

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 6th October 2016 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Tony Barnard, Cllr. Colin Beecroft, Cllr. Jane Daly, Cllr. Tom Daly, Cllr. Michael Friend, Cllr. James Mallinder, Cllr. Trevor Burbridge and Cllr. Andrew Palmer (after item 3)

Judi Hallett (Clerk)

Cllr. Christine Block

6 members of the public: Mr and Mrs Stebbins, Ms H Culling, Mr Shelcott, Mr Murphy and Miss Murphy

Record of Public Session:

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

- Mr Murphy (Pine Dale development) – An explanation of horse arena in the garden for family use was given
- Mrs Culling (Footpath) – Impression that the older generation were not right in the evidence they have given, need lots of support, 8 people will be going to the meeting, feel really cross as people have used the path for generations without challenge.
- Mr Shelcott – (Footpath) – Will there be a bus? Nothing arranged yet but people need to get together to share transport.

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: New offices, Forward Financial planning for 2019/2020 and Devolution.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Cyril Stammers (on holiday) and Cllr. Andrew Reid (Work commitments)	<ul style="list-style-type: none"> Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Burbridge commented that as he was an employee of BT he may have to abstain from comment with reference to item 11 of the agenda	<ul style="list-style-type: none"> Noted
3. Co-option of a new Councillor and signing of the Declaration of Acceptance of Office form	Mr Andy Palmer spoke of his experience in the police force and his life in Hollesley. He has an interest in planning matters. After a short discussion the co-option of Mr Palmer was unanimously agreed and Cllr Palmer signed the declaration of acceptance of Office form. Cllr. Palmer joined the meeting	<ul style="list-style-type: none"> Clerk to register Cllr. Palmer with SCDC
4. Public Session (record above)	See above	<ul style="list-style-type: none"> See above
5. To agree Minutes of Council meeting dated 1 st September 2016	<p>Cllr. J Daly asked for the assets of the pub and the shop to be discussed again, with reference to listing them as Community Assets. Cllr. Walker advised that this item was discussed at length and a decision made by the Council. It was agreed that this item would be discussed again at the March 2017 meeting.</p> <p>The minutes were proposed as accurate by Cllr. Friend, seconded by Cllr. Beecroft and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> Clerk to post on Web Pages Clerk to diarise Community Assets for March 2017 agenda Clerk to send details of the Community Asset process to Councillors again

Agenda Item	Resolution / Agreement / Fact	Action
<p>6. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/16/3559/FUL – Rear extension at Fern Cottage, Alderton Road, Hollesley</p> <p>b) DC/16/3781/COU – Construction of a 20 x 40 metre horse arena at Pine Dale, Lodge Road, Hollesley</p>	<p>a) Councillors made the following observations:</p> <ul style="list-style-type: none"> • Low impact, single story, no intrusion on neighbours • It is a low lying property and may be prone to flooding; this has been recognised in the plans • In conclusion it was agreed to submit a comment of ‘Support’. This view was proposed by Cllr. Walker seconded by Cllr. Mallinder and all Councillors were in favour. <p>b) Councillors made the following observations:</p> <ul style="list-style-type: none"> • Away from neighbours, no commercial use (restricting volumes) • Need restrictions on use for hours and no financial gain • No lighting – could be a condition • In conclusion it was agreed to submit a comment of ‘Support’ with comment on late usage, no lighting and no commercial use. This view was proposed by Cllr. T Daly seconded by Cllr. Lewis and all Councillors were in favour. 	<p>a) Clerk to write to SCDC Planning accordingly</p> <p>b) Clerk to write to SCDC Planning accordingly</p>
<p>7. To receive report on the Coastal Community Team and Economic Forum from Dist. Cllr. Block</p>	<p>The CCT was set up a while ago and continues to assist with significant decisions on coastal issues. Details of the Deben Team were given. Steering group is quite small and does not give a wide representation; neither is it balanced. Representation from residents is required and at present Hollesley does not have a voice. If a grant application is successful there will be £500k available for various projects.</p>	<ul style="list-style-type: none"> • Councillors to advise the Clerk and/or Cllr. Block if they are interested in joining

