

**Minutes of Hollesley Parish Council Meeting**

Held on 3<sup>rd</sup> November 2016 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Cyril Stammers, Cllr. Jane Daly (*from 7.48pm*), Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

3 members of the public: Ms H Culling, Mr A Shelcott and Mr Catchpole

**Record of Public Session:**

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

- Mr Catchpole (Bluebell Wood Footpath) – Very difficult to hear at SCC meeting. Copy of the minutes would be useful. Clerk to arrange.
- Mr Shelcott (Water Tower to Duck Corner Footpath) – Why is £140,000 needed for the venture? Why does it have to be adopted? Why is the risk any different to any other footpath? Why can't it be just an un-adopted footpath? There may be a possibility of putting in a footpath but the hedge may have to come out. Ideally the land would be purchased so a footpath could be behind a hedge. Why does the Parish council not try and purchase the land and put in a footpath? It is important that the path is adopted by the Parish Council. Ideally the team that was set up will be revived again with Mr Shelcott joining. Clerk to facilitate this.

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated.
- Cllr. Block – Cllr. Block reported on the following items: Moving date for SCDC (Planning Department moves over the w/e 3<sup>rd</sup> and 4<sup>th</sup> Dec), there is a public reception area; Rural Housing Conference; SCDC Housing meeting and statistics for the peninsular; Devolution; Flood Protection and Joint Planning force looking at AONB and impact of planning. A question was asked about textile recycling.

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*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Trevor Burbridge (Work commitments), Cllr. Tom Daly (Stuck on the train) and Cllr. Colin Beecroft (unwell)	<ul style="list-style-type: none"> <li>Noted</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>Noted</li> </ul>
3. Public Session (record above)	See above	<ul style="list-style-type: none"> <li>Clerk to provide Mr Catchpole with copy of Footpaths Meeting minutes</li> <li>Clerk to facilitate re-establishing working group for Duck Corner/Water Tower Footpath</li> </ul>
4. To agree Minutes of Council meeting dated 6 <sup>th</sup> October 2016	A slight correction to the name of a member of the public was made to the official minutes. The minutes were proposed as accurate by Cllr. Lewis, 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: a) There were no applications to discuss	<ul style="list-style-type: none"> <li>None</li> </ul>	a) None
6. Clerk: a) To discuss payment of overtime for Clerk for the past 6 months (68 hours) b) To discuss recording of hours Clerk works and possible amendment to contract of employment to 10.5 hours per week (from 8) c) To receive report on Clerk's annual review and to discuss raising Clerk's pay scale by one point (to SCP 22) as per her contract	<p><i>The Clerk and members of the public left the room</i></p> <p>a) This payment was agreed</p> <p>b) It was agreed to increase the Clerk's standard working hours to 10.5 per week with no overtime unless specifically authorised.</p> <p>c) This increase was agreed. [The Clerk confirmed the rate for SCP22 was currently £10.63]</p> <p>The above items were proposed by Cllr. Lewis, seconded by Cllr. Friend and all Councillors were in favour</p> <p><i>The Clerk and members of the public returned to the room</i></p>	<ul style="list-style-type: none"> <li>Clerk to contact SALC</li> </ul>

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<p>7. To discuss response to the SCDC Local Plan Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation</p>	<p>This document had been circulated (electronically to all and paper copies to the Planning Councillors). Comments from Councillors:</p> <ul style="list-style-type: none"> <li>• Physical Limits Boundaries - there are effectively no limits to settlement areas which is not ideal</li> <li>• CIL Payments - affordable housing will be change to reflect AONB status.</li> <li>• CIL Payments – Page 24 par 2.27 - These will now be made on <i>completion</i> of a development and not on <i>commencement</i>; perhaps a staggered payment would be better as some developments are very slow to complete</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to respond to consultation with reference to the SIL payment on completion modification</li> </ul>
<p>8. To discuss moving from OneSuffolk to Suffolk.cloud for Web site hosting and Service</p>	<p>The Clerk had previously circulated a paper on this matter and explained the situation. Further explanation of the situation was given.</p> <p>Cllr. Walker proposed that HPC move over to Suffolk.cloud due to their more experienced staff. This was seconded by Cllr. J Daly and six Councillors were in favour.</p>	<ul style="list-style-type: none"> <li>• Clerk to speak to both CAS and Suffolk.cloud</li> </ul>
<p>9. Village Hall/Recreation Ground:</p> <p>a) To receive an update on bicycle racks at the hall</p> <p>b) To receive an update on the hall driveway &amp; parking areas</p>	<p>a) Cllr. Stammers reported the concrete was down and racks would be fixed in the coming few days</p> <p>b) The Clerk advised that Booth Tarmac had visited the site again and had indicated the job would take 4 days. Access to the rear parking area would be maintained where possible. The start date was expected shortly and it was hoped the project could be completed before the year end.</p>	<p>a) Cllr. Stammers to fix racks</p> <p>b) Clerk to work with Booth Tarmac and advise all when proposed start date is agreed.</p>

