

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 5th May 2016 ~ 7.30pm

Present

Cllr. Chris Walker (Acting Chair), Cllr. Colin Beecroft, Cllr. Tony Barnard (*until 8.56pm*), Cllr. Steve Young, Cllr. Cyril Stammers, Cllr. Michael Friend and Cllr. James Mallinder (after item 5)

Judi Hallett (Clerk)

5 members of the public: Mr Andy Stebbens, Mrs Michelle Stebbens, Mr James Mallinder, Ms Harriet Culling and Mr Alan Shelcott

Record of Public Session:

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

- Mr Stebbens (Highways) – Update on the highways issue, David Chenery contacted, accident with faulty de-stoner, extensive damage done to a wall and signs, this could have been so much worse, need to speak to the farm manager; speed could be restricted; this needs to be brought to Police and Highways attention; 25MPH is for a tractor only, not for one pulling a heavy implement, no ‘Wide Load’ vehicles used anymore; we need a meeting with SCC Highways; is there any signage to remind tractors about the 25MPH? Perhaps we need to consider a SID? Mr Stebbens was questioned about the large logs along the verge abutting his hedge and he informed Council that this action had been a last resort and that SCC Highways had confirmed that provided they were kept behind the bollards they were fine.
- Councillors commented: We need to speak to the National Farmers Union, HPC need to find a body to take this forward; We need to talk to all farms about speed and farm equipment being; we need to get farms to realise everyone needs to use the roads; we need to keep digging to get his sorted;
- Mr Shelcott (Speeding Tractors) – There should be a lower speed limit through Hollesley Street
- Mr Mallinder (Speeding) – White Lines could make the road look narrower and slow traffic down

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – A report had been submitted for the Annual Parish Meeting
- Cllr. Block – A report had been submitted for the Annual Parish Meeting

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

- No report had been received

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action						
<p>1. To elect Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office'</p>	<p>Cllr. Walker thanked everyone for attending and stepped down from the Chair's position. The Clerk explained the process for electing the chair. The Clerk asked for nominations for the position of Chair and received the following:</p> <table border="1" data-bbox="770 459 1568 544"> <thead> <tr> <th data-bbox="770 459 1034 499">Nominee</th> <th data-bbox="1034 459 1301 499">Proposer</th> <th data-bbox="1301 459 1568 499">Seconder</th> </tr> </thead> <tbody> <tr> <td data-bbox="770 499 1034 544">Mr C Walker</td> <td data-bbox="1034 499 1301 544">Mr C Stammers</td> <td data-bbox="1301 499 1568 544">Mr S Young</td> </tr> </tbody> </table> <p>There were no further nominations and all Councillors were in favour of Cllr. Walker becoming Chairman. The 'Declaration of Acceptance of Office' form was signed.</p>	Nominee	Proposer	Seconder	Mr C Walker	Mr C Stammers	Mr S Young	<ul style="list-style-type: none"> • Clerk to inform SALC and BDO
Nominee	Proposer	Seconder						
Mr C Walker	Mr C Stammers	Mr S Young						
<p>2. To receive Apologies for absence</p>	<p>Cllr. Jane Daly (previous engagement), Cllr. Tom Daly (previous engagement), Cllr. Helen Lewis (Holiday), Cllr. Trevor Burbridge (Holiday) and Cllr Andrew Reid (work commitments)</p>	<ul style="list-style-type: none"> • None 						
<p>3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation</p>	<p>None</p>	<ul style="list-style-type: none"> • None 						
<p>4. Public Session (record above)</p>	<p>See above</p>	<ul style="list-style-type: none"> • Highways - Clerk to chase Highways for the long term approach to farm vehicles; • Clerk to draft article for VV about everyone using the roads 						
<p>5. To co-opt to the Council Mr James Mallinder and the signing of the 'Declaration of Acceptance of Office'</p>	<p>Mr James Mallinder was introduced to the Council and gave a quick resume of his recent work and aspirations for being a Councillor. Mr Mallinder's co-option was nominated by Cllr. Beecroft, seconded by Cllr. Barnard and all Councillors were in favour. Cllr. Mallinder signed the Declaration of Acceptance of Office form</p>	<ul style="list-style-type: none"> • Clerk to register Cllr. Mallinder on the SCDC System 						

