

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 1st September 2016 ~ 7.30pm

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Tony Barnard, Cllr. Colin Beecroft, Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Trevor Burbridge

Judi Hallett (Clerk)

6 members of the public: Ms H Culling, Mr A Shelcott, Mr C Clement, Mr P Finlay and Mr and Mrs J Goldsworthy

Record of Public Session:

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

- Mr Chris Clement (Assets of Community Value) – Balanced and objective statement, owner of shop and pub, ACV gives a community a right to bid, there is an effect on material planning considerations, principle is a good idea if the community feels an asset is at threat, 7 years in pub and 13 years at shop, both are viable businesses, change of use is highly unlikely, both 60+ so we may be looking to pull back at some stage, selling the businesses might be an option, can't stop the registration, owner is not compelled to sell to the community in any case, no obligation to offer a discount. The businesses are thriving; 860 pubs registered by end 2015 and 12 had been acquired. When last sold only myself and one other person was interested. Price/value has doubled. We do not need ACV to keep the shop and the pub alive. Downside is that the owner can claim any demonstrable valuation of the asset from the District Council and any expenses. ACV is there to secure all assets for the village. We have contingency plans in place if any one of us is ill. Just to think about, in the last month have you made purchases from the shop or the pub, how many visits have been made to each? In the event that any of the businesses closed, what would be the effect on your household? If the shop and the pub go the value of the houses will go down.
- Mr Paul Finlay and Mrs and Mrs Goldsworthy - (Development at Cliff Cottage) - application is most disturbing, drive way on Fox Hill has been installed, building is next to Highfields, access is between our driveways, lorries will not be able to access this land, losing valuable land and garden space, all green space is being eroded, why are we considering further development, this is ludicrous, it is in full sight of the church, it will overlook other properties, development should be looked at; Central Government policy is restrictive, house behind the garage is another example and some alterations were made. Reply from HPC = It is important that individuals write in to object. HPC can *only* argue on planning grounds, it is infill and it is inside the village envelope.
- Ms Culling – Asked if the new drive to Moorlands had been reported to SWT. Clerk confirmed this had happened and the land owner had been informed.

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated.
- Cllr. Block – Cllr. Block had given her apologies.

Chair's initials.....

| Agenda Item | Resolution / Agreement / Fact | Action |
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| 1. To receive Apologies for absence | Apologies had been received from Dist. Cllr. Christine Block (on holiday) and Cnty Cllr. Andrew Reid (prior commitment) | <ul style="list-style-type: none"> • None |
| 2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation | None | <ul style="list-style-type: none"> • None |
| 3. Co-option of a new Councillor and signing of the Declaration of Acceptance of Office form | No one stepped forward for co-option | <ul style="list-style-type: none"> • Clerk to re-advertise vacancy in Village Voices |
| 4. Public Session (record above) | See above | <ul style="list-style-type: none"> • See item 5 below |
| 5. To discuss applying to register the Shop and Pub as Community Assets (in light of conversation with Mr Clement) | <p>Comments from Councillors:</p> <ul style="list-style-type: none"> • Do we want to only look at assets that are at risk? Some are derelict buildings • Don't think we want to register the shop or pub • We can register them when they come in to risk • 6 months would be a huge inconvenience to an owner • We need to pull together a list of assets that are truly at risk and we have to be realistic • It was proposed by Cllr. Beecroft and seconded by Cllr. Barnard that we disregard registering the shop and pub at the present time. All Councillors were in agreement. • It was suggested we look further in to the registering of Assets of Heritage Value instead. | <ul style="list-style-type: none"> • Clerk to look at registering heritage assets |
| 6. To agree Minutes of Council meeting dated 4 th August 2016 | <p>Item 6.b) – There was a mix-up over who was going to obtain the quotes for this work (please see 9. b) below)</p> <p>The minutes were proposed as accurate by Cllr. Burbridge, seconded by Cllr. Mallinder 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>7. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/16/3504/OUT – Construction of a detached bungalow with garage at Cliff Cottage, Fox Hill, Hollesley</p> | <p>a) It was acknowledged that this application had been submitted after the agenda was published. Councillors made the following observations:</p> <ul style="list-style-type: none"> • Lack of detail makes it hard to assess. In principle an infill is approved but there are issues such as overlooking, privacy, etc. and it is hard to do this with an outline application • Outline does mean something will be built • If built as shown then the windows are minimal in the top storey • A 1.8 m fence is proposed which would block a view but the fence is not guaranteed • We may be able to comment on the detail when the full application comes in • There is nothing in the plans to allow us to object on planning grounds • In conclusion it was agreed to submit a comment of ‘No objection’ but to ask for access, position on the plot and overlooking of neighbours to be considered when and if a further application is submitted. This view was proposed by Cllr. Burbridge, seconded by Cllr. Lewis and all Councillors were in favour. | <p>a) Clerk to write to SCDC Planning accordingly</p> |
| <p>8. To receive report on the Coastal Community Team and Economic Forum from Dist. Cllr. Block</p> | <p>Item deferred to October meeting</p> | <ul style="list-style-type: none"> • Clerk to include in October agenda and Clerk to ask if Cllr. Block could provide information before the meeting. |

