

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 3<sup>rd</sup> December 2015 ~ 7.30pm

Present

Cllr. Jane Day (Chair), Cllr. Chris Walker, Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Tom Daly, Cllr. Helen Lewis, Cllr. Cyril Stammers, Cllr. Michael Friend and Cllr. Steve Young (after item 3)

Judi Hallett (Clerk)

Dist. Cllr. Christine Block (after 7.56pm)

Cnty. Cllr. Andrew Reid (until 8.00pm)

9 members of the public: Mr Coyne, Ms Bathe, Ms Culling, Mr Jacques, Rev'd Hatchett, Mr Young, Mr Finley and 2 unnamed attendees

**Record of Public Session:**

a) Reports or comment from any member of the public:

- Mrs Culling – Has the tree warden been to the Glebe? Clerk to follow this up with Cllr. Block

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Report had been circulated. Further highlights made on Education, Suffolk Skills Show, £250k fund for school projects now closed, Sizewell C, Highways improvements on A12, Budget Plans and Government Spending Review, Devolution and Consultation on Fire and Rescue Service. Update on Swallows Close – an order needs to be raised and then scheduled in. Clerk to contact Robin Warne for an update. Budget may be available for funding this. Cllr. Friend to report major pot hole to Clerk. Cllr. Walker asked a question about the Community Bus service; Cllr. Reid suggested this was only speculation. Cllr. T Daly asked about timetable and costs with reference to Sizewell. *Cllr. Reid left at 8.00pm*
- Cllr. Block – Report given on the following subjects: Boundary Consultation, Planning Training, Sutton Heath, SCDC Ownership of land and designation and the effect of the Autumn Statement on SCDC's budget.

c) Report or comment from Safer Neighbourhood Team:

- No report had been received. Cllr. Stammers reported sheep stolen in Shottisham the previous evening

d) Report or comment from Rev'd. Hatchett:

- Rev'd Hatchett – Report had been circulated; there were no questions

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*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Cllr. Tony Barnard Dist. Cllr. Christine Block (will arrive after 8.00pm)	None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	None
3. To receive resignation of Cllr. Wade and Co-option of Parish Councillor: Applicants are Ms Gerry Bathe and Mr Steve Young (Mr Ken Jacques and Mr Andrew Coyne withdrew their application)	Cllr. Wade's resignation was noted  Votes Cast for co-option: Ms Bathe = 4 Mr Young = 4 (plus casting vote) Mr Steve Young was co-opted as a Councillor and signed the Declaration of Acceptance of Office	<ul style="list-style-type: none"> <li>• Clerk to notify SCDC of resignation</li> <li>• Clerk to register Cllr. Steve Young as a co-opted Councillor</li> </ul>
4. Public Session (record above)		<ul style="list-style-type: none"> <li>• Clerk to contact Robin Warne (SCC Highways) to schedule in the road marking at Swallows Close</li> </ul>
5. To agree Minutes of Council meeting dated 5 <sup>th</sup> November 2015	Agreed by all Councillors Cllr. Walker clarified that the word 'ownership' he had used in 14. d) should have been 'adopted'	<ul style="list-style-type: none"> <li>• Clerk to post on Web Pages</li> </ul>
6. To discuss and agree responses to the following Planning Applications: a) DC/15/4753/FUL – 40 Oak Hill, Hollesley – Alterations and Extensions	a) Comments made that the porch may stick out further than the other houses and there may be an issues with maintenance access. <b>Resolution: No objection to this application</b>	a) Clerk to convey Councils resolution to SCDC Planning
7. To discuss the previous months list of Planning decisions and to receive an update on DC/14/0056/FUL – conversion of stable block referred to the SCDC Enforcement officer	Previous month's planning decisions were noted.  The Clerk read 3 e-mails from Rachel Smith (SCDC Planning) with reference to the suggested development of a stable block at Meadow Park Livery. The e-mails indicated the matter was in the hands of the enforcement officer.	<ul style="list-style-type: none"> <li>• Clerk to monitor situation</li> </ul>

