

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 3rd March 2016 ~ 7.30pm

Present

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

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

11 members of the public: Mr A Stebbins, Ms H Culling, Mr B Crisp, Mr D Driver, Mrs B Marsh, Mr A Coyne, Mr Tim Green, Mrs Eve Wells and 3 unknown

Record of Public Session:

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

- Mr Andy Stebbins (Village sign) - different ways to go about constructing it, contacted Harry Stebbins in Norfolk, he will do the work and will come up with designs free of charge, if we like one he will then do a detailed colour drawing (at a cost of £100) this fee would be refunded if we went ahead, he offers a complete package, A Stebbins will do iron work and this will take £500 off the cost so the total from Mr H Stebbins would be in the region of £2,500; we would also need brick work done at the bottom of the post and a post; Mr Stebbins was thanked for all his work.
- Mr Tim Green (Bawdsey Coastal Partnership Group) – The group came together to work with the EA and SCDC on behalf of Hollesley, Bawdsey and Alderton to try to get some solutions for the coastal erosion; Hollesley does have a seat on the group; the AGM is at 6.30pm on Monday and if you would like to find out more please come along; East Lane is the greatest concern, alongside Bawdsey cliffs and Bawdsey Manor path, there is also excessive erosion at the Beacons House and this is of grave concern
- Mrs Eve Wells (Sutton Heath Football Club) – Concern that the Pavilion project seems to have stalled, it seems mad not to use the already paid for design and to make an extension to the existing building; could we not look in to a porta cabin?; the Pavilion is very dangerous and the roof is bending in; can we come to a solution that will be suitable for all.

HPC - we do want to assure you that we have not stopped thinking about the replacement of the hut/Pavilion; we have not got planning permission as yet but we are waiting for the football club, originally they were going to organise it with assistance from us but that does not seem to have happened, they were also going to the FA got get funding; the gentleman who came to the meeting was going to take the project forward

EW – The Youth team handed it over to the Men’s team who were supposed to be the driving force, there is no leadership with the project, there is money in the S106 pot so a porta cabin might be a quick solution

Conclusion – The Clerk agreed to organise a meeting with all interested parties to discuss the best way forward

- Mrs Marsh (Re. Glebe House) – Planning is going on but the infrastructure is not in place, the sewers are not adequate, the sewer smell in School Lane is dreadful; the roads are very dangerous, the paths are inadequate, I feel really concerned that these things are not being addressed; HPC - SCDC were present at a meeting last year and their response was very clear that they left infrastructure matters to SCC Highways, if they were not concerned by a development then no conditions were added and any issues were dealt with by day-to-day highways management
Mrs Marsh - how do the villagers go forward, the hedges have not been cut, the drains have not been cleared; the roads need to be improved; children get the bus on a very dangerous corner; thank you to Mr Friend for all your work
HPC - we need to provide material evidence that the highways are inadequate for SCDC Planning to take note
- Mr Coyne (Re. Glebe House) - road working signs are left for ages ; the cumulative effect needs to be taken in to consideration
- Unknown resident (Re. Glebe House) - Water pressure is of grave concern in the Rectory Road area and this needs to be addressed before other houses are added
- Cllr. Block (Re. Glebe house) – this application for reserved matters cannot deal with highways issues; however, there is no reason why we can't contact Anglian Water over sewers and water pressure issues
- Ms Culling (Re. Glebe House) – the track on the site will allow for future development, the affordable housing is a concern as the owner will be controlling the rents, the plans say the affordable houses will be 'kept in perpetuity' but how can we insure this happens; there is a footpath in the grounds but it will not link up to a create a sustainable footpath for the village

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – No report submitted
- Cllr. Block – Report given on the following subjects: **Quite Lanes** - Will there be a Hollesley rep for Quiet Lanes? And if so who; **Neighbourhood Pans** - Heather Heelis (Clerk to Rendlesham) will talk to Bawdsey PC on 9th March- does anyone want to go? Alderton and Bawdsey are showing interest in a combined plan; **Devolution agenda** – on 16th March the Chancellor will make an announcement on which areas will receive devolved status, there will be money but there will be a shift of responsibilities and it may bring more responsibility to Parish Councils; Q. Will there be any meetings? The meetings don't seem to involve the general public.

