

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 5th January 2017 ~ 7.30pm
At Hollesley Village Hall, Hollesley

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Colin Beecroft, Cllr. Jane Daly, Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

6 members of the public: Mrs Harriett Culling, Mr Alan Shelcott, Mr John Worthington, Mrs Margaret Parsey, Mr David Wood and Mrs Peta Wood

Record of Public Session:

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

- Mr Shelcott (Duck Corner to Water Tower Footpath) – Further information will be available at the next meeting regarding work carried out by the ‘Duck Corner to Water Tower Working Group’

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 Premises, Merger with Waveney DC, Devolution, Generating income, Beach Hut Consultation, Affordable Housing (and holding a joint meeting over concerns). Cllr. Block was thanked for her attendance.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Tom Daly (Work Commitments), Cllr. Trevor Burbridge (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	None	<ul style="list-style-type: none"> Noted
3. To co-opt Parish Councillor and the signing of the Declaration of Acceptance of Office	No-one stepped forward and the vacancy was not filled	<ul style="list-style-type: none"> Clerk to provide details to anyone interested.
4. Public Session (record above)	See above	<ul style="list-style-type: none"> No action to be taken
5. To agree Minutes of Council meeting dated 1 st December 2016	The minutes were proposed as accurate by Cllr. Stammers, seconded by Cllr. Beecroft and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> Clerk to post on Web Pages
<p>6. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/16/4952/FUL - Two storey side extension to existing property. – Congor, The Street, Hollesley</p> <p>b) DC/16/4972/CLE - Certificate of Lawfulness - Existing - Use of the whole house as a dwelling house - Rowan House, Bushey Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> Impact on roadside view but would be an in-demand 3 bed property Similar to other end of the block of four Conclusion: A response of Support was proposed by Cllr. Mallinder, seconded by Cllr. Beecroft and all were in favour <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> Support for the application This has been such as this for a number of years Present owners have been in property for over 20 years Conclusion: A response of Support was proposed by Cllr. Walker, seconded by Cllr. Lewis and all were in favour 	<p>a) Clerk to notify SCDC Planning of Council's opinion</p> <p>b) Clerk to notify SCDC Planning of Council's opinion</p>

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<p>c) DC/16/5307/FUL - Proposed extension to form annex - 9 Woodbridge Walk, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Seems to be an annex for a relative and there is separate external access • Annex should stay as part of the main dwelling in perpetuity • Question as to whether or not there is a precedent, national policy seems to ask questions about Council Tax. • Conclusion: A response of Support (with suggestion that property is not allowed to be split at a future date) was proposed by Cllr. Walker, seconded by Cllr. Lewis and all were in favour 	<p>c) Clerk to notify SCDC Planning of Council's opinion</p>
<p>7. Village Hall/Recreation Ground:</p> <p>a) Update on the draft license for the Football Clubs</p> <p>b) To discuss contract for cutting the grass at both recreation grounds</p>	<p>a) The Clerk reported that the draft license had been sent to representatives of the two football clubs and that no comments had been received. After discussion it was suggested the Clerk obtain the full details of both clubs and produce the final documentation for signing. It was suggested that a third club may also be using the ground and the Clerk was asked to find out more details.</p> <p>b) The Clerk showed Council the quotes received so far for the grass cutting contract of both playing fields. It was decided to delay any discussion on these until the February meeting to give others a chance to submit their quote.</p>	<p>a) Clerk to produce final documents for signing</p> <p>b) Clerk to chase final quote and place on the February agenda</p>

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<p>d) To receive an update on outstanding Highways issues from Cllr. Mallinder</p> <p>e) Bluebell Wood update (Cllr. J Daly)</p>	<p>➤ We could consider flashing lights. We have a duty to bring this to residents attention</p> <p>In conclusion the Clerk was asked to include it in the discussion with the School (see below).</p> <p>d) Not much happened over Christmas, sign post at water tower is now scheduled for January. Cllr. Walker expressed concern that the sign post at the Water Tower had taken far too long to replace given its important location.</p> <p>e) Cllr. J Daly reported that Cllr. T Daly had spoken to SCC Rights of Way and they had confirmed an objection to the proposed 'Footpath 65' had been received from the landowner. Due to this, a Public Enquiry will be held in the village, in the autumn. Cllr. J Daly reported that the SCC Rights of Way officer would not confirm or condone use of the path in the meantime and suggested that the Parish Council need to support those people who have submitted evidence and want to use the path this year. The Clerk suggested it might be prudent to seek further advice before taking such action.</p>	<p>d) Clerk to chase SCC if sign post not fixed by the end of January.</p> <p>e) Clerk to work with SCC Rights of Way in setting up the Public Enquiry.</p>
<p>9. <u>Finance Matters:</u></p> <p>a) To agree Accounts for month ending 30th November 2016</p> <p>b) To approve transfer of £5,000 from savings to current accounts</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Walker</p> <p>b) The Clerk suggested £5,000 should be transferred due to the impending tarmacking costs. This was proposed by Cllr. Beecroft, seconded by Cllr. J Daly and all were in favour</p>	<p>a) None</p> <p>b) Clerk to arrange the transfer</p>