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<p>10. <u>Highways and Footpaths:</u></p> <p>a) To receive report on the Rights of Way Committee Meeting with reference to 'Claimed Public Footpath linking Restricted Byway 54 Hollesley and the junction of Public Footpaths 3 and 4 Hollesley'</p> <p>b) To discuss purchase of a Speed Indicator Device (SID) device</p> <p>c) To confirm School Lane and Shingle Street Road as Quiet Lanes</p>	<p>a) In Cllr. T Daly's absence, Cllr. J Daly confirmed that an article had been placed in the Village Voices advising every one of the outcome of the meeting and the Clerk confirmed she had spoken to SCC Rights of Way to obtain the finer details of the process going forward.</p> <p>b) Cllr. Mallinder reported that he is looking at prices and specifications for the SIDs. He will create a matrix with advantages and disadvantages shown. There is a slight delay but this should be available in the next few weeks. It was suggest any decision was deferred over to the January meeting as the December meeting is already looking busy. It was also suggested that perhaps this should be delayed until next fiscal year and maybe some temporary signs can be installed in the meantime. It was also reported that there is constant discussion with SCC regarding road signs and progress is being made. Duck Corner finger posts may be replaced soon; along with the Water Tower sign. In addition the 30 MPH sign as you approach from Alderton is to be assessed. Cllr. Stammers reported that the footpath sign at Bussock lane had now been put back up.</p> <p>c) This item was deferred to the December meeting, when Bawdsey PC will have met again</p>	<p>a) None – wait until the application is submitted</p> <p>b) Cllr. Mallinder and Clerk to work on SID Matrix</p> <p>c) To be placed on the December agenda</p>

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<p>d) To discuss proposed Bus Shelter at Duck Corner</p> <p>e) To discuss placing a 'Stebbing Lane' sign in Stebbings Lane</p>	<p>d) After discussion the Clerk was asked to speak to the Alderton and Sutton Clerks about their wooden shelters as it was thought they were made by a local person. Cllr. J Daly also asked if the prison could be approached to make a 'Teen Shelter' for the recreation ground. It was felt a quality shelter for both locations was needed.</p> <p>e) After discussion Councillors felt a sign was unnecessary.</p>	<p>d) Clerk to speak to clerks at both Sutton and Alderton. Clerk to enquire of the prison if they could construct a teen shelter</p> <p>e) Clerk to advise requestor.</p>
<p>11. Finance Matters:</p> <p>a) To agree Accounts for month ending 30<sup>th</sup> September 2016</p> <p>b) To discuss the grant applications received</p> <p>c) To discuss request for funding received from Just 42 for period between January and July 2017 (£378.00)</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Mallinder</p> <p>b) The Grants list had been circulated. It was acknowledged that some regular requestors (such as the School and the Royal British Legion Poppy Appeal) had not requested a grant. It was further acknowledged that Grants Awards Policy does allow for small ad-hoc grants; if and when requested but that the Clerk should encourage applicants to complete the grant application form. Cllr. Walker proposed the grants be paid in the amounts that had been requested. This was seconded by Cllr. Friend and Councillors voted 5:2 in favour. It was acknowledged that the cheque for Just 42 should be paid to Hollesley Village Hall</p> <p>c) Cllr. Lewis proposed that this amount be paid to Hollesley Village Hall, this was seconded by Cllr. Stammers and all Councillors were in favour</p>	<p>a) None</p> <p>b) Cheques to be drawn in April 2017. Clerk to notify applicants.</p> <p>c) Clerk to draw cheque</p>