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| <p>9. Village Hall/Recreation Ground:</p> <p>a) To discuss placing bicycle racks at the hall</p> <p>b) To discuss quotes received to improve the hall driveway & parking areas</p> <p>c) To receive update on the marking an 'Accessible Parking Bay' at the front of the Hall car-park</p> | <p>a) It was suggested that there is nowhere to park bikes at the hall. This could be included in the 'bigger project' but they are so cheap it may be a 'quick win'. Different suggestions were put forward as to possible locations. Doctor's surgery and hall committee need to be consulted.</p> <p>b) Cllr. Walker reported there had been an unfortunate mix up as to who was going to obtain the quotes and this had resulted in no further work on the project taking place. It was suggested that the project done properly may leave the council with little reserves but it was also felt that it would be possible to re-allocate funds from another project (the Water Tower footpath for example) as this was more pressing. It was also suggested that a temporary job could be carried out relatively cheaply by Cllr. Stammers and this may 'see us through' until any 'bigger project' was realised. After discussion the Clerk was asked to draw up a matrix of costs, including the temporary repair for comparison.</p> <p>c) The Clerk reported that she had unfortunately missed the road marking gang when they were in the village so the bay was still only marked with a sign. It was also felt the lines were not critical as the sign was clear.</p> | <p>a) Clerk and Cllr. Stammers to assess situation and make proposal</p> <p>b) Clerk to gather all quotes and show comparisons.</p> <p>c) Cllr. Walker to speak to Gary Lennard about the company name who will do the lines on the highway</p> |

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| <p>10. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the path between Water Tower and Duck Corner</p> <p>b) To receive an update on highways meeting with SCC from Cllr. James Mallinder</p> <p>c) To discuss comments from Stephen Burroughs (SCC Councillor) regarding role of Parish Councils with reference to Highways matters and possible letter to EADT</p> | <p>a) No update</p> <p>b) Cllr Mallinder reported on the following items:</p> <ul style="list-style-type: none"> • Lines painted at Swallows Close and by the school, • SID posts put up by mistake by SCC, we need to decide if we want to go ahead and purchase a machine, there are 3 main providers one based in Norfolk has been very helpful, 2 sets of pricing as some collect data, price is about £2,800 for data collection model. Andrew Reid would support us on the price. An idea was floated that we could share one with other villages or perhaps rent it out to recoup some of the cost. It was suggested we would want a model that recorded the data. Some signs flash the speed and some the speed limit. • 30 MPH stickers are available for wheelie bins but there has not been support recently. Cost is £70 for 100 stickers. • [Cllr. Walker] We need to put together a list of overgrown hedges in the village and discuss next month how we will tackle each situation. <p>c) A general discussion was held on the inefficiency of Keir MG and the disgusting state of the highways since they had taken over. There was also general shock at the comments made by Cnty. Cllr. Stephen Burroughs in a recent EADT article. After debate it was agreed to initially write to Cllr. Burroughs regarding his comments and to potentially follow this up with a letter to the EADT.</p> | <p>a) None</p> <p>b) Cllr. Mallinder and Clerk to monitor issues list. Cllr. Mallinder to put paper together with reference to SID signs, including costs. 30 MPH stickers to be on the agenda for next month. Cllrs to let Clerk have a list of overgrown hedges affecting the highways. Clerk to send hedge size criteria to Councillors</p> <p>c) Clerk to draft a letter to Cllr. Burroughs and send to all for review</p> |

