



# HOLLESLEY PARISH COUNCIL

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## NOTICE OF THE HOLLESLEY ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 16<sup>TH</sup> MAY 2024 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 2024/25 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 £50.00
  - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
4. 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
5. To elect a Vice-Chair for 2024/25 and the signing of the Declaration of Acceptance of Office
6. To agree Minutes of meeting dated 21<sup>st</sup> March 2024
7. To confirm following Appointments:
  - 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 (*currently Cllr. Dawson*)
  - h) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates*)
8. To remind Councillors to review their Register of Interests entry on the ESC System
9. To confirm all Standing Orders and Direct Debits presently set up for the Council
10. Councillor Responsibilities – To agree the Councillor Responsibilities for 2024/25

*Please be aware that recording of meetings is probable*

11. To discuss lobbying SALC and our MP to request the threshold for requiring a Limited Assurance Review be raised from £25,000
12. Finance Matters:
  - a) To receive and accept Accounts as at 30<sup>th</sup> April 2024
  - b) To authorise the following Invoices for Payments:
    - i. Suffolk.Cloud (Gov.Uk Domain and Mailboxes) £350.00
    - ii. *Any invoice coming forth*
  - c) To note Payments made since last meeting:
    - i. None
  - d) To note Payments received since last meeting:
    - i. East Suffolk Council (50% of Precept) £19,115.00
13. Hollesley Village Hall
  - a) To receive an update on the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO
  - b) To receive report from HPC Trustee
14. To discuss the following Planning Applications/Appeals:
  - a) DC/23/1500/FUL | Retrospective Application - The retention of 92 modular units, of which 80 is accommodation units, at HMP Hollesley Bay & HMP Young Offenders Institute, Hollesley Bay, Rectory Road, Hollesley
15. Recreation Grounds:
  - a) Village Hall Ground
    - i. To receive update on cost of refurbishing under the original Swings and the Zip Wire mound and on applications for grants from SCC and ESC Councillors.
    - ii. To consider request from a resident for a light to be placed half way down the Recreation Ground Driveway.
  - b) Oak Hill Ground – To receive update on the closure of the path beside the old Social Club
16. New Bus Shelter at Oak Hill:
  - a) To receive information from Cllr. Devine on discussions with owners of land around the old Bus Shelter Site
17. Website – To receive notification of the closure of the Village Voices Website and to consider amending the HPC website to become the Hollesley Village Website
18. Highways:
  - a) To discuss suggested Permissive Path between School Lane and Shingle Street, as suggested by a resident
19. Documentation – To agree and adopt:
  - a) Financial Regulations 2024
20. To receive agenda items and agree date of Next Meeting (20<sup>th</sup> June 2024 – In Hollesley Village Hall)

*Judi Hallett* - Clerk to the Parish Council (10<sup>th</sup> May 2024)