

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 7<sup>th</sup> July 2016 ~ 7.30pm

Present

Cllr. Helen Lewis (Chairman for Meeting), Cllr. Colin Beecroft (from 7.36pm), Cllr. Tony Barnard, Cllr. Jane Daly, Cllr. Tom Daly (from 8.07pm), Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Trevor Burbridge

Judi Hallett (Clerk)      Dist. Cllr. Christine Block      Cnty. Cllr. Andrew Reid

5 members of the public: Ms Harriet Culling, Mr Alan Shelcott, Mr Andrew Catchpole, Rev'd Michael Hatchett and Mr Andy Stebbens

**Record of Public Session:**

- a) Reports or comment from any member of the public:
  - No member of the public wished to make comment
- b) Reports or comment from SCDC and SCC Councillors:
  - Cllr. Reid – A report had previously been circulated. Cllr. Reid highlighted the important matter of Devolution and gave a statement on the current situation. He urged Councillors and residents to take part in the consultation process that started on the 7<sup>th</sup> July and would run for just 7 weeks
  - Cllr. Block – Cllr. Block reported on the following items: **Devolution** –a link to Devolution documents to be supplied; **Merge between SCDC and Waveney DC** - still progressing steadily, next election will be for a merged Council; **Land at Shingle Street** – 2 plots for sale with conversations between residents and organisations, at least one plot is in Hollesley parish, there may be conversation about partnership working (HPC confirmed they would be would be interested in being involved)
- c) Report or comment from any other Village Group: No reports had been received.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Chris Walker (Pervious engagement)	<ul style="list-style-type: none"> <li>• None</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	<ul style="list-style-type: none"> <li>• None</li> </ul>
3. Public Session (record above)	See above	<ul style="list-style-type: none"> <li>• Clerk to publicise Devolution Consultation</li> </ul>
4. To agree Minutes of Council meeting dated 2 <sup>nd</sup> and 15 <sup>th</sup> June 2016	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Friend 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>
5. To discuss and agree responses to the following Planning Applications: <ul style="list-style-type: none"> <li>a) DC/16/2423/FUL – Insulation and render of exterior walls at Brooklands, The Street, Hollesley</li> <li>b) DC/16/2407/FUL - Erection of two bedroom park home to provide accommodation for Head Groom. - Sink Farm, St David’s Lane, Hollesley (i.e. at the Suffolk Punch Trust)</li> </ul>	The following comments and decisions were made: <ul style="list-style-type: none"> <li>a) There was general support from Planning Councillors; It was agreed HPC response should be <b>No Objection</b></li> <li>b) Councillors commented that this is a second application on the site, there are errors in the application including the drawing showing 3 beds; HPC objected to original application; concern that original application land could be sold; possible further advice from SCDC about the existing permission; does the application have to be tied to the business? It was agreed HPC response should be <b>Objection</b> on the grounds that there is an existing permission (DC/14/3593/FUL), there are inconsistencies with the application and the Environmental study is for old site</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to respond to SCDC as appropriate</li> <li>b) Clerk to respond to SCDC as appropriate</li> </ul>

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<p>c) DC/16/2437/VOC - Application to vary Condition 2 of DC/14/3533/FUL (Erection of 9 Dwellings with associated access, parking and landscaping.) to address minor amendment to the already approved proposal - refer to revised Drawing 5787/30C and additional Drawing 5787/40 - See Shallish Associates Limited letter dated 13th June 2016. - Heath Dairy Farm, Melton Road, Hollesley</p>	<p>c) Cllr. Block explained the CIL/S106 situation to the meeting and that it was a very complicated situation. Basically the application as it is replacing the 3 affordable units with three open market houses. This change will deliver a great deal of change to the payment made by the applicant. Original payment of £65,000 would now be £195,000. The key question was 'Would this amount of money be sufficient to build 3 x 1 bed units?' – no answer from the SCDC as yet. Government policy originally dictated 1 affordable house for every 3 open market ones but this has recently changed so that any development under 10 does not now have to have affordable units. It is also apparent that the £195,000 would not necessarily be spent on affordable housing in Hollesley if the land could not be found. It all depends on how the Government policy is applied. Patricia Coyle is the officer dealing. It is her understanding is that applicant would need to vary any legal agreement as it was originally stated that there was a need for 1 bed houses in Hollesley and this was included in the original S106 Statement. If we are going to fight this application there needs to be strong evidence for the need for local housing. We also need to have evidence that £195,000 is not enough, finding the land is not easy and it would be more expensive than that. It was agreed HPC response should be <b>Objection</b> on the grounds that there was originally a clear statement that there was a need for the affordable housing and £195,000 would not be enough money to build these units elsewhere in the village.</p>	<p>c) Clerk to respond to SCDC as appropriate – draft to Councillor first</p>