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

- Rev'd Hatchett – Report had been circulated. Cllr. Lewis commented she was delighted there will be a Church service on 12th June and a 'bring and share' lunch afterwards

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Cllr. Andrew Reid and Cllr. Tony Barnard (Family commitment)	None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Burbridge stated that, for transparency, he would like to make it known that he has a relative in Glebe House	<ul style="list-style-type: none"> Statement noted in minutes
3. Public Session (record above)	See above	<ul style="list-style-type: none"> Clerk to organise a meeting of all parties interested in the Pavilion
4. To agree Minutes of Council meeting dated 4 th February 2016	<p>The minutes were proposed as accurate by Cllr. Friend seconded by Cllr. Lewis and all Councillors were in agreement that they be signed.</p> <p>The Clerk was asked to slightly amend the Financial Risk Register to indicate that the Financial Compensation Scheme covered up to £75,000 in any one 'financial institution' and not 'account'.</p>	<ul style="list-style-type: none"> Clerk to post on Web Pages Clerk to amend Financial Risk Register
<p>5. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/16/0543/FUL - Proposed sunroom extension at Highland House 3 Shannon Heights Hollesley</p> <p>b) DC/16/0551/ARM - Proposed erection of 9 dwellings; Change of use of managers accommodation to a single dwelling and creation of new access to Glebe House Residential Home at Glebe House Residential Home Rectory Road Hollesley</p>	<p>a) Comments made by Councillors: No concerns, no objections, Resolution: Support</p> <p>b) Comments made by Councillors: Detailed plans match the outline plans, trees all match, it is just detail, couldn't see any difference and I would support; it is just a rush and I haven't had chance to view the plans; no problems with the detail; we could raise concerns over the arrangements for the affordable housing; it would be a great pity if there were no affordable houses; there are 3 affordable houses on the scheme that would not afford very high rents; the owner is going to take on the affordable houses and not any one of the local housing associations; members of the public can also write in; Cllr Block to take up the relationship with Housing association</p> <p>Resolution: Support but with comments regarding the issues and concerns raised</p>	<p>a) Clerk to convey Councils resolution to SCDC Planning</p> <p>b) Clerk to draft response and send to all Councillors for comments before conveying Councils resolution to SCDC Planning</p>

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<p>6. Pension provision for Clerk – To discuss establishing a working group to investigate provision of a pension for the Clerk</p>	<p>It was suggested that the members of the Finance group take this forward. The Clerk reported that she would have more information following a SALC meeting next week and that Ufford PC were exploring options that perhaps could be reused.</p>	<ul style="list-style-type: none"> • Finance Councillors to meet to discuss options • Clerk to provide further guidance after SALC meeting
<p>7. Community Emergency Plan - To receive a update from the Clerk</p>	<p>The Clerk reported that very little work had progressed on this project and that she would try to progress this after the year end accounts had been complete</p>	<ul style="list-style-type: none"> • Clerk and Cllr. Young to revisit this project after Year End
<p>8. Village Hall/Recreation Ground – to discuss update from the Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • No further meetings had taken place but it was hoped the Working Party would meet again soon to take things forward. <p>The Clerk confirmed that the large pot hole at the entrance to the car park (on Woodbridge Road) had been reported to SCC Highways and Councillors reported that it had been repaired that day!</p> <p>The Clerk reported that the corner of the wall of the hall had been damaged on Tuesday evening but that the driver of the vehicle involved had contacted her to pass on details and the Hall Committee were dealing with the issue.</p> <p>Cllr. Friend asked if SC Norse could be engaged to deal with a mole issue on the Recreation Ground</p>	<ul style="list-style-type: none"> • Working Party to meet to take projects forward • Clerk to contact SC Norse re. mole issue on recreation ground