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8. To discuss the listing of all Village Assets (Community and Heritage)	A Working Party was proposed by Cllr. J Daly; after discussion it was agreed that Cllr. J Daly would start compiling a list of both Community and Heritage Assets in the village and circulate for comment and additions	<ul style="list-style-type: none"> <li>• Clerk to determine what the definition of Community and Heritage Assets is</li> <li>• Cllr. J Daly to start list and circulate</li> </ul>
9. Community Emergency Plan - To discuss the way forward	Cllr. J Daly proposed that the Clerk take this forward	a) Clerk to liaise with Sylvia Wade to collect work completed so far and to draft plan for discussion in early 2016
<p>10. <u>Village Hall/Recreation Ground:</u></p> <p>a) To discuss alterations to Village Hall rear doors for disabled access</p> <p>b) To discuss Play Park inspections from Ipswich Borough Council (IBC)</p> <p>c) To receive update on payment of invoice for architectural drawings for proposed new Sports Pavilion</p> <p>d) To receive update on new Pavilion progress</p> <p>e) Appointment of a Representative on the Village Hall Committee</p>	<p>a) New door needs to be new plastic and have a 3<sup>rd</sup> party insurance to meet warranty; Cllr. Block suggested funding could be available in April, decision to place this item on hold until April 2016</p> <p>b) Item deferred to Jan 2016 meeting as details not available yet from IBC</p> <p>c) The Parish Council had received an offer of £500 towards these costs which they accepted with thanks</p> <p>d) The Clerk read a short update from Mr Mark Green</p> <p>e) Cllr. Friend volunteered for this position</p>	<p>a) Clerk to investigate further grants as this is to improve disabled access and a possible Capital Grant from SCDC</p> <p>b) None</p> <p>c) Clerk to ask for breakdown of figures from Mr Houchell and for the Invoice to be re-drawn in the Parish Council's name</p> <p>d) None</p> <p>e) Clerk to inform Village Hall Secretary</p>
11. To discuss the Queen's 90 <sup>th</sup> birthday and creating an improved amenity space on the recreation ground for multi-generational use	Working party for this event was proposed by Cllr. J Daly. Working with Hall committee and Football teams essential. Booking of the hall for a specific event may need to be checked soon. Ideas of wheelchair accessible garden for all, exercise equipment and climbing wall, resurfacing the access to the recreation ground	<ul style="list-style-type: none"> <li>• Working Party members: Cllrs. J Daly, Lewis, Young, Burbridge and Friend to discuss this item outside of Council and bring suggestions to the January meeting</li> </ul>

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<p>12. <u>Highways:</u></p> <p>a) To receive update on Swallows Close line marking</p> <p>b) To receive report from Oak Hill and Duck Corner Footpaths Working Group on the proposed footpath between Oak Hill and Duck Corner</p> <p>c) Speeding – To receive a letter regarding speeding from a resident of Moorlands</p> <p>d) To discuss setting up a working party to walk the village footpaths and ‘Beat the Bounds’ Footpaths</p> <p>e) Footpaths Update from Cllr. T Daly</p>	<p>a) Discussed with Cnty. Cllr. Reid</p> <p>b) Dist. Cllr. Block is arranging a meeting with Suffolk Punch Trust – this item is ongoing</p> <p>c) Clerk read a letter from a resident of Moorlands with reference to speeding motorists entering the village</p> <p>d) Traditional happened in May, article in April VV article, ‘Beating the Bounds’ this year we need to preserve the heritage</p> <p>e) 2 footpaths in contention:</p> <ul style="list-style-type: none"> <li>➤ Path 22 by the Water Tower: representation made to SCC, formal application that the path be reinstated is rejected but the final decision yet to be made.</li> <li>➤ Path in Poplar Park – has been closed through the Bluebell walk, lots of activity, letters from County to establish the disputed route, officer now taking evidence in order to make a representation to decide if the path should be adopted, dialogue between the landowner and Cllr. T Daly</li> </ul>	<p>a) Clerk to speak to SCC Highways</p> <p>b) Dist. Cllr. Block and Cllr. J Daly to arrange meeting with Suffolk Punch Trust</p> <p>c) Clerk to make enquiries re. prices and options for moving the 30 MPH and Village sign</p> <p>d) Coordination by Clerk, Cllr. T Daly and Cllr. Stammers. Refreshments to be provided on the day and Mr Shelcott to be asked to provide a map</p> <p>e) Cllr. Daly to keep in contact with SCC and Poplar Park and individuals could write letters to Poplar Park if they wished</p>
<p>13. To discuss creating village gardens spaces with the cooperation of the Gardening club and Comm. Garden</p>	<p>Item deferred to the January meeting</p>	

