

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 4<sup>th</sup> February 2016 ~ 7.30pm

Present

Cllr. Jane Daly (Chair), Cllr. Colin Beecroft, Cllr. Tony Barnard, Cllr. Helen Lewis, Cllr. Tom Daly, Cllr. Chris Walker, Cllr. Trevor Burbridge, Cllr. Cyril Stammers and Cllr. Michael Friend

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

4 members of the public: Mr D Bethell, Ms H Culling, Mr B Findley and Mr B Crisp

**Record of Public Session:**

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

- Ms Culling – Can we revisit looking at Assets for the village please?
- Mr Crisp – I am concerned about footpaths in the village and why people are trying to claim footpaths that have never been there
- Mr Findley – Can we have a footpath for the school children getting to the school? A proper footpath from Parsons Hill to the entrance to the allotments?

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Report expected later in the week
- Cllr. Block – Report given on the following subjects: **SCDC Budget**- Council Tax will go up 1.9%, CIL has now come in to force and also encourages new developments; **Neighbourhood Plan** – some parishes are looking at producing a NP and Hollesley may be interested; **Planning Considerations** – List to come from Cllr. Block of allowable considerations; **Quiet Lanes** – Coastal Community Team will be working on this and the draft plan will be circulated, SCDC may look to support a project in this area; **Trees** –HPC to set up a date with SCDC Tree Officer; **DC/15/4863/FUL** – Cllr. Block requested the application should be called in (supporting the PC's action), it was very unlikely that it would succeed and this was the case, However, the benefit of this process was that it went before the Chair and Vice Chair of the Planning Committee and the ongoing issues with the unauthorised use of the stable block were therefore highlighted, the case officer now has to issue a Planning Contravention Notice to the Committee, this may require enforcement at the end of the day, we don't know how long it will take, Cllr J Daly commented that documents had not been available on the system when they should have been, Cllr. Block explained that the team are short staffed and they struggle with the volume of documents, it is not certain if we will be consulted on the PCN, Why can't SCDC just put in place enforcement... this may take longer but it may be more successful at the end of the day.

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*Chair's initials.....*

- c) Report or comment from Rev'd. Hatchett:
- Rev'd Hatchett – Report had been circulated

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Cllr. Steve Young (unwell) Cllr. Andrew Reid	None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	None
3. Co-option of New Parish Councillor: Applicants to be confirmed	There were no applicants	<ul style="list-style-type: none"> <li>• Clerk to remove any non-Councillor names from correspondence being sent out</li> <li>• Clerk to continue to advertise the vacancy</li> </ul>
4. Public Session (record above)	See above	<ul style="list-style-type: none"> <li>• Clerk to place recording of village assets on the March agenda</li> <li>• Clerk to enquire to SCC Highways if a path between Parsons Hill and the Allotments entrance was feasible</li> </ul>
5. To agree Minutes of Council meeting dated 7 <sup>th</sup> January 2016	The minutes were proposed as accurate by Cllr. Barnard, seconded by Cllr. Lewis and all Councillors were in agreement that they be signed.	<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/15/5210/FUL - Change of Use from domestic garage to residential annexe or short term holiday let - Green Knowe School Lane	a) Comments made by Councillors: Location is not bordering any other properties, Support as long as the annex let stays in perpetuity with the main dwelling <b>Resolution: Support</b>	a) Clerk to convey Councils resolution to SCDC Planning