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. P Magennis (Toilet in Pavilion) - <b>£18.86</b></li> <li>ii. SALC (Clerk's Networking Day and Payroll) - <b>£37.20</b></li> <li>iii. SC Norse (Mills Green Sign, Refuse Collection and Grass) - <b>£2,587.81</b></li> <li>iv. J Mallinder (refreshments for Mills Green unveiling) – <b>£20.55</b></li> <li>v. H Lewis (refreshments for Mills Green unveiling) – <b>£5.00</b></li> </ul> <p>e) To note Payments made since October meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul> <p>f) To note Payments received since July meeting:</p> <ul style="list-style-type: none"> <li>i. F Masters (Inscription) - <b>£25.00</b></li> <li>ii. Lightbody Music Event (Sign donation) - <b>£95.00</b></li> </ul>	<p>d) The payment of the invoices was proposed by Cllr. Walker, seconded by Cllr. Friend and all were in favour. The cheques were signed by Cllrs. J Daly and Walker</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) None</p> <p>e) None</p> <p>f) None</p>
<p>12. Allotments: To discuss report from Tree Surgeon with reference to the trees uprooting the path at the Allotments</p>	<p>The Clerk asked for this item to be deferred until December as the Tree Surgeon was not visiting until next week</p>	<ul style="list-style-type: none"> <li>• Item to be placed on December agenda</li> </ul>
<p>13. Documentation - To adopt the following documentation:</p> <ul style="list-style-type: none"> <li>a) Asset Register – Oct 2016 (<i>sent to Councillors on 3<sup>rd</sup> Oct 2016</i>)</li> </ul>	<p>The adoption of this document was proposed by Cllr. Walker, seconded by Cllr. Mallinder and all Councillors were in favour</p>	<ul style="list-style-type: none"> <li>• Clerk to print final hard copy and pass to Cllr. Walker for signing</li> </ul>

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<p>14. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) An update on the funding for new Village Sign</p> <p>b) To receive resignation from Cllr. Tony Barnard</p> <p>c) To receive a letter requesting a donation be made to the Royal British Legion for the Poppy Appeal</p> <p>d) Thank you letter from Mr and Mrs Mills</p> <p>e) Christmas Parcel Project from Woodbridge and District Lions Club</p> <p>f) Play Park Project</p>	<p>a) The Clerk reported no further funding had been received. She was asked to approach the Village Voices team for a possible donation and continue to promote the cause.</p> <p>b) The Clerk reported that a letter of resignation had been received from Cllr. Barnard. SCDC had been notified and the appropriate process was now being followed.</p> <p>c) Cllr. Stammers proposed a £50 donation be made to the Royal British Legion (same as last year). This was seconded by Cllr. Friend and all were in favour</p> <p>d) The Council acknowledge a ‘Thank you’ letter from Mr and Mrs Mills for organising the ‘Mills Green’ sign</p> <p>e) The Clerk advised that the Woodbridge and District Lions Club would again be giving out Christmas parcels to families in need. It was suggested that both the Welcome Club and Woodbridge Children’s Centre may have ideas of families who may appreciate a parcel.</p> <p>f) The Clerk updated Councillors on progress of the Play Park project. This had now been supported by both Boyton PC and Boyton PCC and a project team was being assembled</p>	<p>a) Clerk to continue with promotion.</p> <p>b) Councillors to sign card and Clerk to deliver</p> <p>c) Clerk to draw cheque</p> <p>d) None</p> <p>e) Clerk to contact the Welcome Club and Woodbridge Children’s Centre</p> <p>f) Clerk to keep Council informed</p>

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15. To receive agenda items for next meeting and agree date of Next Meeting	The following items were requested added to the December agenda: <ul style="list-style-type: none"> <li>• Budget for 2017/18</li> <li>• Training for new Councillors – investigate prices</li> </ul> Date of next meeting will be 1 <sup>st</sup> December 2016 – 7.30pm – <b>at the Suffolk Punch Trust</b>	<ul style="list-style-type: none"> <li>• Clerk to add to the agenda</li> </ul>

The meeting was closed at 9.00pm

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

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

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*Chair's initials.....*