

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 7th January 2016 ~ 7.30pm

Present

Cllr. Jane Daly (Chair), Cllr. Colin Beecroft, Cllr. Tony Barnard, Cllr. Helen Lewis, Cllr. Cyril Stammers, Cllr. Michael Friend and Cllr. Steve Young

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

4 members of the public: Rev'd R Hatchett, Ms H Culling, Mrs D Barnard and Mr J Findley

Record of Public Session:

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

- Ms Culling – A report of travellers opposite the Folly
- Mr Findley – Visibility to Water Tower from Duck Corner is obscured by a new hedge

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: **Site Allocations Policy Team** and update on the Physical Limits increase, reaction from Hollesley residents numbered 29 objections and this has now been abandoned; **Development sites** that have been resubmitted, Beech View was considered not suitable but the PC would need to check the final document, this is a large site and the PC was content it was excluded; **Suffolk Punch Trust** –still waiting for a date for a meeting about the path; **Community Enabling Money** - £600 will be available for hall redecoration; **Definitive Footpaths Map** - copy available for the Clerk; **Coastal Partnership Team**- If we have comment about job or sustainability in the area please contact Dist. Cllr. Block ; **Council Tax** - up by 2%

c) Report or comment from Safer Neighbourhood Team:

- No report had been received. It was decided to remove this item from the agenda

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

- Rev'd Hatchett – Report had been circulated and was read out; there were no questions. Cllr. Lewis congratulated everyone on the great success of the café.

Chair's initials.....

| Agenda Item | Resolution / Agreement / Fact | Action |
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| 1. To receive Apologies for absence | Cllr. Tom Daly, Cllr. Chris Walker, Cllr. Trevor Burbridge Cnty. 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 on the day | The Clerk reported that this item would have to be deferred as she had not had confirmation from SCDC that a co-option could go ahead | <ul style="list-style-type: none"> Item to be placed on February agenda |
| 4. Public Session (record above) | | <ul style="list-style-type: none"> Clerk to report the travellers to SCDC Clerk to report the hedge to Highways |
| 5. To agree Minutes of Council meeting dated 3 rd December 2015 | Agreed by all Councillors | <ul style="list-style-type: none"> Clerk to post on Web Pages |
| 6. To discuss and agree responses to the following Planning Applications: <ul style="list-style-type: none"> a) DC/15/4863/FUL – Land South West of The Dell, Meadow Farm Lane –Temporary caravan | <ul style="list-style-type: none"> a) Comments made by Councillors: This seems a farce, the plot is not South West of the dell, it is South East, the sites seem to be mixed up; The caravan should be on the site of the building plot; The application is not filled in fully so is not clear; We do not disagree with a caravan on the actual site but not on the site next door; The caravan should be on the building site <p>Resolution: Objection on the grounds that the proposed caravan is not on the building site and the application is incomplete.</p> | <ul style="list-style-type: none"> a) Clerk to convey Councils resolution to SCDC Planning |

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| <p>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</p> | <p>Previous month’s planning decisions were noted.</p> <p>With reference to the report use of a Stable Block in connection with application DC/14/0056/FUL the Clerk reported that she had had no further correspondence from SCDC.</p> <p>The Chair advised that she has spoken to Rachel Smith who has conducted a site visit. The residents of this site are using the stable block more than they should be and she needs to make a decision as to how she should act. She requested that the matter be left with her to consider what action to take.</p> <p>If the enforcement order went through it would not make a great deal of difference as it would include a lengthy time to comply. There is a lot of evidence to say that the stable block is being used more than it should be (smoke coming from the chimney, conversion of the windows and a satellite dish installed) and Rachel has this.</p> <p>Councillors were very disappointed with this situation. Dist. Cllr. Block advised that it is sometimes difficult for a Parish Council to press an officer but that she would portrait our comments to the Planning Team. It is reasonable for an applicant to seek a temporary caravan but that is clearly temporary and limited (and removed at the end of the project); there are obviously concerns that this will drift and drift in to something much bigger.</p> <p>No work has started on the build of the new development</p> | <ul style="list-style-type: none"> • Cllr Block to take this forward with SCDC Planning |
| <p>8. To discuss the listing of all Village Assets (Community and Heritage)</p> | <p>A link to the Community and heritage Assets information on the SCDC Web Site had been sent to Councillors on 4th December 2015. Councillors made many suggestions about possible assets including Pill Boxes all over the village, the Common, the Old School and funny bus stop near the Water Tower</p> | <ul style="list-style-type: none"> • List had been started by Cllr. J Daly but note written up yet. Once established it would be circulated for all to add to it. |