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<p>9. Queen’s 90th birthday Celebrations (week-end of 11th and 12th June 2016) – To receive an update from the Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • Cllr. Lewis gave a detailed report of the proposed structure of events on 11th June • An Official celebration cake (£90 fruit plus £50 sponge) would be made by Mr Andrews • The event would finish with National Anthem around 4.00pm • On the 12th There will be a Royal Songs of Praise at the Church with a lunch and a celebration peel • A budget limit of £1,000 was agreed but with the group aiming to bring it in at around £500 • Cllr. Lewis ask that everyone be aware that on the day we will need volunteers from the Council 	<ul style="list-style-type: none"> • Working Group to finalise plans
<p>10. Cemetery – Update:</p> <p>a) Plans for maintenance of the Cemetery and a request for funding for bulbs</p> <p>b) To discuss revising Cemetery Fees – suggested fees sent 25th Jan 2016</p>	<p>a) The Clerk had previously sent out an update on the Cemetery maintenance that included moles, the wild flower area, grave tidying and bench maintenance</p> <p>b) The proposed revised fees had been sent to all Councillors on 11th Feb and no comments had been received. Cllr Walker proposed they were taken up and all Councillors were in agreement</p>	<p>a) None</p> <p>b) Clerk to publicise new fees from 1st April</p>
<p>11. To consider request from Hollesley Players to put a second ‘Container’ on the Playing Field for storage of drama equipment and props:</p>	<p>Councillors acknowledged the great work the Hollesley Players did for the village but were also keen to control the number of containers on the field.</p> <p>It was acknowledged that we need to meet the needs of all parishioners</p> <p>The Clerk was asked to speak to Cllr. Barnard to see if a review of props held might be undertaken with an aim to reducing stock and perhaps retaining just the two containers</p>	<ul style="list-style-type: none"> • Clerk to Speak to Cllr. Barnard

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<p>12. <u>Highways and Footpaths:</u></p> <p>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>b) To receive an update from Cllrs. T Daly and Stammers on the 'Beat the Bounds'</p> <p>c) To receive an update on the bus shelter at Duck Corner and to agree a contribution</p> <p>d) To approve the process for installing Quiet Lane in School Lane, Hollesley</p> <p>e) To receive an update on Footpath 22 (Cllr T Daly)</p>	<p>a) Cllr. Block has now proposed a number of new dates for this meeting and it looks likely to be 18th March at 5pm venue to be confirmed</p> <p>b) Maps are now in; date set to 24th April- 2.00pm at Village Hall; beating bounds this year; Cllr. T Daly agreed to work out the route (with Mr Shelcot) and liaise with the Clerk to ensure any private land owners were approached and asked if permission to access could be given. It was felt most of the land in question was on the Common.</p> <p>c) The Clerk reported that both she and Cllr. Lewis had had very lengthy discussion over the location of the proposed bus stop but that all parties had finally agreed on the area originally proposed beside the existing seat in The Street. Cllr. Reid had pledged to put £3,500 towards the cost from his Transport budget and Councillors discussed a suitable contribution. £1,000 was proposed and agreed. Cllr. Block suggested she may be able to find a further £300 or £400 after 1st April if we were stuck.</p> <p>d) Councillors reported that the farm in School Lane has been sold recently and the new owner is using heavier plant which is making the road less quiet than it was before. Cllr. Lewis agreed to be the main contact and to link in with Boyton PC. It was also suggested that Lodge Road might be another candidate</p> <p>e) Cllr. T Daly reported that there was no further update; June will be the date the committee meets to decide the matter. Cllr Beecroft confirmed he had sent in his evidence</p>	<p>a) Clerk to liaise with Cllr. Block on details</p> <p>b) Cllr. T Daly to work out route ad liaise with Clerk and Clerk to advertise in VV</p> <p>c) Clerk to advise SCC Highways</p> <p>d) Clerk to alert all parties to Cllr Lewis' details as the main contact for Hollesley.</p> <p>e) None</p>

Chair's initials.....

