

# Hollesley Parish Council

## Minutes of a meeting held on Thursday 2<sup>nd</sup> April 2015 at 7.30pm, Village Hall, Hollesley

**Present:** Chr Driver, Cllr Walker, Cllr Shelcot, Cllr Friend, Cllr Beecroft, , Cllr Stammers, Cllr Bishop

**Attendees:** S Loader (Clerk) 3 Residents

### **AG1-02/04/15 Apologies for Absence**

- Cllr R Coles, Cllr Daly

### **AG2-02/04/15 To Receive Declarations Of Interest**

- None Received

### **AG3-02/04/15 Public Forum – Members may raise issues regards items on the agenda**

- Resident of Boyton requests if the council can request a share of the sports fund for the purchase of mini soccer football posts and basketball net, the children of Boyton are in real need of play equipment

*Outcome: Chr Driver explains that this will be on the new parish council's agenda for consideration*

### **AG4-02/04/15 County Councillor A Reid report**

- No report given

### **AG5-02/04/15 District Councillors J Marson report –No report given**

### **AG6-02/04/15 Police Report – No report given**

### **AG7-02/04/15 To Approve minutes of a meeting held on the 5<sup>th</sup> March 2015**

- Minutes duly signed as a true record
- *Correction note: ref AG15-05/03/15 Slight word change request – Cllr Walker*

**AG8-02/04/15 Matters Arising** - Cllr Shelcot refers to recent Planning applications at Glebe House, A local plan for Hollesley had been agreed for Hollesley, it was agreed that it had reached its build quota. The glebe house site was never put forward in the site specific allocations for consideration. At the recent district planning meeting Cllr Marson disputed the Parish Councils decision to object to the planning, this action had undermined the council and he no longer wishes to be part of it and formally resigns his position with effect from 7<sup>th</sup> May 2015.

### **AG9-02/04/15 Allotments update**

- It has been agreed that there will not be replacement deer fencing as the allotment holders that don't want it. 9 allotment holders were in agreement
- Further clarity is required in terms and conditions, this is to be done under the new council
- Clerk to write to allotments holders to confirm that they do not want the deer fencing
- Dead chickens will be cleared. Mr Foreman has offered to clear the site
- Mrs Wyard, to mark the boundaries and Cllr Stammers will re measure plot

### **AG10-02/04/15 Parish Notice Boards – to discuss replacement of Hollesley Stores Notice board**

- No further update from the prison
- Runners on the notice outside the parish hall will be updated

#### **AG11-02/04/15 Update on the Sports Pavilion**

- Chr Driver reports that there is now draft plans for the Pavilion drawn up by Houchell, a meeting is to take place with the football club, Houchell and HM Prison, Army Sutton Base
- Further plans to be drawn up by Houchell to be Passed to the district council for approval in June 2015
- No suggestion of funding to be made at the meeting until after the Election

#### **AG12-02/04/15 Update on emergency plan**

- Chr Driver reports that the following improvements need to be made to the village hall to be up to date with the health and safety in cases of emergency.
- 1 set of double doors, fixed pane fan light – cabin hooks needed, fitted with internal panic bars – no handles on the outside – Costs to be confirmed
- Gate is required at the rear of the village hall – Costs to be confirmed
- Ramp is required exiting the double doors onto recreation ground – Costs to be confirmed
- It was also confirmed that the prison could provide hot meals
- Cllr Friend explains that one more 1<sup>st</sup> aider is required – has information regards training
- Chainsaws – Jon Tyrell and Kevin Foreman have agreed to assist if required – clerk to obtain contact details

#### **AG13-02/04/15 Adopt amendment to model standing orders in respect to filming and blogging**

- 6<sup>th</sup> august 2014, the 1960 act was amended by the openness of local government bodies regulations 2014/LO2/14 - New council to adopt in June 2015

#### **AG14-02/04/15 Update on rubble effecting access on Oak Hill, Postmans Walk**

- No further update

#### **AG15-02/04/15 Update on Annual meeting of the parish**

- RSPB confirmed
- Chr Driver will address the residents of the events over the year and also gives his thanks to members of the council that have provided support but this will be his last year on the Parish council after 30 years
- Clerk confirmed no minutes were taken of the last Annual parish meeting in 2014
- Cllr Walker confirms he can not attend

#### **AG16-05/04/15 Boyton Parish Council**

- Request to use shared sports fund  
Outcome: This is to be considered under the new parish council – to copy of agenda to Ali Crawford

#### **AG17-02/04/15 Cllr Daly to update on slow speed sign**

- No update at this time.