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<p>14. <u>Finance Matters:</u></p> <p>a) To review and authorise Accounts for year to 31st October 2015</p> <p>b) To review draft Budget for 2016/17 (send to Councillors on 24th November)</p> <p>c) To authorise Boyton PCC's use of Outdoor Play Space Funding Scheme money (S.106 funds) of £2,098.00</p> <p>d) To receive update on part repayment of the PWLB Loan held by the Parish Council</p> <p>e) To consider a grant for Hollesley Village Hall for £2,500.00 for year 2016/17</p>	<p>a) The accounts were accepted</p> <p>b) The draft budget had been distributed to all Councillors. Comment was made that a freeze in the precept amount actually meant a decrease if you took inflation in to account; this was accepted by Council. The Precept was agreed at £28,200</p> <p>c) The use of these funds was agreed</p> <p>d) No update had been received from PWLB, despite 2 chasing e-mails</p> <p>e) The Clerk gave a short account of a meeting she had held with the Village Hall Secretary and Chairman. The new Hall committee are working hard to improve the facilities so that they can generate more income. A grant of £2,500 (to be paid in April 2016) was agreed</p>	<p>a) Bank statement checked by Cllr. Burbridge</p> <p>b) Clerk to request Precept from SCDC</p> <p>c) Clerk to notify Boyton PCC</p> <p>d) Clerk to continue to chase PWLB</p> <p>e) Clerk to note payment in April</p>

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<p>f) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Salary for Dec + Expenses to 31st Dec) <b>£115.61</b></li> <li>ii. J Daly (Remembrance Day Wreath) <b>£40.00</b></li> <li>iii. SC Norse (Grass cutting for year April 15 ~ Mar 16) <b>£2,096.29</b></li> <li>iv. Mr D Middleditch (Assistance with Allotments) <b>£70.00</b></li> <li>v. Stumpbusters (removal of stump outside Moorlands) <b>£144.00</b></li> <li>vi. G Collins (Cemetery Maintenance) <b>£605.00</b></li> </ul> <p>g) To note Payments made since October meeting:</p> <ul style="list-style-type: none"> <li>i. C Stammers <b>£49.82</b></li> <li>ii. C Walker <b>£1.50</b></li> <li>iii. Hollesley Village Hall (for Just 42) <b>£630.00</b></li> <li>iv. Information Commissioners Office <b>£35.00</b></li> <li>v. Royal British Legion <b>£50.00</b></li> </ul> <p>h) To note Payments received since November meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	<p>f) All invoices were agreed. The Clerk reported that the contract between Mr Collins and the Contract was a verbal one at present and she would add this item to the January agenda for discussion and agreement</p> <p>g) Noted. A ‘thank you’ letter was acknowledged from Mrs Shannon with reference to the British Legion Poppy Appeal donation.</p> <p>h) None</p>	<p>f) Cheques signed by Cllr’s Walker and Burbridge</p> <p>g) None</p> <p>h) None</p>
<p>15. To discuss a project to assess the Street lighting arrangements in the village and the setting up of a w/party</p>	<p>A Working Party was proposed by Cllr. J Daly to meet with SCC Highways (and possibly other Street Lighting Contractors) to discuss options for the improvement of the Street Lights in The Street</p>	<ul style="list-style-type: none"> <li>• Working Party: Cllrs. Walker, J Daly, Lewis, Burbridge, Beecroft and Young</li> <li>• Clerk to arrange a site visit with SCC Highways Street lighting Manager</li> </ul>
<p>16. To discuss setting up a working party to improve the Street Scene (Grit bins, seats/benches, communal spaces, etc.)</p>	<p>Item deferred to January meeting</p> <p>Cllr. Stammers was thanked for agreeing to change the Hasp and Staple catches on the grit bins</p>	<ul style="list-style-type: none"> <li>• Cllr. Stammers to change Hasp and Staple catches on grit bins</li> <li>• Clerk to look for list of people authorised to distribute sand/grit</li> </ul>