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| 9. Community Emergency Plan - To discuss the way forward | The Clerk reported that the draft Community Emergency Plan and Residents Handout had been sent to Councillors on 14 th December 2015 | <ul style="list-style-type: none"> • Cllr. Young agreed to take this forward with the Clerk |
| 10. <u>Village Hall/Recreation Ground:</u> a) To discuss Play Park inspections from Ipswich Borough Council (IBC) b) To receive update on new Pavilion progress | a) Details of the Service offered by IBC had been circulated to Councillors on 27 th December 2015. After discussion it was agreed not to take up this option at the present time. Cllr. Stammers confirmed that he regularly inspects the village equipment (keeping a record in a book) and Cllr. Walker inspects the Oak Hill site b) The Clerk updated the Council that funding was ‘no further forward’. Mr Mark Green had indicated that a lease for the land would be required before funding could be obtained. The Clerk had ask Mr Green to find out if a licence to use the land would suffice as this would be easier to put in place | a) Cllr Stammers to speak to the Clerk outside the meeting to discuss this and the best way to keep an electronic record of inspections undertaken b) Mark Green (on behalf of Sutton Heath Football Clubs) to ascertain if a licence would satisfy funding providers |
| 11. To discuss the Queen’s 90 th birthday and creating an improved amenity space on the recreation ground for multi-generational use | No meeting held yet but a date will be set. Parameters need to be set as to what can be done and to ensure the Village Hall and Football Clubs are also involved An area on the field for multi generation use was a strong idea | <ul style="list-style-type: none"> • Working Party to meet in January |
| 12. <u>Highways:</u> a) To receive update on Swallows Close line marking b) To receive report from Oak Hill and Duck Corner Footpaths Working Group on the proposed footpath between Oak Hill and Duck Corner | a) The Clerk informed Council that the line marking could take up to 4 months b) Working group to meet in January and to liaise with Dist. Cllr. Block with regard to a meeting with the Suffolk Punch Trust | a) Clerk to monitor b) Clerk to liaise with Dist. Cllr. Block |

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| <p>c) 30MPH Speed signs at Moorlands Close</p> <p>d) To receive an update from Cllrs T Daly and Stammers on the 'Beat the Bounds'</p> <p>e) To receive an update on Footpath 22</p> <p>f) To agree response to SCC Definite Map Officer re. the 'Blue Bell Wood' path through Poplar Park</p> | <p>c) The Clerk read a letter from SCC Highways indicating that this matter will be investigated by the end of February 2016. Dist. Cllr. Block suggested a speed limit sign issue in Alderton could be dealt with at the same time. Cllr. Lewis asked if the Clerk could raise the issue of no speed limit between Duck Corner and the Water Tower with Highways</p> <p>d) No further update</p> <p>e) The Clerk had circulated a letter from Cllr. T Daly regarding the hearing concerning path 22. Cllr. Beacroft reported that he had been passed plans that show there was never a footpath in the area claimed; the existing residents would have to walk on the road to get to the claimed footpath.</p> <p>f) A draft response (produced by Cllr. T Daly) had been circulated by the Clerk; contents of which were agreed by Council. Cllr. Young had walked the proposed path but barriers were in place. It was felt that if the owners of Poplar Park could be considerate to residents requests to walk the path a compromise could be reached when event days were held. An approach has been made to Poplar Park, which seemed amenable but this has not come to fruition. We do want to keep a good relationship with the owners of Poplar Park</p> | <p>c) Clerk to monitor. Clerk to speak to Highways regarding issue in Alderton and a review of the speed limit between Duck Corner and The Water Tower</p> <p>d) Cllr. Stammers to Speak to Cllr. T Daly</p> <p>e) Cllr. Beacroft and Cllr. T Daly to liaise with reference to representation at the meeting on 13th Jan</p> <p>f) Letter to be sent by Clerk from Parish Council</p> |
| <p>13. To discuss creating village gardens spaces with the cooperation of the Gardening club and Comm. Garden</p> | <p>Cllr. J Daly advised that she was thinking about the different green spaces in the village and how we can maintain and improve them. Cllr. Lewis indicated that she was happy to take this forward and speak to the Gardening Club to get their ideas</p> | <ul style="list-style-type: none"> • Cllr. Lewis to take this item forward with the Gardening Club. |