#### **AG18-02/04/15 Planning Applications**

DC/15/0399/FUL Mr D Holman, Ministry of Justice, 4<sup>th</sup> Floor, 102 Petty France, London, SW1H 4AJ – New dust extraction system (with external ventilation plant) and modification works, to existing compressor room block to existing workshop building. HMP Young Offenders Institute, Warren Hill, Grove Road, Hollesley – **No observations made, full council approve**

DC/15/0496/OUT Mr & Mrs Squirrell, Glebe House Residential Home, Rectory Road, Hollesley, IP12 3JS  
Proposed 9 dwellings, change of use of managers accommodation to a single dwelling and create new access to Glebe House. **Pending decision – planning portal as of 25/03/2015**

DC/15/0687/FUL – Mrs Sukeforth, 5 Woodbridge Walk, Hollesley, Erection of one and half storey extension to front of house and a 3 bay cart lodge. **Pending – planning portal as of 25/03/15**

DC/14/3593/FUL – Suffolk Punch Trust New agricultural dwelling- **Planning permitted**

DC/14/3533/FUL – Mr & Mrs Crisp 9 dwellings Heath Dairy Farm – ***Pending decision - Planning portal as of 25/03/15***

**AG19-02/04/15 Finance Report**

- Appended to the agenda

**AG20-02/04/15 Clerks Report**

- Clerk asked the council if they would like to be updated on preservation and conservation in the area of Hollesley. AOB – ***No action taken by the council***

**AG21-02/04/15 Correspondence**

- Street lighting report / cutting costs – *No action taken by the council*

**AG22-02/04/15 Parish Matters to be considered at the next meeting**

- Emergency plan update
- Appoint auditor and End of year accounts
- Update on notice board – outside village stores
- Update on Sports pavilion
- Allotment terms and conditions
- Boyton Parish Council request to share sports fund
- Clerks Pay review
- Hollesley Parish Council – website/publication of minutes and agendas

**AG23-02/04/15 Date and time of next meeting**

- 14<sup>th</sup> May 2015 AGM

Payments for Approval and Receipts- April 2015			
Hollesley Parish Council			
Payments	£	cheque no	
			b/f balance stat ref 290 20th march 2015 23180.58
D Barnard litter picking April 2015	40	101938	
S Loader Clerk Wages April 2015	288	101939	minus payments for approval 1257.96
S Loader Clerk (post & envelopes) April 2015	12.13	101939	Plus Receipts uncleared 168
React Computer Email Repair	180	101940	minus payments uncleared 2352.8
Nelson Potter h/round/D Driver reimburse	5.52	100941	
S Loader Hi Viz Vests	11.94	101939	
S Loader Allotment receipts	3.48	101939	
Houchell inv 0970 / D Driver reimburse	24	100941	
Timpson Keys/M Friend Reimburse	16.5	101942	
Bettaprint Flood plane maps/M Friend Reimbu	4.5	101942	
Salc meeting/M Friend Reimburse	18.5	101942	
Clarkes of Walsham - Materials Allotments	446.32	101943	
C Stammers Mileage reimburse/Materials Allot	44.6	101944	
CAS Village Hall Insurance	162.47	101945	
<b>Total</b>	<b>1257.96</b>		<b>Current account balance therefore 19737.82</b>
Uncleared Receipts			
Allotments	168		<b>Total Reserves</b>
<b>Total</b>	<b>168</b>		
			Tracker **146 as @ 17th mar 2015 stat ref 72 28693.29
<u>Uncleared Payments</u>			
Get Mapping	48	101926	Community Current Account **019 19737.82
PWLB Loan April Payments	1979.8	dd	
Heelis and Lodge	125	101932	<b>Total 48431.11</b>
Just 42	200	101937	
			<b>Reserve Allocation Breakdown</b>
			Play Equipement 5700
			Water Tower Cycle/Footway 7000
<b>Total</b>	<b>2352.8</b>		Replacement Street Lighting 8000
			Allotment Upgrade 2000
			Election Expenses Contingency 1000
			Notice Board 850
<b>Allotments</b>			Capital Reserves Computer 1500
Balance O/s	608		<b>Total 26050</b>
Received payments	168		Remaining Reserves 22381.11
<b>Total Due</b>	<b>440</b>		<b>Liabilities</b>
			PWLB Loan
			468589 Construct new footpath leading to village hall 327.74
			482130 Redevelopment Hollesley Village Hall 14748.96
			490324 Purchase of Recreation Ground 8750
			<b>Total 23826.7</b>

Signed Chairman \_\_\_\_\_