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<p>f) To update re the 'Blue Bell Wood' path through Poplar Park (Cllr. T Daly)</p> <p>g) To discuss requesting that a footpath be installed between Parson's Hill and the Allotments entrance in The Street</p>	<p>f) Cllr. T Daly reported that again there was no further update. It was stressed that the PC are acting on behalf of concern parishioners on this matter. Cllr. Lewis asked if Poplar Park might consider allowing a 'permissive path' for the time the bluebells are on show</p> <p>g) There was a mix feeling to the merit of a path in this area. In conclusion the Clerk was asked to include a general article in the next VV piece asking for the broad feelings over highway safety in the village. .</p>	<p>f) None</p> <p>g) Clerk to add piece to VV article when possible</p>
<p>13. To receive update on creating village gardens spaces from Cllr. Lewis</p>	<p>It was agreed that Cllr Lewis' report on this subject would be circulated and the matter discussed in full at the next meeting</p>	<ul style="list-style-type: none"> • Clerk to circulate report
<p>14. <u>Finance Matters:</u></p> <p>a) To review and authorise Accounts for year to 31st January 2016</p> <p>b) To review the internal financial controls and effectiveness of the appointed Internal Auditor</p> <p>c) To receive an update on part repayment of the PWLB Loan held by the Parish Council</p> <p>d) To agree purchase of a projector for use with the Parish Council's Laptop (cost £317.24)</p>	<p>a) The accounts were accepted</p> <p>b) The Clerk had previously distributed her opinion on the adequacy of the internal controls and the suitability of the Internal Auditor. All Councillors were in agreements that the controls in place were suitable.</p> <p>c) The Clerk advised that PWLB had finally (<i>graciously</i>) agreed to accept 2 cheques for the partial repayments of the loans and that these had now been prepared (see e) below)</p> <p>d) Cllrs Young and Burbridge were thanked for their work in this area. The purchase of the projector was agreed</p>	<p>a) Bank statement checked by Cllr. Stammers</p> <p>b) None</p> <p>c) Cheques to be written</p> <p>d) Clerk to purchase projector</p>

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses and Admin) £54.12 ii. Business Services CAS Ltd (Pavilion Ins) £171.57 iii. PWLB (PW482130) - £10,000.00 iv. PWLB (PW490324) - £5,000.00 <p>f) To note Payments made since February meeting:</p> <ul style="list-style-type: none"> i. J Hallett (Salary Feb) £284.51 <p>g) To note Payments received since February meeting:</p> <ul style="list-style-type: none"> i. VAT Refund £2,214.66 ii. Allotment Rents (x 4) £106.00 	<p>e) Invoices were agreed.</p> <p>f) Noted</p> <p>g) Noted</p>	<p>e) Cheque signed by Cllrs Burbridge and Walker</p> <p>f) None</p> <p>g) None</p>
<p>15. To receive an update from the Village Street lighting Working Party following report distributes on 9th February</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • Need to have another working party meeting • Cllr. J Daly had spoken to Mike Ashton about the lights at Oak Hill and it was agreed to trial the shading for a period of three months • The Clerk was asked to contact SCDC to clarify which lights they own as there seemed to be three that were listed as being owned by SCDC and also HPC. It was suggested that if SCDC do own the lights in question but have not been paying for them then they might make a contribution towards this maintenance. 	<ul style="list-style-type: none"> • Working Party meeting to be arranged
<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 the April meeting</p>	<ul style="list-style-type: none"> • Clerk to place this item on the April agenda

Chair's initials.....

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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> <ul style="list-style-type: none"> a) Update on Play Park inspection recording process b) Update new Village Sign c) Update on Street Lights at Oak Hill d) Update on installation of a Defibrillator for Hollesley Village 	<ul style="list-style-type: none"> a) Cllr. Walker asked the Clerk to submit the order for the spares and the company would add in the additional items that could not be found on the system b) Councillors acknowledge the report given by Mr Andy Stebbins in the public session. Concern was raised that there was no budget for the sign. If we wanted a nice sign we would really need to have it in the budget as the cost will be around £3,000. It was felt that there were more pressing projects such as the road entrance to the Village Hall that had to be addressed before this project. It was agreed that it would be a lovely item to have but perhaps we should look to budget for it next year? Councillors debated whether or not there were sufficient reserves to warrant this additional expenditure. The suitability of the existing sign was also debated. In conclusion the Clerk was asked to look at budget and to see if there are any other sources for funding. c) The Clerk reported that the work to shade the lights had been completed but that this had not been welcomed by all parties. This solution will be trialled for 3 months d) The Clerk reported that the defibrillator and case had arrived that day and would be passed to Mr Clement for installation. A First Aid training course had been arranged for Thursday 26th May and 2 people were already booked on; this would be advertised again nearer the time. The Clerk was asked to specifically invite the pub staff 	<ul style="list-style-type: none"> a) Clerk to put order in b) Clerk to review budgets and liaise with Mr Stebbins c) ???? d) Clerk to advertise First Aid Course in May VV and on Grapevine