Agenda Item	Resolution / Agreement / Fact	Action
	<p>The group meets on need but usually every 4/5 weeks. An economic plan can be circulated. This needs looking at from the interests of Hollesley. There is a small amount of money available for local projects.</p> <p>Just wanted to draw this to your attention. Is anyone interested in joining the group?</p> <p>Next meeting to be advised (usually PM). Meetings are not open to the public but you would be welcome to sit in on a meeting.</p> <p>Grant could be for broadband or perhaps spreading tourism more evenly throughout the year. There is talk of local leaflets to advertise local attractions.</p>	
<p>8. Village Hall/Recreation Ground:</p> <p>a) To discuss options for placing bicycle racks at the hall</p> <p>b) To discuss quotes received to improve the hall driveway & parking areas</p>	<p>a) A proposal for siting 4 bicycle racks at the Recreation Hall car park had been sent to Councillors on 13th Sept. It was proposed by Cllr. Mallinder that this project go-ahead. This was seconded by Cllr. Walker and all were in favour</p> <p>b) The Clerk had sent details of all quotations received to the Councillors. After lengthy discussion it was agreed to take the following action:</p> <ul style="list-style-type: none"> • A long term repair would be done (<i>as per one of the quotations received</i>) Proposed by Cllr. Mallinder, seconded by Cllr. Lewis and 7 Councillors in favour • Funds for this project would come 50% from the Footpath Fund and 50% from General Reserves. Proposed by Cllr. Burbridge, seconded by Cllr. J Daly and 9 Councillors in favour • Company asked to complete the contract will be Booth Tarmacadam. Proposed by Cllr. Friend, seconded by Cllr. Beecroft and all Councillors in favour 	<p>a) Clerk and Cllr. Stammers to proceed</p> <p>b) Clerk to contact Booth Tarmacadam to arrange for project to begin</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss setting up a joint 'Development Committee' with the Village Hall Committee</p>	<p>c) The Clerk reported that a very productive meeting had been held at the end of September with representatives from the Village Hall Committee, where a number of possible projects were raised. The meeting had decided the best way to move forward was to set up a joint 'Development Committee' with 3 reps from each group and the Clerk acting as scribe. After discussion it was proposed that Cllrs J Daly, Burbridge and Friend form the HPC side of the committee.</p>	<p>c) Clerk to inform Village Hall Committee</p>
<p>9. <u>Highways and Footpaths:</u></p> <p>a) To discuss representation at 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)</p>	<p>a) Need to get as many people as possible to the event. Meeting at hall at 9.00am to arrange transport. Cllr. T Daly to give dialogue form Parish Council (the applicant). The officer's recommendation is that it is refused. Any one more person can speak for 5 minutes. Need to speak to Andrew Reid to speak on our behalf. Keep speech short and bullet pointed. Thank you Cllr. T Daly and Cllr. Block for their work</p> <p>b) Cllr. Mallinder reported the brilliant news that both Cllr. Reid and Cllr. Block had agreed to give £750 towards the cost of the device, should purchase be agreed. SID Posts have already gone in by mistake but there have been no negative comments or complaints. Next step is to speak to residents. Cllr. Mallinder will do a summary of options available. It is important that we record the data and also be careful not to allow the speed to get too high or this can encourage people to see how high they can get it. It was acknowledged that tractors should be doing 25MPH. Charsfield have loads of signs warning of speed; this was effective.</p>	<p>a) Cllr. T Daly to speak to Cllr. Reid to ask him to speak on our behalf. Cllr. T Daly to book speaker in with SCC Rights of Way Committee the next day</p> <p>b) Cllr. Mallinder to produce summary of options available for decision to be made at November meeting</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To receive an update on the path between Water Tower and Duck Corner</p>	<p>c) There is sufficient width for a path without taking any farm land but it will mean the removal of one of the large hedges. This will a need sustained campaign and we could use the CCT and raise this as an economic necessity. Cllr. T Daly expressed grave concern about the removal of a significant hedge to provide space for a footpath. It was suggested that the separate parts of the village needed to be joined but that a separate project would be need to take this suggestion forward. The cost of such a project would be considerable. Cllr. Walker suggested the SPT were asked to do a transport policy but it has never been seen.</p>	<p>c) None</p>
<p>d) To discuss purchasing 30MPH stickers for wheelie bins (£70 for 100)</p>	<p>d) This proposal was discussed but it was felt the bins were not out often enough for it to be effective. A proposal was made by Cllr. Mallinder that the stickers were purchased. This was seconded by Cllr. J Daly but only 2 Councillors were in favour; this proposal was not carried. Cllr. Walker thanked Cllr. Mallinder and Mrs Sylvia Wade for their proactive work on ensuring the lines on Swallows Close were painted</p>	<p>d) None</p>
<p>e) To confirm School Lane and Shingle Street Road as Quiet Lanes</p>	<p>e) The Clerk and Cllr. Lewis reported that Bawdsey had not been able to give a final go-ahead for the Shingle Street Road to be designated as a 'Quiet Lane'. It was suggested this item was deferred to November.</p>	<p>e) Item to be placed on the November agenda</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>f) To discuss most appropriate way to manage notification to landowners of an overgrown hedge on the highway</p> <p>g) Update on Bus Shelter at Duck Corner</p> <p>h) To discuss a resident's request that signage for Stebbings Lane is improved</p> <p>i) Dedication of Mills Green</p>	<p>f) Cllr. Walker reported that letters were used years ago and these worked well. They were specific and gave details of the issue. However, it was felt a letter could be taken the wrong way and can seem rude. It was felt it was best to communicate with the public in the most appropriate way and it is important we get it right. We need to write in a respectful way and we should offer help to those who can't manage the work.</p> <p>g) The Clerk reported that the new bus shelter was now ordered and should be installed before the end of the year.</p> <p>h) After discussion it was felt a sign was not necessary</p> <p>i) The Clerk reminded Councillors that the dedication of Mills Green would take place on Saturday 15th Oct at 3.00pm. Cllr. Lewis asked for a small budget max £40, this was seconded by Cllr, Mallinder and all were in favour</p>	<p>f) Clerk to draft letter based on previous letters and opinions.</p> <p>g) Clerk to ask for a design</p> <p>h) Clerk to inform residents</p> <p>i) Cllrs. Mallinder and Lewis to arrange light refreshments</p>
<p>10. Finance Matters:</p> <p>a) To agree Accounts for month ending 31st August 2016</p> <p>b) Signing of the Direct Debit mandate for the Pension contributions</p> <p>c) To discuss proposal from Cllr. Mallinder that the £243.76 reclaimed in VAT in August be put towards the New Village Sign project</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. J Daly</p> <p>b) The mandate was signed by Cllr. Burbridge and Cllr. Walker</p> <p>c) This proposal was proposed by Cllr. Mallinder, seconded by Cllr. Lewis and 8 Councillors were in favour. Any subsequent similar proposals would be discussed once the donation from the Music day was known</p>	<p>a) None</p> <p>b) Clerk to send off.</p> <p>c) Clerk to allocate funds</p>

