DC/22/1603/AGO - Creation of an Irrigation Reservoir behind Dumboy Cottage, Hollesley
13. Project Updates – To receive updates from:
- a) Platinum Jubilee – To receive update on the unveiling the plaques for the Jubilee trees
 - b) Oak Hill Improvements – To receive update on various items to improve the amenities at Oak Hill
14. Hollesley Village Hall
- a) Doctors Surgery Lease - To receive update on the draft Lease
 - b) To receive update on the proposed meeting with the Hall Committee regarding the new ‘Hollesley Village Hall CIO’ Charity
15. Recreation Grounds:
- a) To receive quote from NGF Play and to discuss budget for project drawn up by the Clerk
 - b) To receive update on Recreation Ground Actions List
 - c) To discuss placing a Clothes Bank at the Recreation Ground
16. Allotments:
- a) To receive quotes for work to the entrance to the Allotments from The Street
 - b) To receive update on replacing the bench on the Allotment Path
17. Cemetery:
- a) To receive update on the Ashes Interment Area
18. Documentation – To review and Adopt:
- a) Reserves Policy (May 2022) – *sent to all on 15th April 2022*
 - b) Asset Register (May 2022) – *sent to all 24th April 2022*
 - c) Model Councillor Code of Conduct 2020 – *sent to all on 29th April 2022*
 - d) Standing Orders (April 2022) - *sent to all on 5th May 2022*
19. To receive agenda items and agree date of Next Meeting (16th June 2022 – In Hollesley Village Hall)

Judi Hallett - Clerk to the Parish Council (13th May 2022)