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<p>e) To discuss meeting dates for May, Aug and Dec meetings due to hall being unavailable (Suffolk Punch Trust a possibility)</p>	<p>e) The Clerk reported that the hall was unavailable for the May, August (if required) and December meeting dates. She has provisionally approached the Suffolk Punch Trust and they were very interested in hoisting our meetings at just the cost of coffee/tea</p>	<p>e) Clerk to book SPT for the May and December meetings (with a provisional for August)</p>
<p>f) To receive an update on the allotments</p>	<p>f) The Clerk reported that the rents for 2015/16 had been requested and all but 5 had been received and banked. There had been an unfortunate mix-up with the spraying of weed killer on a plot recently taken up by a resident but this was ongoing and the Clerk would work alongside the tenant and the Allotment Councillors to resolve the matter.</p>	<p>f) None</p>
<p>g) To discuss the outline details of the Annual Parish Meeting for 2016</p>	<p>g) The Clerk advised that the Hollesley Annual Parish Meeting would have to take place in either April or May. Councillors suggested this was held on 27th April – if the hall is available</p>	<p>g) Clerk to book hall and organise event</p>
<p>h) Village Voices Article for April</p>	<p>h) The Clerk requested she had comments regarding the VV article for April before 8th March</p>	<p>h) Councillors to review draft article</p>
<p>i) Visit to HMP Warren Hill by Clerk and Cllr. Lewis</p>	<p>i) The Clerk reported that both she and Cllr. Lewis had attended the ‘Expressions’ event of poetry, prose and song at HMP Warren Hill. She asked if the Councillors would allow one page to be added to the Parish Council’s Web Site to promote this work and to show a link between the PC and the rehabilitation work carried out at the Prison. This was agreed</p>	<p>i) Clerk to seek confirmation from HMP Warren Hill that their work can be displayed</p>

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<p>18. To discuss listing certain village assets of Community Value with SCDC</p>	<p>The Clerk had received the following items as potential for listing:</p> <ul style="list-style-type: none"> • The Shop • The Shepherd and Dog Inn • The School • The Church • The Village Hall • Lower/Upper Hollesley Common • Pill Boxes on road to Alderton, on the Common and at Moorlands <p>Councillors were asked to let the Clerk know any additions</p> <p>Cllr. Block reported that a helpful booklet was available and she would send one to the Clerk.</p>	<ul style="list-style-type: none"> • Councillors to let Clerk know any additions to this list • Clerk to register list with SCDC
<p>19. To receive a report on the Bawdsey Coastal Partnership from Cllr. Lewis</p>	<p>Item covered by report from Mr Tim Green</p>	<ul style="list-style-type: none"> • Cllr. Lewis and Clerk to attend AGM
<p>20. Correspondence:</p>	<p>There was no correspondence to discuss.</p> <p><i>It was noted that general correspondence is circulated in the Weekly Mail</i></p>	<ul style="list-style-type: none"> • None

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21. To receive agenda items for next meeting and agree date of Next Meeting	The following items were requested added to the April agenda: <ul style="list-style-type: none"> • Housing Needs Survey - does Hollesley need to do one? • Parking area next to Moorlands – this is often blocked off during events at Poplar Park. The Clerk was requested to ask PP what permission they had to block this public amenity area that was regularly used by dog walkers to park their cars (Cllr. Block suggested Natural England were looking at the SSSI status at the moment and an enquiry such as this might be pertinent. • Rubbish at Moorlands Parking Area – Some paint pots have been removed but there are some still there. 	<ul style="list-style-type: none"> • Date of next meeting will be 7th April 2016

The meeting was closed at 9.45 pm

Signed:
Chair (J Daly)

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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