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<p>d) DC/16/2260/FUL – Elm Cottage, Lodge Road, Hollesley</p>	<p>d) The Clerk had previously circulated a letter from SCDC Planning informing the Parish Council that the plans for this application had been amended to show a 3 metre boarder around the proposed garage. Councillors were happy with this amendment</p>	<p>d) Clerk to respond to SCDC as appropriate</p>
<p>6. Village Hall/Recreation Ground:</p> <p>a) To discuss responsibilities for hall and recreation ground maintenance and improvements</p> <p>b) To discuss possible improvements to the Play Park Equipment</p>	<p>a) Cllr. Jane Daly requested that the Council support the notion that any amendments or developments at the Village Hall and Recreation Ground should form part of a much bigger long term plan between both the Parish Council and Village Hall Committee. It was important that the hall and grounds was a hub for all members of the community. After discussion it was agreed that talks should be held between HPC and the Hall Committee but that ongoing projects (such as the accessible parking bay, the refurbishment of part of the driveway and the improvements to the Play Equipment) should not be put on hold.</p> <p>b) Following on from a) above, it was agreed that more consultation was required to ensure all residents were consulted about what improvements were required. It was suggested a public meeting could be held to gain ideas. Just 42 suggested Zip Wire and jumping pillow or underground trampoline.</p>	<p>a) Clerk to arrange joint meeting with HPC and Village Hall Committee to kick of discussions.</p> <p>b) Cllr. J Daly to speak to Hollesley Primary school for ideas of equipment wanted. Clerk to speak to Just 42 organisers. Clerk to send request for ideas on Grapevine</p>

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<p>c) To discuss the quotes received to improve the hall driveway and parking areas</p> <p>d) To receive update on the marking an 'Accessible Parking Bay' at the front of the Hall car-park</p>	<p>c) The Clerk reported that she had spoken to Cllr. Walker and he was concerned that this project needed to be tackled as soon as possible but the job also needed to be 'fit for purpose' and not rushed. He was finding out the weight of the lorries picking up the recycling as he felt these caused many of the holes when the turned round in such a tight circle. He had also consulted a local man (Mr Gary Lennard) to obtain his advice on the depth and style of surface needed. This should perhaps form part of the 'bigger picture'. There was concern the tarmacking is getting very late and need to be sorted before the winter.</p> <p>d) The Clerk reported that, despite asking for advice from Disability Advise Bureau and SCC Highways none had been forthcoming. She had chased both that morning.</p>	<p>c) Cllr. Walker to continue to review</p> <p>d) Clerk to ask Oliver Moyse for quote to put down a temporary sign. Clerk to seek opinion of a local resident who may like to use the bay</p>
<p>7. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the possible path between Water Tower and Duck Corner</p>	<p>a) Councillors expressed concern that more houses were being built at the Water Tower and this would increase the footfall of people using this dangerous stretch of road to walk along. Councillors Reid and Block commented that they needed to have a conversation outside of the meeting to see what options there were for removal of the hedge and funding</p>	<p>a) Dist. Cllr. Block to report back to Clerk or at the next meeting.</p>

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<p>b) To receive an update on highways meeting with SCC from Cllr. James Mallinder</p>	<p>b) Cllr Mallinder’s report on a meeting between HPC and SCC Highways had been previously circulated. This was a very positive meeting and lots of areas were discussed. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Black Ditch Bridge in Alderton Road – all Councillors agreed that a formal survey should be requested with the aim to providing a traffic prioritisation scheme.</li> <li>• Speed Indicator Device (SID) – The estimated cost of this would be £3,500 but this could be funded in a number of ways and may only require a small contribution from HPC. Councillors agree that SCC Highways should be asked to analyse potential sites and the Clerk and Cllr. Mallinder should investigate funding options.</li> <li>• Directional sign at Water Tower – no funding available from SCC but Cllr. Reid will push for it to go up the priority order. The Clerk asked if the Parish Council were allowed to make a temporary fix with a scaffold pole driven in to the ground; this was thought to be contrary to SCC Highways advice.</li> <li>• Road painting Swallows Close – 10 weeks left and would be chased if not completed.</li> <li>• 30 MPH Repeater signs – these are top priority as you should be able to see from one to the next. Needs to be chased.</li> <li>• Grass/Hedge cutting – some has been cut but not everything, road between Oak Hill and Water Tower is very dangerous and needs to be cut back to allow pedestrians a chance to get off the road.</li> </ul>	<p>b) Actions:</p> <ul style="list-style-type: none"> <li>• Clerk to formally request this</li> <li>• Clerk to work with Councillors to establish 4 idea sites for device to be situation and then request survey of these sites. Clerk and Cllr. Mallinder to investigate funding possibilities.</li> <li>• None</li> <li>• Clerk to chase after 10 further weeks are up</li> <li>• Cllr. Mallinder to send repeat request to Cllr. Reid</li> <li>• Clerk to request hedges overhanging the highway and footpaths are cut, in Village Voices</li> <li>• Cllr. Mallinder to write an overall summary for Cllr. Reid</li> </ul>