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<p>6. To elect Vice-Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office'</p>	<p>Cllr. Walker asked for nominations for Vice Chairman. Cllr. Lewis was proposed by Cllr Beecroft. This was seconded by Cllr. Stammers There were no other nominations for Vice Chairman. All Councillors were in support of Cllr. Lewis' appointment. As Cllr. Lewis was not present the Clerk agreed to contact her on her return from holiday to ask if she was prepared to take up the position</p>	<ul style="list-style-type: none"> Clerk to check Cllr. Lewis is happy to stand as Vice-Chair (if not to place this on the agenda for June)
<p>7. To confirm the following roles:</p> <p>a) Planning Councillors (<i>currently Cllrs Burbridge, T Daly, Stammers and Walker</i>)</p> <p>b) Finance Councillors (<i>currently Cllrs Burbridge, J Daly, Stammers, Barnard and Walker</i>)</p> <p>c) Allotments Councillors (<i>currently Cllrs Stammers and Walker</i>)</p> <p>d) Environment Councillors (<i>currently Cllrs Beecroft, T Daly and Lewis</i>)</p> <p>e) Cemetery Councillors (<i>currently Cllrs Stammers, Lewis and Walker</i>)</p> <p>f) Oak Hill Resident's Association Representative (<i>currently Cllr Young</i>)</p> <p>g) Village Hall Representative (<i>currently Cllr Friend</i>)</p> <p>h) SALC Representative (<i>currently Cllr Friend</i>)</p> <p>i) Internal Auditor (<i>currently Mr Trevor Brown</i>)</p> <p>j) Highways Councillors [New]</p>	<p>a) Cllr. Stammers stepped down and Cllr. Mallinder stepped up</p> <p>b) To remain as is</p> <p>c) To remain as is and Clerk to check if Cllr. J Daly still wanted to be part of the group</p> <p>d) To remain as is</p> <p>e) It was felt this group was no longer required and Cemetery business would be dealt with on an on-going basis</p> <p>f) To remain as is</p> <p>g) To remain as is</p> <p>h) To remain as is</p> <p>i) To remain as is</p> <p>j) To be Cllr's Barnard, Mallinder and Young</p>	<ul style="list-style-type: none"> The Clerk agreed to draw up a new list and to include the Project Working Parties
<p>8. To agree Minutes of Council meeting dated 7th April 2016</p>	<p>The minutes were proposed as accurate by Cllr. Friend seconded by Cllr. Stammers and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> Clerk to post on Web Pages

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<p>9. To discuss and agree responses to the following Planning Applications:</p> <p>a) <u>DC/16/1436/FUL</u> - Construction of single storey front, side and rear extensions to bungalow, detached cart lodge outbuilding to front courtyard and improvement to highway access including security gates - 5 Boyton Road, Hollesley</p> <p>b) <u>DC/16/1602/FUL</u> - Proposed single detached chalet style dwelling with garage / cart lodge and improvement to existing vehicular access. - Part OS 8465 Woodbridge Walk Hollesley</p> <p>c) <u>DC/16/1638/FUL</u> - Erection of a boat store within the curtilage of plot 5 - Plot 5 Heath Dairy Farm Melton Road</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Support but concern over front curtilage of the property, this should stay at the height of the original hedge; • the gates should be a similar height, in keeping with the street scene • Resolution: Support with mention of height of fence and gates <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Councillors took time to look at the plans • This is one dwelling that fills in a field that is not used for anything else • Query the address, this perhaps should be 'Boyton Road' as a delivery driver may be confused • Resolution: Support the application (with advisory note regarding the address) <p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Support from the working group • There is room on the plot • Resolution: Support 	<p>a) Clerk to portrait the Council's comments to SCDC Planning</p> <p>b) Clerk to portrait the Council's comments to SCDC Planning</p> <p>c) Clerk to portrait the Council's comments to SCDC Planning</p>