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| <p>d) To receive an update on naming the green area in Swallows Close as 'Mills Green'</p> <p>e) To receive an update on the new vehicular entrance at the top of Fox Hill</p> <p>f) Update from SCC Highway about footpath between Parsons Hill and Allotments</p> | <p>d) The Clerk reported that David, Jenny and Victoria Mills were delighted that the green space was to be named after their father/grandfather. They had also, very generously, agreed to meet the cost of the sign.</p> <p>e) The Clerk reported that she had had confirmation from SCDC Planning that this driveway did not require planning permission.</p> <p>f) The Clerk read an update from SCC Highways indicating that such a path would be around £91,000. It was decided not to pursue this matter at this time</p> | <p>d) Clerk to liaise with all parties over position and unveiling</p> <p>e) None</p> <p>f) None</p> |
| <p>11. Finance Matters:</p> <p>a) To agree Accounts for month ending 31st July 2016</p> <p>b) To discuss the Budget review carried out by the Clerk as at 31st July</p> <p>c) To authorise the following Invoices for Payments:</p> <p> i. J Hallett (Expenses and Admin) - £94.74</p> <p> ii. M Friend (Travel to SALC Meeting) - £17.10</p> <p> iii. T Barnard (Ink and Paper allowance) - £25.00</p> <p>d) To note Payments made since July meeting:</p> <p> i. J Hallett (Salary August) £284.51</p> <p> ii. Anglian Water (Allotments) £36.91</p> <p>e) To note Payments received since July meeting:</p> <p> i. HMRC (VAT Refund) - £243.76</p> <p> ii. 1 x Donation for Village Sign - £100.00</p> | <p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Stammers</p> <p>b) The interim budget analysis carried out by the Clerk as at 31st July, was discussed and acknowledged. It was felt that 'General Reserves' of around £12,000 was sufficient.</p> <p>c) Payment of the invoices was proposed by Cllr. Mallinder seconded by Cllr. Burbridge and all Councillors were in favour they were paid</p> <p>d) Noted</p> <p>e) Noted</p> | <p>a) None</p> <p>b) None.</p> <p>c) Cheques signed by Cllrs Burbridge and Walker</p> <p>d) None</p> <p>e) None</p> |

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| <p>12. <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) An update on the Allotments</p> <p>c) To sign off the Equal; Opportunities Policy</p> <p>d) To discuss a possible donation to Just 42 for use of the hall</p> | <p>a) The Clerk reported that further donations of £100 and £200 had been received, bringing the total held to £1,950. She suggested the item was discussed at the October meeting to assess the level of donations after the VV article had been seen by all and if further fundraising activities should be organised.</p> <p>b) The Clerk advised that plot 1A had now been rented to a gentleman and his neighbour from Swallow's Close. So far no other enquiries had been received. The Clerk also confirmed that the Community Payback Team would be visiting the site next week to see if there was enough work for a team to spend a whole day there. It was also acknowledged that the annual inspection would take place next week and tenants, not keeping their plots in a tidy condition, would be contacted. Cllr. Walker reported that the valves have now been replaced and the boxing would be ordered. It had also been noticed that off shoots from trees next to the footpath were coming through so this would need to be assessed during the inspection.</p> <p>c) Cllr. Stammers proposed that this revised document be signed off. This was seconded by Cllr. Burbridge and all Councillors were in agreement.</p> <p>d) The Clerk explained that she was still waiting to hear if there was any credit available from the £630 paid to the Hall for Just 42 to use the facilities last year.</p> | <p>a) The Clerk to continue fundraising.</p> <p>b) Clerk to arrange inspection and speak with Community Payback Team</p> <p>c) Clerk to print original for signing</p> <p>d) Item to be placed on October agenda</p> |

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| 13. To discuss the merits of engaging a ‘Maintenance Person’ for smaller council jobs and the suggestion a ‘tractor mower’ could be purchased and used to cut grass owned by HPC and SCC by either a designated person or team | Clerk explained the process followed in Ufford. Councillors felt it was a good idea but concluded that individual jobs would be assessed and a local person engaged if the work could not be carried out by Councillors | <ul style="list-style-type: none"> • Clerk to keep a list of local tradesmen/women |
| 14. To discuss the pension provision for the Clerk <i>(Clerk to leave the room)</i> | <p><i>The Public were asked to leave the meeting due to the confidential nature of this item. The Clerk left the room.</i></p> <p>After discussion it was agreed to provide the NEST pension facility for the Clerk and for the Council to contribute 3%. This was proposed by Cllr. Stammers, seconded by Cllr. Beecroft and all Councillors were in agreement.</p> <p><i>The Public and Clerk re-entered the meeting</i></p> | <ul style="list-style-type: none"> • Clerk to register with NEST |
| 15. To receive agenda items for next meeting and agree date of Next Meeting | <p>The following items were requested added to the October agenda:</p> <ul style="list-style-type: none"> • Meeting dates for next year • Budget for 2017/2018 • Hedges and management of them • Quiet lanes • 30MPH Stickers for Wheelie Bins <p>Date of next meeting will be 6th October 2016 – 7.30pm – at the Village Hall</p> | <ul style="list-style-type: none"> • Clerk to draft Budget |

The meeting was closed at 9.42pm

Signed:
Cllr. Chris Walker, Chairman

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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