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<p>c) To receive an update on footpaths/bye-ways 25 and 33 at Oak Hill</p>	<p>c) <i>Issue with 25</i> – The Clerk reported that she had found some old correspondence from the owner of this path, Mr Paul Bolton of 1 Acorn Rise. She had spoken to him and apologise for his letter not receiving a reply. He planned to put in a soak-away to improve the drainage and make other improvements but this may be a long term project. On speaking to Cllr. Walker for advice, he had suggested that Cllrs. T Daly and Stammers see all correspondence and that this is then referred to SCC Rights of Way as a solution was required as quickly as possible. Councillors agreed to this proposal and Cllr. Block suggested Annette Robinson at SCC was contacted.</p> <p><i>Issue with 33</i> – this has been reported (incident 3927799)</p>	<p>c) Clerk to forward correspondence and speak to SCC Rights of Way</p>
<p>d) To receive an update on the bus shelter at Duck Corner</p>	<p>d) The Clerk reported that there was no further update from SCC Highways</p>	<p>d) Clerk to chase</p>
<p>e) To discuss installing Quiet Lane in School Lane, Hollesley</p>	<p>e) The Clerk reported that no comments had been received following the article in Village Voices. It was suggested a meeting should take place between HPC and Bawdsey PC and the item placed on the next agenda</p>	<p>e) Clerk to arrange meeting with Bawdsey PC</p>
<p>f) To receive an update on the path at the Black Ditch Plantation/Poplar Park</p>	<p>f) The Clerk reported that so far she had had passed 2 further comments on to Cllr. T Daly and Mr Alan Shelcott for them to pursue. A recent e-mail from SCC Rights of Way Committee quoted that comments should be received by 1<sup>st</sup> August, ready for the meeting in October.</p>	<p>f) Cllr. Tom Daly and Mr Alan Shelcott agreed to speak to ensure all evidence was submitted to SCC. Clerk to send one last Grapevine asking for information</p>

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<p>g) To receive an update on parking arrangements at the School from Cllr Jane Daly</p> <p>h) To receive an update on naming the green area in Swallows Close as 'Mills Green'</p>	<p>g) Cllr. J Daly reported that she had not had time to speak to the School Head Mistress but would do so shortly. The Clerk noted that someone had requested the Yellow Zig-Zag's were repainted</p> <p>h) Dist. Cllr. Block gave a resume of the current situation. The public open space is still in ownership of Bloor Homes but it was felt they would have no objections to the area being called Mills Green. Tony Cini (SC Norse) is happy to assist with sign but SCDC will not assist with cost.</p>	<p>g) Cllr. Jane Daly to speak to Hollesley Primary School Head Mistress</p> <p>h) Clerk to contact Bloor Homes to ask if a sign can be erected. Clerk to contact Tony Cini to request costing for sign</p>
<p>8. <u>Finance Matters:</u></p> <p>a) To agree Accounts for month ending 31<sup>st</sup> May 2016</p> <p>b) To authorise expenditure on Sports Pavilion (mail sent 25<sup>th</sup> June)</p> <p>c) To discuss accounts/budget for the Queen's 90<sup>th</sup> Birthday celebrations</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Mallinder</p> <p>b) All Councillors agreed this work needed to be done and authorised the expenditure of £1,625 (+ VAT)</p> <p>c) Cllrs. J Daly and Lewis gave a report on the event and were thanked for their work. All commented on how well it went and that we should look to hold similar events in the future. The total spend was almost exactly on budget.</p>	<p>a) None</p> <p>b) Clerk to instruct contractors</p> <p>c) Clerk to draw final cheques for Cllr. J Daly and Mr Les Andrews.</p>