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<p>10. Village Hall/Recreation Ground:</p> <p>a) To receive an update from the Chair/Vice-Chair on New Pavilion meeting with Football Clubs and Village Hall Committee</p> <p>b) To discuss the condition of the hall driveway and parking areas.</p>	<p>a) The Clerk read an update from Mr Mark Green on funding for the new pavilion which indicated he had contacted a number of possible providers. Cllr. Walker advised that he and the Clerk had met with a representative of GW Smith at the Pavilion and had asked for a quote for intermediate repairs to be done to make it safe to use whilst the new building was still at the planning stage. No quote had been received as yet but this will be chased The Clerk gave an update on the replacement of the broken fire escape doors.</p> <p>b) It was felt the Council needed to start to get something moving as the surface was very bad a potentially dangerous for pedestrians.</p>	<p>a) Cllr. Walker to chase GW Smith for intermediate repairs quote. Clerk to report outside lights not working</p> <p>b) The Clerk was asked to speak to Cllr. Stammers and to obtain 2 or 3 quotations for repairing the tarmac between the edge of the hall and the gate</p>
<p>11. Queen’s 90th birthday Celebrations – To receive an update from the Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> No further updates above the previous meeting and the Annual Parish Meeting 	<ul style="list-style-type: none"> Councillors were asked to assist on the day where possible The Clerk was asked to request helpers on the day in the VV article
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss the state of the road signs in the parish</p>	<p>a) Cllr’s suggested there was a growing need to have a meeting with SCC Highways, to discuss each individual issue (road signs, pot holes, priority, etc.). It was reported that residents each end of the village had had issues with hedges being knocked down and suggested it might be an idea to get together with neighbouring parish councils. Cllr. Walker suggested we got our issues put across first and then we could bring in other parishes.</p>	<p>a) Clerk to chase Highways with a view to having a site meeting to discuss highways issues. All Councillors to report highways issues on the SCC Highways on-line reporting tool or report them to the Clerk who will formally list them.</p>

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<p>b) To discuss issue with footpaths 25 and 33 at Oak Hill</p>	<p>b) Issue with 25 – concrete moved near to the path, it abuts the public highway but does not obscure it but anyone walking in the dark may trip over it. There is also a rain water issue on the path caused by a kerb stopping natural drainage; Issue with 33 – in winter the path is unusable and very boggy, there is a lot more usage, there is an historic letter regarding the access and issues that would be caused if it was used more; maybe the Prison could be involved, this is only going to get worse and it is not accessible by people with walking difficulties</p>	<p>b) Clerk to report to SCC Highways and Prison. Cllr. Walker to send warning letter to Highways Advisory Committee</p>
<p>c) To receive an update from Cllrs. T Daly and Stammers on the ‘Beat the Bounds’</p>	<p>c) Cllr. Stammers reported the Beating of the Bounds walk had been very successful and a report would be in the June Village Voices – there were 18 attendees.</p>	<p>c) None</p>
<p>d) To receive an update on the bus shelter at Duck Corner</p>	<p>d) The Clerk reported that designs were still awaited</p>	<p>d) Clerk to chase</p>
<p>e) To receive an update on installing Quiet Lane in School Lane, Hollesley</p>	<p>e) The Clerk reported that a very positive meeting had been held alongside Boyton Parish Council and all attendees were in favour of designating both School Lane and Shingle Street Road (up to the concrete road) as Quiet Lanes. The next stage was for a full report to go in to the VV June issue and for residents to be allowed 30 days to object; Cllr. Walker suggested the Shingle Street road to the end should be designated and that therefore Bawdsey Clerk should be informed of the proposal.</p>	<p>e) The Clerk to monitor comments and liaise with Bawdsey Parish Council</p>