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<p>17. <u>To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) Update on WI Tree and new Village Sign</p> <p>b) Update on Scattered Orchards Project</p> <p>c) Update on Street Lights at Oak Hill</p> <p>d) To discuss purchase of a Defibrillator for Hollesley Village</p> <p>e) Oak Hill Club House and Tennis Court</p> <p>f) Update on proposed enlargement of the Physical Limits Boundary</p> <p>g) To discuss dates for meetings in January, February and March 2016</p> <p>h) Lions Club Christmas Parcel Project</p> <p>i) Village voices Jan article</p>	<p>a) The new WI tree will be planted on Monday 7<sup>th</sup> Dec, all welcome</p> <p>b) Hollesley have been accepted for this project and awarded 5 trees. Councillors agreed to the terms and conditions.</p> <p>c) SCC Highways had offered to shield the back of the 4 lights to try to stop the light shining in to bedrooms; this would be free of charge. Councillors suggested this option should be tried first and then other explored if the issue was not resolved</p> <p>d) Clerk gave details of history of requests for a defibrillator and indicated that she had requested funding from the British Heart Foundation; if funding was successful any ongoing cost would amount to circa £100 per annum</p> <p>e) Clerk had written to Department of Justice but had had no reply</p> <p>f) Dist. Cllr. Block thanked for her work on this matter; many letters had been sent to SCDC regarding concern over this proposal</p> <p>g) Dates agreed as 7<sup>th</sup> Jan, 4<sup>th</sup> Feb and 3<sup>rd</sup> March</p> <p>h) Clerk read a letter from Lions Club re. Christmas parcels</p> <p>i) Draft circulated</p>	<p>a) None</p> <p>b) Clerk to accept Terms and Conditions</p> <p>c) Clerk to contact SCC Highways Street lighting Manager</p> <p>d) Clerk to report back on BHF application</p> <p>e) None</p> <p>f) None</p> <p>g) Clerk to book hall and notify all</p> <p>h) Clerk to ensure the Lions Club are aware of the Woodbridge Children's Centre</p> <p>i) Clerk to send in</p>

Chair's initials.....

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18. Allotments – To acknowledge report from Cllr. Walker	Cllr. Walker and Cllr. Stammers reported that they were now read for new lids to be placed on the 3 water tank. Councillors approved the quote received by Cllr. Stammers for £100 per lid	<ul style="list-style-type: none"> <li>• Cllr. Stammers to arrange for the lids to be constructed</li> </ul>
19. To acknowledge correspondence received by the Clerk and respond as appropriate a) Thank you letter from Mrs Shannon b) Request for a grant from Headway Suffolk	a) Acknowledged b) Acknowledged	a) None b) Clerk to place this request on the January agenda
20. To receive agenda items for next meeting and agree date of Next Meeting	Date of next meeting will be 7 <sup>th</sup> Jan 2016  Items deferred from this meeting to be included  Dist. Cllr. Block indicated there may be an item on the Bawdsey Coastal Partnership	

The meeting was closed at 9.45pm

Signed: .....  
Chair (J Daly)

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair's initials.....