



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
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NOTICE OF THE HOLLESLEY PARISH COUNCIL ANNUAL MEETING TO BE HELD ON THURSDAY 18th MAY 2023 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 2023/24 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 two Councillors and signing of the Declaration of Acceptance of Office Forms
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 elect a Vice-Chair for 2023/24 and the signing of the Declaration of Acceptance of Office
7. To agree Minutes of meeting dated 20th April 2023
8. Election:
 - a) To receive notification of the result of the 2023 District Council Election
 - b) To complete the Declaration of Acceptance of Office for all Hollesley Parish Council Members
9. To confirm following roles:
 - a) Internal Auditor (*currently Mr Trevor Brown*)
 - b) Maintenance Officer (*currently Mr K Coe*)
 - c) Responsible Finance Officer (*currently the Clerk*)
 - d) Cemetery Maintenance (*currently Mr G Collins*)
 - e) Litter Picking Officer (*currently Mrs E Curtis*)
 - f) SALC Representative (*to be agreed*)
 - g) ESC Community Partnership Representative (*to be agreed*)
 - h) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates*)
10. To remind Councillors to review their Register of Interests entry on the ESC System

Please be aware that recording of meetings is probable

11. To confirm all Standing Orders and Direct Debits presently set up for the Council
12. Councillor Responsibilities – To agree the Councillor Responsibilities for 2023/24
13. Finance Matters:
 - a) To receive and accept Accounts as at 30th April 2023
 - b) To agree two further bank signatories
 - c) To consider purchasing Coronation Mugs for all Hollesley Children
 - d) To declare the Power of Competence for the Council
 - e) To authorise the following Invoices for Payments:

i. WEL Medical Ltd (Defib Pads)	£151.02
ii. Mrs E F Wilson Jackaman (Coronation Celebrations Photographer)	£100.00
iii. Hollesley Village Hall (Hall Hire for Coronation Celebrations)	£150.00
iv. Mrs B E Quainton (Ceilidh Band at Coronation Celebrations)	£250.00
v. G Bathe (Deposit to East Coast Adv and Printing for Coronation)	£77.00
vi. East Coast Adventures (Archery and Axe Throwing for Coronation)	£295.00
vii. <i>Any invoice coming forth</i>	
 - f) To note Payments made since last meeting:

i. Peninsula Forestry (Poplar Trees at Oak Hill Recreation Ground)	£4,080.00
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 - g) To note Payments received since last meeting:

i. East Suffolk Council (Precept 50%)	£17,798.00
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14. To discuss the following Planning Applications/Appeals:
 - a) DC/23/1643/AME | Non Material Amendment of DC/20/2728/VOC - Variation of Condition(s) 2 and 6 on planning permission DC/20/1003/FUL... at Holstow Lodge, Lodge Road, Hollesley
 - b) DC/23/1500/FUL | Retrospective Application - The retention of 92 modular units, of which 80 is accommodation units, at HMP Young Offenders Institute, Hollesley Bay, Rectory Road, Hollesley
 - c) DC/23/1045/FUL - Ground mount solar pv array totalling 2 x 5 panels configured in portrait. The array will be 5.5m x 3.6m (totalling 19.8m²). The elevation will start at around 500mm off ground level and calculated to finish higher up at a 30 degree inclination to around 2.25m meters. The array will sit around 50m away from the house and within the boundary. 6 meters off the boundary line. - Red Lodge, Sutton Road, Hollesley
 - d) DC/23/1609/FUL - Single storey rear extension - Vale Farm, Stebbings Lane, Hollesley
15. Projects List – To discuss draft list and agree priorities
16. Highways:
 - a) To receive update on proposed new Bus Shelter at Oak Hill
 - b) Quite Lanes – To receive an update on the Peninsular mini-project (Lodge Road to be included)
 - c) To discuss the barrier at the foot of Tank Hill
17. Hollesley Village Hall
 - a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To discuss letter received from Stone King on 4th May 2023 and to decide what action to take.
18. Recreation Grounds:
 - a) To receive report from Peninsula Forestry with reference to condition of 3 oak trees on the Recreation Ground and to discuss action to be taken.
 - b) To discuss the issue of no toilet facilities being available to Wickham Market Youths for Football on a Saturday morning (from Sept 2023)
 - c) To discuss the new signage regarding dogs on the Recreation Ground
19. Allotment Registration – To receive further correspondence from Barker Gotelee/Land Registry and to decide whether to continue with the registration or not.

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20. Cemetery – To review charges – *document sent to all on 10th May 2023*
21. Documentation – To review the following Documents:
- a) Asset Register (May 2023) – *sent to all on 2nd May 2023*
 - b) Standing Orders (May 2023) – *sent to all on 15th May 2023*
 - c) Financial Regulations (May 2023) - *sent to all on 15th May 2023*
22. To receive agenda items and agree date of Next Meeting (15th June 2023 – In Hollesley Village Hall)

Judi Hallett ~ Clerk to the Parish Council (15th May 2023)