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<p>f) To receive an update on the deterioration of village roads by large farm equipment & other vehicles</p> <p>g) To receive an update on the path at the Black Ditch Plantation/Poplar Park</p> <p>h) To discuss request from resident for parking arrangements at the School to be reviewed</p>	<p>f) Working Group for Highways need to report any issues to the Clerk; There needs to be an article in VV about hedges being cut</p> <p>g) The Clerk read a letter from the Rights of Way Officer (<i>also sent to all Councillors</i>) detailing that the RofW Committee would delay their decision on the Black Ditch Plantation path until the October meeting to allow further evidence to be submitted regarding usage between 1977 and 1997 (especially between 1977 and 1982).</p> <p>h) This needs addressing and has been talked about for 20 years. Perhaps the new head mistress could be approached?</p>	<p>f) Clerk to continue to report issues on the Highways database. Cllr. Walker to send guidelines for hedge cutting to the Clerk</p> <p>g) Clerk to re-draft June VV article to press for evidence to be sent in</p> <p>h) The Clerk to speak to the new school head and to ask for it to be bought to the PTA.</p>
<p>13. <u>Finance Matters:</u></p> <p>a) To agree Accounts for year ending 31st March 2016 and acknowledge Internal Auditor's Report</p> <p>b) To complete annual return for External Audit and Annual Governance Statement</p>	<p>a) The accounts were accepted by Council. Their signing was proposed by Cllr. Barnard, seconded by Cllr. Beecroft and all were in favour. The Internal Auditor's report was acknowledged.</p> <p>b) The Clerk read the Governance Statement and all Councillors were in agreement all statements should be answered in the affirmative.</p>	<p>a) Clerk and Chair to sign and send to BDO</p> <p>b) Clerk to send signed document to BDO</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses and Admin) - £109.06 ii. Fenland Leisure Products Ltd (Play Park) - £287.69 iii. Trevor Brown (Internal Auditor) – £100.00 iv. Cyril Stammers (Village Sign maintenance) - £8.34 v. Fenland Leisure Products Ltd (Play Park) - £32.40 <p>d) To note Payments made since April meeting:</p> <ul style="list-style-type: none"> i. J Hallett (Salary April) £284.71 ii. C Stammers (Expenses) £121.47 <p>e) To note Payments received since April meeting:</p> <ul style="list-style-type: none"> i. Precept - £14,200.00 	<p>c) Payment of the invoices was agreed.</p> <p>d) Noted</p> <p>e) Noted</p>	<p>c) Cheques signed by Cllr Walker and the Clerk agreed to take them to Cllr. J Daly on her return</p> <p>d) None</p> <p>e) None</p>
<p>14. To receive an update from the Village Street lighting Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • With reference to replacements in The Street, enquiries were made to other firms but nothing was forthcoming, so we should continue with quote from SCC Highways; • Oak Hill Street Lights – The Clerk and Cllr. Walker gave an update on on-going talks with both SCC and HMP Warren Hill over ownership of the street lights in the New Circle. Perhaps a meeting should be arranged with all concerned parties <p><i>Cllr. Barnard left the meeting at 8.56pm</i></p>	<ul style="list-style-type: none"> • Clerk to Chase Mr Ashton for quote on slight amendment • Once above received Clerk to send full details to all Councillors for expenditure to be approved at the June meeting • Clerk to check SO’s re. quotations for project around £10,000 • Clerk to try to obtain a MPAN Number for the New Circle Lights • Cllr. Walker to look for evidence of any transfer talks