Agenda Item	Resolution / Agreement / Fact	Action
d) To ratify agreement outside of the meeting to change Insurance companies to Hiscox in order to save £500 on the annual premium	d) Councillors confirmed the proposal submitted by the Clerk to change insurance companies to Hiscox, saving over £500 on the premium. This was proposed by Cllr. Walker, seconded by Cllr, Burbridge and all were in favour.	d) None
e) To discuss continued use of the OneSuffolk Web Site – annual charge now £50.00	e) It was agreed to remain with CAS and to pay the £50 charge when the invoice arrived	e) None
f) To authorise the following Invoices for Payments: i. J Hallett (Expenses and Admin) - £60.67 ii. C Stammers (Ink and paper) - £25.00 iii. M Friend (Lock & 10 keys) - £45.00 iv. D Barnard (Litter collection for July, August and September) – £120.00 v. HMRC (PAYE) - £213.40 vi. Information Commissioner - £35.00	f) The payment of the invoices was proposed by Cllr. Walker, seconded by Cllr. Mallinder and all were in favour	f) None
g) To note Payments made since September meeting: i. J Hallett (Salary Sept) £284.51 ii. Reed Electrical (Pavilion) £1,757.04 iii. Came and Co (Insurance) £504.19	g) Noted	g) None
h) To note Payments received since July meeting: i. C Shaw (Donation for sign) - £50.00 ii. Anon (Donation for Sign) - £200.00 iii. Aristocats (Donation for sign) - £100.00 iv. F Masters (Memorial) - £125.00 v. Precept (half) - £14,100.00	h) Noted	h) None