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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses and Admin) - <b>£39.00</b></li> <li>ii. D Barnard (3 months litter picking) - <b>£120.00</b></li> <li>iii. P Magennis (Water Trough installation) – <b>£130.00</b></li> <li>iv. HMRC (Clerk’s PAYE) - <b>£213.60</b></li> <li>v. SALC (Village Hall Briefing for M Friend) - <b>£36.00</b></li> <li>vi. H Lewis (The Queen’s 90<sup>th</sup> Birthday Celebrations) - <b>£13.98</b></li> </ul> <p>e) To note Payments made since June meeting:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Salary June) <b>£284.51</b></li> </ul> <p>f) To note Payments received since May meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	<p>d) Payment of the invoices was proposed by Cllr. T Daly seconded by Cllr. Burbridge and all Councillors were in favour they were paid</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) Cheques signed by Cllrs Burbridge and J Daly</p> <p>e) None</p> <p>f) None</p>
<p>9. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <ul style="list-style-type: none"> <li>a) An update on funding for the new village sign</li> <li>b) An update on the Allotments</li> </ul>	<ul style="list-style-type: none"> <li>a) The Clerk reported that a gentleman had originally expressed an interest in sponsoring the additional cost of the new village sign (£2,000), through a third party. However, the gentleman in question was very difficult to get hold of and it was suggested this option was now not viable. The Clerk suggested she start the fund raising campaign as soon as time afforded.</li> <li>b) The Clerk advised that safety clips for the lids of the new water troughs were now in situ. Slightly incorrect valves had been used (larger than expected) when the troughs were installed so Cllrs. Walker and Stammers would replace these and then Anglian Water could inspect.</li> </ul>	<ul style="list-style-type: none"> <li>a) The Clerk to start fundraising.</li> <li>b) Cllrs. Stammers and Walker to replace valves and Clerk to speak to Anglian Water</li> </ul>

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c) To discuss holding an August Meeting	c) It was agreed to hold a condensed meeting on 4 <sup>th</sup> August (at SPT); starting at 7pm.	c) Clerk to speak to SPT to request use of their facilities.
d) Registering Community Assets	d) The Clerk reported that she had written to Chris Clement to ask for a meeting regarding registering the Shop and Pub as Village Assets but had not heard back.	d) Clerk to chase Mr Clement
e) Projects List	e) The Clerk again raised concern that the list of projects presently being undertaken by the Council was too long and that these should be placed in an agreed priority order and others added when projects were complete. After discussion no amendments to the current list were proposed.	e) None
f) Notification to residents about hedges requiring attention	f) The Clerk had previously sent round a ‘residents note’ that <i>could</i> be used to alert residents of a hedge on their property and a letter that had previously been used by HPC. The Clerk also explained a telephone conversation she had had from an elderly resident of Mallard Way who had found it difficult to negotiate the path at the foot of Mallard Way due to an overgrown hedge of a property in Rectory Road. After discussion it was agreed that every effort should be made to speak to residents whose hedges overhung the highways and that a letter should be a last resort. Cllr. Mallinder reported that he was happy to help out anyone who found it difficult to cut back their hedge.	f) None
g) Street Lights in Oak Hill	g) The Clerk advised that the Ministry of Justice had acknowledged that they had been maintaining the street lights at Oak Hill but that this was an error and that they had no responsibility for them. Cllr. Walker had suggested to her that we should ask for our MP’s opinion on the matter and the Councillors were asked to review a draft letter to Therese Coffey MP before it was sent.	g) Councillors to review draft mail to MP and pass any comments back to Clerk

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<p>10. Documentation – To review the Equal Opportunities Policy in light of previous discussions on providing an Accessible Parking Space</p>	<p>Councillors need to make sure they are familiar with the policy and that they all agree with the policy . It is about the language we use to make sure it is appropriate for the situation and how we are coming across to the villagers. We need to be actively aware of the wider diversity. The following amendments were suggested:</p> <ul style="list-style-type: none"> <li>• Section 1) - add in a list of groups including Race, Gender, Sexual orientation, Age, Mixed Ability and Religion.</li> <li>• Section 2) - add a note at the bottom: “We will reach out to underrepresented groups to encourage their participation in Council matters”</li> </ul> <p>Everything we do should have this policy at heart.</p>	<ul style="list-style-type: none"> <li>• Clerk to re-draft and send to Councillor for review</li> </ul>
<p>11. To receive agenda items for next meeting and agree date of Next Meeting</p>	<p>The following items were requested added to the August agenda:</p> <ul style="list-style-type: none"> <li>• Coastal Community Team and Economic Forum</li> </ul> <p>Date of next meeting will be 4<sup>th</sup> August 2016 – 7.00pm – at the Suffolk Punch Trust</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

The meeting was closed at 9.45pm

Signed: .....  
 Cllr. Chris Walker, Chairman

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

*Chair’s initials.....*