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<p>b) DC/16/0093/VOC - Variation of Condition No. 2 of Planning Permission Consent: DC/14/3533/FUL - Heath Dairy Farm, Melton Road</p> <p>c) DC/16/0131/DRC - Submission of details as required by Conditions 3, 7 and 8 of C/13/0110 - Part Of Hollesley Bay Garage, The Street</p>	<p>b) Comments made by Councillors: Change of plans for solar and tanks, support on the condition that they are not on the site of the disputed footpath, the solar panels are a good idea <b>Resolution: Support the proposal as long as no part of the construction effects the disputed footpath</b></p> <p>c) Comments made by Councillors: The application just shows photographs that they have removed a number of oil tanks and have a plan to put in a membrane <b>Resolution: Support</b></p>	<p>b) Clerk to convey Councils resolution to SCDC Planning</p> <p>c) Clerk to convey Councils resolution to SCDC Planning</p>
<p>7. To review and agree all draft documentation sent to Councillors on 1<sup>st</sup> December 2015</p>	<p>The following suggested amendments were made:</p> <ul style="list-style-type: none"> <li>• Risk Assessment – An additional line should be included stating that no more than £75,000 should be held in any one account (so that it falls within the Financial Services Compensation Scheme) - <b>agreed</b></li> <li>• Standing Orders – a meeting should be held as a matter of course in December – <b>agreed</b></li> <li>• Standing Orders – a meeting should be held as a matter of course in August – <b>not agreed</b></li> <li>• Standing Orders – Section 5 a) should include a point that the meeting can be extended without written notice - <b>agreed</b></li> <li>• Standing Orders – Should include a line stating that new Councillors should attend a training course within 6 months of taking office and that existing Councillors should attend training every 5 years - <b>agreed</b></li> <li>• Safeguarding children Policy - small amendments to wording - <b>agreed</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Clerk suggested she amend all documents and published them on the Internet pages as drafts. Councillors would then have 1 month to view and make any further amendments.</li> </ul>

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<p>8. Community Emergency Plan - To receive a update from the Clerk</p>	<p>The Clerk reported that she and Cllr. Young had discussed the draft plan and that Cllr. Young had volunteered to be the lead co-ordinator.</p> <p>The next steps would be to approach people in the village to take on other key roles and then to organise a meeting of these people (and anyone else who wished to attend) to discuss how the plan could be completed.</p> <p>Cllr. Lewis indicated her support for one of the warden’s positions</p>	<ul style="list-style-type: none"> <li>• Cllrs. Young, Lewis and the Clerk to continue working on this.</li> </ul>
<p>9. Village Hall/Recreation Ground – to discuss proposals for improvements at the Village Hall and Recreation Ground to create a fantastic village amenity space</p>	<p>The draft suggestions had been circulated to all Councillors and a number of comments had been received. Comments:</p> <ul style="list-style-type: none"> <li>• I wasn’t expecting such a list of mini projects but three suggestions put forward</li> <li>• Nice big bar would be good in the Hall</li> <li>• Very broad in its approach, it will need quite a bit of money</li> <li>• Keep Fit equipment would be a good idea</li> <li>• We just have to modernise the hall</li> <li>• Are we going to do anything with the Pavilion, We need to do something about the very bad state of the car park</li> <li>• Driveway is the priority, it needs tarmacking and brought up to specification</li> <li>• Renewables- grey water is good, we probably can’t have solar but we could have a ground source heat pump as we have such a large field</li> <li>• The Ground Source Heat pump has been looked at but it didn’t get anywhere</li> <li>• Suggestions are very exciting and they could be done over time but the whole idea to upgrade the whole area is very good; it is very good to have a goal</li> </ul>	<ul style="list-style-type: none"> <li>• Cllr. Friend to join the working party (Cllrs Burbridge and Barnard would also help out if they were available)</li> <li>• Working Party to meet in February to discuss priorities</li> <li>• The Clerk was asked to re-send the initial thoughts document</li> </ul>

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	<ul style="list-style-type: none"> <li>• The driveway in must be a priority; even the footpath is very overgrown</li> <li>• Summarised by Cllr. J Daly               <ul style="list-style-type: none"> <li>○ Safety of users of the hall (i.e. driveway and car park)</li> <li>○ Renewable energy</li> <li>○ Improved equipment for adults and children on the recreation Ground</li> </ul> </li> <li>• Disabled access is a key consideration for each element of the plan</li> </ul> <p>The Clerk read a letter from the Village Hall Committee confirming their concerns with the state of the driveway and car park area.</p> <p>The Clerk read a letter from David Houchell asking how the pavilion project could be taken forward. She advised that she had contacted his office but that he was away. She had made it very clear to a lady in the office that although the PC were supportive of the project to improve facilities for users of the Playing Field, absolutely no further expenses would be accepted by the PC until they gave specific instructions.</p>	