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<p>15. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) Update on Current Projects List</p> <p>b) A reminder to all Councillors to review their Register of Interests on the SCDC Web</p> <p>c) An update on the new Village Sign budgeting</p> <p>d) A update on maintenance arrangements for the existing village sign</p> <p>e) An update on the Allotments</p> <p>f) Site Allocations and Area Specific Documents</p>	<p>a) The Clerk ran through the projects list and Councillors felt it was a good idea not to take on additional projects until some had been completed.</p> <p>b) The Clerk reminded all Councillors that it was their responsibility to review and update their ‘Register of Interests’ held by SCDC</p> <p>c) The Clerk suggested the project to obtain a new village sign was tackled in a slightly different way in that the PC give a set amount towards the project (for example £1,000) and then the Clerk can seek further funding. This idea was positively received. Cllr. Mallinder proposed the sum of £1,000 was granted to the project by the Parish Council, this was seconded by Cllr. Stammers and all Councillors were in favour</p> <p>d) The Clerk advised that the Prison had agreed to refurbish the old village sign and Cllrs Walker and Stammers had kindly delivered it.</p> <p>e) The Clerk reported that the fitting of the water troughs had now been ordered and would hopefully be completed in the next week or so</p> <p>f) The Clerk reminded Councillors that these documents were to be circulated quickly and any comments should be made in writing to her by 27th May</p>	<p>a) The Clerk to place the list in a provisional priority order and invite comments</p> <p>b) Councillors to review their entry and amend if necessary</p> <p>c) Clerk to start fund raising</p> <p>d) Clerk to monitor and chase if it was not returned in a reasonable time.</p> <p>e) Clerk to explain urgency to the fitter, Mr Pat Magennis</p> <p>f) Councillors to circulate documents quickly and Clerk to send link to actual document</p>

Chair’s initials.....

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g) Registering of Parish Assets	g) The Clerk reported that she had had an e-mail from a Councillor of Charsfield Parish Council. He had indicated that the registering of their pub was relatively easy but that they had not spoken to the owner beforehand as they were concerned that this might upset the owner due to the additional delay that would be imposed on the sale of the building if he ever wanted to relinquish it. Councillors re-affirmed their commitment to formally registering the Shop and Pub as Village Assets Cllr. Walker suggested this may be a good project for Cllr. Mallinder to be involved with.	g) Cllr. Mallinder to work with Clerk to progress
16. To discuss the merits of producing a Neighbourhood Plan	Due to four members of the Council being absent it was suggested this was deferred to the June meeting	a) Clerk to send details of what a Neighbourhood Plan is to all Councillors in preparation.
17. Clerk: a) To receive report from Cllr. J Daly on Clerk's 6 months' probation review b) To discuss payment of the overtime completed by the Clerk between October and March (total of 70 hours)	a) Cllr. Walker gave a resume regarding the 6 month probation period for the Clerk. Councillors indicated they were very happy with the work that had been done. The Clerk detailed a few changes she had put in place following the meeting and it was suggested the Council could look at adopting an IT Policy in the future b) The Clerk advised that in the first 26 weeks of her employment she had worked 70 hours over and above the paid hours. This amounted to £718.20 (£10.26 x 70). Cllr. Young proposed this be paid, this was seconded by Cllr. Beecroft and all Councillors were in favour	a) None b) Clerk to draw cheque

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c) Pension provision for Clerk – To receive an update from Cllrs. Burbridge and Walker	c) Due to Cllr. Burbridge being absent this item was deferred to the June meeting	c) Clerk to place on June agenda
18. To receive agenda items for next meeting and agree date of Next Meeting	<p>The following items were requested added to the June agenda:</p> <ul style="list-style-type: none"> • Neighbourhood watch • Items deferred <p>Date of next meeting will be 2nd June 2016</p> <p>The Clerk reminded Council that she was on holiday straight after the June meeting so the minutes and actions would have to wait until she returned on 20th June</p>	<ul style="list-style-type: none"> • Clerk to contact Sylvia Wade for an up to date position on the Neighbourhood Watch campaign

The meeting was closed at 9.18pm

Signed:
Cllr. Chris Walker, Chairman

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....