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| <p>14. <u>Finance Matters:</u></p> <p>a) To review and authorise Accounts for year to 30th November 2015</p> <p>b) To discuss option to ‘Opt out’ of the new External Audit process provided by NALC</p> <p>c) To discuss part repayment of the PWLB Loan held by the Parish Council</p> <p>d) To discuss grant requests from Hollesley Primary School (£100), Disability Advice Service and Headway Suffolk</p> <p>e) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. J Hallett (Expenses and Admin) £68.44</p> <p style="padding-left: 20px;">ii. D Barnard (Litter Oct, Nov and Dec) £120.00</p> <p>f) To note Payments made since December meeting:</p> <p style="padding-left: 20px;">i. J Hallett (Salary Dec) £284.51</p> <p>g) To note Payments received since December meeting:</p> <p style="padding-left: 20px;">i. Sutton Heath Football Club £500.00</p> | <p>a) The accounts were accepted</p> <p>b) The new External Audit process was explained by the Clerk. Councillors unanimously agreed not to opt out of this process</p> <p>c) The details of the amended figures for part repayment of the PWLB loan had been circulated to all and it was agreed to proceed with the part repayment of £15,000</p> <p>d) Cllr. J Daly proposed that we carry forward discussion on these to the February meeting, until the Grant Awards Policy had been agreed. Other Councillors suggested the donation to the School should proceed. It was agreed to donate £100 to Hollesley Primary School. Discussion was held over merits of funding government funded bodies and national organisations and it was suggested that the remaining two requests be held over to the Feb meeting</p> <p>e) All invoices were agreed.</p> <p>f) Noted</p> <p>g) Noted</p> | <p>a) Bank statement checked by Cllr. Young</p> <p>b) None</p> <p>c) Clerk to arrange repayment</p> <p>d) Clerk to draw a cheque for £100 for Friends of Hollesley School</p> <p>e) Cheques signed by Cllrs J Daly, who also agreed to pass them to Cllr. Burbridge</p> <p>f) None</p> <p>g) None</p> |

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| <p>15. To receive an update from the Village Street lighting Working Party</p> | <p>The Clerk reported that a meeting was arranged for Friday 15th January at 12.00pm with Michael Ashton (Street Lighting Manager from SCC). Cllrs Lewis, Young and Walker had confirmed their attendance. Cllr. J Daly agreed also to attend Cllr. Young reported that Cllr. Walker had given him a tour of the Parish Council owned Street Lights; it was felt this may have also been useful for others to have attended</p> | <ul style="list-style-type: none"> • Cllr Young to report back on the meeting to the Clerk who was unable to attend |
| <p>16. To discuss setting up a working party to improve the Street Scene (Grit bins, seats/benches, communal spaces, etc.)</p> | <p>Deferred to Feb meeting</p> | <ul style="list-style-type: none"> • Clerk to place on the Feb agenda |
| <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 receive update on purchase of a Defibrillator for Hollesley Village</p> <p>e) To discuss setting up an electronic newsletter service called the Hollesley Grapevine</p> <p>f) Village voices February article</p> | <p>a) The WI Tree had been planted. As yet there were no submissions of designs for the new village sign – add to Feb VV</p> <p>b) The Clerk reported that the trees should be arriving w/c 11th January 2016. Delivery should be to Cllr. Lewis at Colyton, High Street</p> <p>c) No shading in place yet. Cllr. Beacroft asked if anything could be done about the broken street light at the entrance to the New Circle, Oak Hill</p> <p>d) The Clerk reported that Hollesley PC had been successful in obtaining a full grant for the purchase of a defibrillator, case and training equipment; this should be delivered sometime in February 2016.</p> <p>e) The Clerk gave details of how an electronic newsletter might work and how it works in other towns and villages. Councillors suggested this would be a good idea</p> <p>f) Draft circulated to all</p> | <p>a) Clerk to add reminded of the sign design competition to the Feb VV article</p> <p>b) Cllr. T Daly and Cllr. Lewis to liaise once exact delivery date was known</p> <p>c) Clerk to chase SCC Street Lighting. Clerk to contact Min of Justice re. broken light</p> <p>d) Clerk to monitor</p> <p>e) Clerk to set up Hollesley Grapevine</p> <p>f) Clerk to send in, with additional items if there is space</p> |