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<p>10. Queen’s 90<sup>th</sup> birthday Celebrations (week-end of 11<sup>th</sup> and 12<sup>th</sup> June 2016) – To receive an update from the Working Party</p>	<p>The outline suggestions from the working party had been circulated to all Councillors.                      Cllr. Lewis outlined the initial proposals. Initial thoughts from Councillors:</p> <ul style="list-style-type: none"> <li>• We could have a kiddies disco in the afternoon</li> <li>• This is all happening 2 weeks before the date.</li> <li>• The idea is just to have a fun day, very light hearted</li> <li>• Hall is booked for 11<sup>th</sup></li> <li>• Would Di Barnard like to be involved as the compare?</li> <li>• If we are going to have a Ceilidh it needs to be booked</li> <li>• Budget – J Daly proposed that a budget would be needed. It was suggested the Working Party came back with suggestions for a budget</li> <li>• Would WI be prepared to be involved?</li> </ul>	<ul style="list-style-type: none"> <li>• Working Group to meet again in February</li> </ul>
<p>11. Cemetery:                      a) To discuss maintenance of untidy graves in the Cemetery                       b) To discuss revising Cemetery Fees – suggested fees sent 25<sup>th</sup> Jan 2016</p>	<p>a) It was suggested we could have a wildlife area and that Laurie Forsyth could advise us. If we had more funds we could tidy up the land and cut the hedges back further? Could we perhaps approach relatives of those graves that are untidy? It was agreed that Cllr. Lewis joining the Cemetery Councillors                      b) Cllr. Walker suggested that the Cemetery Councillors get together to review different charges, including those at Waveney and Framlingham, and to put proposals to Council.</p>	<p>a) See b)                       b) Clerk to arrange a meeting of the Cemetery Councillors.</p>
<p>12. <u>Highways and Footpaths:</u>                      a) To receive report from Oak Hill and Duck Corner Footpaths Working Group on the proposed footpath between Oak Hill and Duck Corner</p>	<p>a) Cllr. Block stated that she was disappointed that dates for a meeting between HPC and SPT could not be matched up with SPT and she would start again</p>	<p>a) Clerk to liaise with Cllr. Block</p>

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<p>b) To receive an update from Cllrs. T Daly and Stammers on the 'Beat the Bounds'</p>	<p>b) Cllr. T Daly advised that the date for the 'Beating of the Bounds' or Footpaths Walk was 24<sup>th</sup> April. It was suggested there should be an article in Village Voices. The walk would set off from a designated spot (perhaps the Village Hall or Pub). A map of the bounds and dills was to be provided by Mr Shelcott. Cllrs T Daly and Stammers would decide whether the walk was on the footpaths or bounds. It was suggested the school could be contacted to ask if they want to take part</p>	<p>b) The Clerk was asked to put the date in March VV article</p>
<p>c) To receive an update on the bus shelter at Duck Corner</p>	<p>c) The Clerk reported that both she and Cllr. Lewis had met with SCC Highways to discuss the bus shelter and initial the thoughts were positive. However, recently a letter had been received from a senior Highways office indicting that he was not prepared to place a shelter in a location where the scheduled bus did not pass. He suggested it should go in Woodbridge Road, next to the BT exchange (cut in to the bank). Cllr. Lewis indicated that she had spoken to both bus drivers and both suggested the site in The Street was appropriate.                      Concern was raised that once you put one shelter up you were going to set a precedent and it could encourage people to sit there as a meeting point.                      With the link bus you need to be there 10 mins before so it can be cold waiting                      The consensus was that the bus shelter should be placed on the street near the seat.</p>	<p>c) Clerk to go back to SCC Highways and ask them to reconsider and also ask Andrew Reid to be involved.</p>
<p>d) To discuss invitation to consider installing Quiet Lanes in Hollesley</p>	<p>d) Cllr. Block gave an overview of the project. After discussion Councillors suggested School Lane would be an idea road to be designated.</p>	<p>d) Clerk was asked to write to suggest School Lane</p>