Agenda Item	Resolution / Agreement / Fact	Action
11. To discuss the BT Broadband service to the village and what steps the Parish Council can take	After a short discussion it was suggested the Clerk drew up a survey to gather resident's experiences	<ul style="list-style-type: none"> • Clerk to draft survey
12. Documentation - To adopt the following documentation: a) Disciplinary Procedure Oct 2016 b) Grievance Procedure Oct 2016	The adoption of these documents was proposed by Cllr. Friend, seconded by Cllr. Barnard and all Councillors were in favour	<ul style="list-style-type: none"> • Clerk to print final hard copies and pass to Cllr. Walker for signing
13. <u>To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</u> a) An update on the funding for new Village Sign b) An update on the Allotments to include a discussion on the tarmac path c) To agree dates for meetings in 2017 (sent to Councillors on 5 th Sept) d) To discuss changing the Clerk's pay and recuperation of expenses to quarterly	<p>a) The Clerk reported that further donations had been received, bringing the total held to £2,100. The local Music Evening was also very kindly going to donate half their profits to the project. This should leave us around £500 short.</p> <p>b) An inspection of the allotments had taken place in September and a number of items had been raised with individual allotment holders. It was noted that the path from The Street to School Road was very bad in places, caused by neighbouring trees. It was suggested we need to get a tree surgeon to look at the trees (and also at the trees in the cemetery).</p> <p>c) These were agreed.</p> <p>d) The Clerk explained that she was writing many cheques to herself and that changing her pay to quarterly (for salary and expenses) might be easier. This was agreed</p>	<p>a) The Clerk to continue fundraising.</p> <p>b) Clerk to contact qualified Tree Surgeon for opinion</p> <p>c) Clerk to book all venues</p> <p>d) Clerk to inform SALC</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>e) To receive a letter from Dr Therese Coffey MP with reference to the street lights at Oak Hill</p> <p>f) Asbestos survey for Pavilion</p>	<p>e) It was suggested further advice was needed. However, it might be an idea to contact the Old Circle residents to ask if anyone could look at their deeds to see if the street lights are detailed on there. It was also suggested we need a meeting with the MoJ</p> <p>f) The Clerk reported that, before any inside painting could be carried out at the Pavilion, the Community Payback Team insisted on an Asbestos survey being carried out. The cost of this was around £325. It was decided this was too high so no inside painting was to be carried out</p>	<p>e) Cllr. Walker to speak to the man who initially approached him. Clerk to draft a letter to the residents explaining the situation.</p> <p>f) None</p>
<p>14. To receive agenda items for next meeting and agree date of Next Meeting</p>	<p>The following items were requested added to the November agenda:</p> <ul style="list-style-type: none"> • Budget for 2017/2018 • Tree surgeon scattered orchard and cemetery • Village Hall representative • Grant Applications <p>Date of next meeting will be 3rd November 2016 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to add to the agenda

The meeting was closed at 10.00pm

Signed:
Cllr. Chris Walker, Chairman

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....