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| <p>18. Allotments – To acknowledge report from Cllr. Walker</p> | <p>Cllr. Stammers reported that the tanks have been sent off for lids to be fitted. Three quotes for plumbing would be obtained when required.</p> <p>The Clerk asked if the invoices for 2015/16 should now be sent out (the delay being due to the very late deployment of the 2014/15 invoices) – it was agreed to send these out in February.</p> <p>The Clerk reported that she had received a request for an allotment and agreed to speak to Cllr. Walker about which plots were available. The prospective new tenant could then be given a choice of which plot she would like.</p> | <ul style="list-style-type: none"> • Clerk to prepare 2015/16 invoices • Clerk to speak to Cllr. Walker on plot availability and to new tenant on which plot she would like. |
| <p>19. To discuss providing a bus shelter at Duck Corner</p> | <p>The Clerk advised that a request had been received from a resident of Hollesley to ask if the Parish would consider placing a bus shelter at Duck Corner.</p> <p>It was suggested that lots of people use the stop, including the school children.</p> <p>The Clerk informed Council that, in anticipation of a positive view from the Council, she had made enquiries of the ‘Suffolk On Board’ team as to whether or not any funding would be available. The team had agreed to do a site visit on 14th Jan and also to engage Cnty. Cllr. Andrew Reid who may part fund.</p> | <ul style="list-style-type: none"> • Clerk to report back to February meeting |
| <p>20. To consider request from Hollesley Players to put a second ‘Container’ on the Playing Field for storage of drama equipment and props</p> | <p>It was decided to defer this item to the Feb meeting</p> | <ul style="list-style-type: none"> • Clerk to place on the Feb agenda |
| <p>21. To review all draft documentation sent to Councillors on 1st December 2015:</p> | <p>As there was such a lot of documentation to view it was decided to defer this item until the February meeting</p> <p>Cllrs Beecroft, Friend and Barnard requested that a hard copy of all policies be printed for them to review</p> | <ul style="list-style-type: none"> • Clerk to print hard copy of each document and circulate |

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| 22. Cemetery: a) To discuss maintenance agreement with Mr Collins b) To discuss revising Cemetery Fees | a) It was suggested that the Council offer Mr Collins a fixed contract of £650 for the next two years and then review. Cllr. Lewis suggested that some graves needed maintenance as they were not kept by family members - the Clerk was asked to add this matter to the Feb meeting b) Deferred to Feb meeting | a) Clerk to write to Mr Collins. Clerk to add discussion on maintenance to Feb agenda b) Item to be added to Feb agenda |
| 23. To acknowledge correspondence received by the Clerk and respond as appropriate a) Travellers reported on Hollesley Common, almost opposite The Folly | a) Letter received from a concerned resident | a) Clerk to inform SCDC |
| 24. To receive agenda items for next meeting and agree date of Next Meeting | The Clerk was asked to add all items deferred to the Feb agenda alongside an item concerning the blocking of concrete turning circle outside Moorlands Close, by Poplar Park staff during events Date of next meeting will be 4 th Feb 2016 | |

The meeting was closed at 9.32pm

Signed:
 Chair (J Daly)

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....