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<p>e) To receive an update on Footpath 22 and meeting held on 13<sup>th</sup> January (Cllrs T Daly and Beacroft)</p>	<p>e) Cllr. T Daly gave an overview of a recent meeting of the SCC Footpaths Committee. The committee had taken comments on board but had deferred making a decision until June so that further representations could be made – the deadline for submissions was <b>29<sup>th</sup> February</b>. Cllr. T Daly suggested that if people had comments (in either camp) they should ensure these are passed to the Footpaths officers Cllr. Stammers informed Council that Mr Brian Crisp (developer of the land at Heath Dairy) had suggested a meeting to discuss options. Cllr. Block recommended the Clerk should take advice on such a meeting as the footpath was currently under a formal decision process. Cllr Beecroft produced a map from HMP Hollesley Bay showing the footpath went up the road. People had previously walked on the land but because it was owed by the prison and the users were those going to work at the prison. Cllr. Beecroft suggested two people who had submitted comments on the use of the footpath had now with drawn these. Mr Brendan Crisp (son of Brian Crisp) was permitted time to speak to the Council and described his anger at inaccurate statements made by some residents.</p>	<p>e) The Clerk agreed to pass a hard copy of the SCC Highways Committee details to Cllr. Beecroft. The Clerk agreed to seek advice on a meeting between HPC and Mr Crisp</p>
<p>f) To update re the ‘Blue Bell Wood’ path through Poplar Park (Cllr. T Daly)</p>	<p>f) This was still in progress. The officer was taking evidence and people were being visited; lots of effort was being undertaken and this will probably also come up in the June meeting</p>	<p>f) None</p>
<p>g) To discuss if HPC would like to make representation on the possible closure of the Martlesham Park and Ride facility</p>	<p>g) Councillors were very keen the Council should write in support of the Park and Ride at Martlesham Heath.</p>	<p>g) Clerk to write in support of the Park and Ride Facility</p>



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<p>13. To receive update on creating village gardens spaces from Cllr. Lewis</p>	<p>This item was deferred to the March meeting</p>	<ul style="list-style-type: none"> <li>• Clerk to place on the March agenda</li> </ul>
<p>14. <u>Finance Matters:</u></p> <p>a) To review and authorise Accounts for year to 31<sup>st</sup> December 2015</p> <p>b) To receive an update on part repayment of the PWLB Loan held by the Parish Council</p> <p>c) To discuss purchase of a projector for use with the Parish Council’s Laptop.</p> <p>d) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. J Hallett (Expenses and Admin) <b>£39.00</b></p> <p style="padding-left: 20px;">ii. Parish Online (Map system) <b>£33.60</b></p> <p>e) To note Payments made since December meeting:</p> <p style="padding-left: 20px;">i. J Hallett (Salary Jan) <b>£284.71</b></p> <p>f) To note Payments received since December meeting:</p> <p style="padding-left: 20px;">i. None</p>	<p>a) The accounts were accepted</p> <p>b) The Clerk advised that PWLB were suggesting that only a CHAPS payment would be accepted but that this was very difficult to organise because of the lack of online banking and the fact that Barclays would not deal with her as she was not a signatory to the account. The Clerk had put in a call to a more senior person at PWLB to ask if an exception could be made and a cheque be sent – she was awaiting a reply</p> <p>c) A number of Councillors expressed doubt on the need for minutes to be recorded and shown on a screen. Cllr. J Daly suggested that it would not only be used for minutes but also to show plans, reports, maps, etc.</p> <p>d) Invoices were agreed.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>a) Bank statement checked by Cllr. Burbridge</p> <p>b) Clerk to continue to chase</p> <p>c) Cllr. Burbridge suggested he look at a number of options and bring these to the next meeting</p> <p>d) Cheque signed by Cllrs Walker and Burbridge</p> <p>e) None</p> <p>f) None</p>

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15. To receive an update from the Village Street lighting Working Party following meeting on 15 <sup>th</sup> January	Feedback: <ul style="list-style-type: none"> <li>• Cllr. Walker suggested this item was discussed once the report had been received from Mike Ashton</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to chase report from Mike Ashton</li> </ul>
16. To discuss setting up a working party to improve the Street Scene (Grit bins, seats/benches, communal spaces, etc.)	This item was deferred to the March meeting	<ul style="list-style-type: none"> <li>• The Clerk was asked to place this item on the March agenda</li> </ul>
17. <u>To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</u> <ol style="list-style-type: none"> <li>To acknowledge previous months list of planning decisions made by SCDC</li> <li>Update on Play Park inspection recording process</li> <li>Update new Village Sign</li> <li>Update on Scattered Orchards Project</li> <li>Update on Street Lights at Oak Hill</li> <li>Update on installation of a Defibrillator for Hollesley Village</li> </ol>	<ol style="list-style-type: none"> <li>The list was acknowledged but the Clerk was asked to remove this item from the agenda</li> <li>Item deferred to March Meeting</li> <li>The Clerk reported that 3 designs for the new Village Sign had now been received. It was suggested that Cllr. Lewis and the Clerk should visit Mr Stebbens</li> <li>Cllr. Lewis reported that the 5 Scattered Orchard trees had been planted on Sunday 31<sup>st</sup> January and letters of thanks had been sent to all the non-Councillor volunteers. Cllr. Friend suggested two small fruit bushes should be planted in the spare holes that had been dug (this was agreed). It was also suggested that Mr Terrell would cut back the overhanging branches of a large oak tree (Clerk to make Mr and Mrs Bethell aware of this work).</li> <li>The Clerk reported that these would be updated w/c 8<sup>th</sup> February</li> <li>The Clerk reported that the training kit had arrived (in a very large holdall) but the defibrillator and case was still awaited. A First Aid training course had been arranged for Thursday 26<sup>th</sup> May.</li> </ol>	<ol style="list-style-type: none"> <li>Clerk to remove item from agenda</li> <li>Clerk to place on March agenda</li> <li>Clerk to arrange meeting with Mr Stebbens</li> <li>Clerk to ask for Mr and Mrs Bethell's permission for the oak tree to be trimmed</li> <li>None</li> <li>Clerk to advertise First Aid Course in April VV</li> </ol>

Agenda Item	Resolution / Agreement / Fact	Action
g) Update on Hollesley Grapevine  h) To discuss meeting dates for May, Aug and Dec meetings due to hall being unavailable (Suffolk Punch Trust a possibility)  i) To discuss request for dog bin at Hollesley Common	g) The Clerk reported that over 60 people had now signed up and that it would be launched at the Week-end  h) This item was deferred to the March meeting  i) Councillors suggested that there was no need for a dog bin in this location as any dog faeces should be kicked in to the undergrowth to decompose naturally. It was suggested boxes should only be put up in residential areas.	g) Clerk to manage  h) Clerk to place on March agenda  i) Clerk to write to person who requested this.
18. To consider request from Hollesley Players to put a second 'Container' on the Playing Field for storage of drama equipment and props	This item was deferred to the March meeting	<ul style="list-style-type: none"> <li>• Clerk to place on the March agenda</li> </ul>
19. CONFIDENTIAL (Public and Press to be excluded) - To discuss Clerk's working hours as recorded so far	This item was deferred until after the Clerk had had her 26 week probation meeting with the Chair and Vice-Chair.	<ul style="list-style-type: none"> <li>• Clerk to continue to monitor hours worked</li> </ul>
20. To receive agenda items for next meeting and agree date of Next Meeting	Cllr. Beecroft asked if a 'round the table' item could be place back on the agenda. After discussion it was agreed that Councillors should let the Clerk know any items for discussion	<ul style="list-style-type: none"> <li>• Date of next meeting will be 3<sup>rd</sup> March 2016</li> </ul>

The meeting was closed at 9.40 pm

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

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

*Chair's initials.....*