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c) To approve adding Cllr. Helen Lewis as a cheque signatory	c) The Clerk suggested having 4 signatories would be safer, especially during holiday periods. All Councillors were in favour of this.	c) Clerk and Cllr. Lewis to complete relevant forms and pass to existing signatories
d) To discuss request from Hollesley Primary School for grant of £100 towards Christmas Fair expenses	d) Questions were raised over the ethics of the Parish Council giving money for a prize and not directly for equipment or facilities. Councillors discussed the need for all grant requestors to apply through the Grants Awards Process to allow the Council to consider all requests on their merits, at the same time, as the Council need to prioritise. In conclusion, Cllr. Walker proposed that the grant be made; this was seconded by Cllr, Stammers and was passed by a 5 to 3 vote in favour.	d) Clerk to draw cheque for signing and speak to School regarding the process for next year
e) To discuss grant of £1,000 to Bawdsey Coastal Partnership (BCP) Executive Committee to contribute towards the Engineering Study on Coastal Protection until 2050	e) Cllr. Walker gave an account about a study being proposed by the BCP and that at this stage they were looking for parishes affected to put money towards the cost of the study (thought to be £30,000 in total). Cllr. Block advised that two recent studies had been done by Environment Agency (EA) and Crown Estates and perhaps it might be helpful if BCP could explain how this was going to enhance the existing studies. Councillors suggested it would be helpful to know what the study was for and how it fits in with the other two? Councillors expressed concern that decisions may already have been made. Previous schemes had not worked and it was vital that the spending of public money was scrutinised. Cllr. Block agreed to send links to the other two reports to the Clerk.	e) Clerk to set up a separate meeting for all affected parties to be invited

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<p>f) To review the Internal Controls and Efficiency of our Internal Audit</p>	<p>After discussion it was agreed to set up a meeting inviting BCP, EA (Gary Watson and/or Mark Johnson), Crown Estates and representatives of the affected parishes; in order that the case for a third study could be clarified and questions asked.</p> <p>f) The Clerk quoted from an e-mail she had sent on 12th Dec asking Councillors to consider the financial controls in place and the efficiency of our Internal Auditor. It was agreed that sufficient controls were presently in place</p>	<p>f) None</p>
<p>g) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for previous three months) - £183.10 ii. HMRC (Clerk's TAX) - £462.29 iii. D Barnard (Litter picking for 3 months) - £120.00 iv. Westcotec (Speed Indicator Device) - £3,660.00 	<p>g) The payment of the invoices was proposed by Cllr. Mallinder, seconded by Cllr. J Daly and all were in favour. The cheques were signed by Cllrs. J Daly and Walker</p>	<p>g) None</p>
<p>h) To note Payments made since December meeting:</p> <ul style="list-style-type: none"> i. J Hallett (3 month's salary) - £1,144.77 	<p>h) Noted</p>	<p>h) None</p>
<p>i) To note Payments received since December meeting:</p> <ul style="list-style-type: none"> i. F Masters (Grave Stone) - £125.00 ii. Sign Donation (S and C Bird) - £20.00 iii. Allotment Rents (3 of) - £96.57 iv. Community Café (Donation for sign) - £152.50 v. SCC Grant (SID) - £750.00 	<p>i) Noted</p>	<p>i) None</p>

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<p>10. Documentation – Authorisation of ...</p> <p>a) Three suggested additions to the model Standing Orders – Dec 2016 (<i>sent to Councillors on 4th December 2016</i>)</p>	<p>Cllr. Walker proposed three amendments to the draft Standing Orders, to bring them back in to line with a previous set from 2015. A question was asked as to why a figure of 8 Councillors were required to provide written notice for a decision to be reversed within 6 months of being made. It was explained that this represented roughly 80% of the Council. The proposal to adopt the three suggestions was made by Cllr. Stammers. This was seconded by Cllr. Friend and was passed by a vote of 7 to 1 in favour.</p>	<ul style="list-style-type: none"> • Clerk to amend Standing Orders and reissue
<p>11. <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) Meeting with Hollesley Primary School to discuss traffic calming measures</p> <p>c) Update on the CATS bus service</p> <p>d) SCDC and WDC Strategic Flood Risk Assessment – Attendees required</p>	<p>a) The Clerk reported a Cake, Craft and Coffee morning was planned for Saturday 18th March to raise the additional funds; all Councillors were asked to assist in any way they could.</p> <p>b) The Clerk reported that she had not been able to contact the Head as yet (despite two e-mails and 1 message left with the school secretary). However, this was understandable as term had just started and she would keep trying.</p> <p>c) The Clerk had sent a report to Councillors and would keep them informed of any consultation</p> <p>d) The Clerk had sent details about this event on 17th January and asked if anyone was available to take Cllr. Lewis. Cllr. Beecroft volunteered to attend as well.</p>	<p>a) Clerk to arrange a fund raising event</p> <p>b) Clerk to chase school</p> <p>c) Clerk to monitor</p> <p>d) Cllrs. Lewis and Beecroft to report back to Council</p>

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<p>12. To discuss HPC’s involvement in community events throughout 2017 (as requested by Cllr. Mallinder)</p>	<p>Cllr. Mallinder asked what the Council might consider doing for the Community in 2017, following the success of the Queen’s 90th celebrations. The following ideas were put forward:</p> <ul style="list-style-type: none"> ➤ A stall at the Fate to introduce/promote the Council and perhaps have a questionnaire for ideas ➤ Organise an outdoor event to Run/Walk/Cycle/Ride the footpaths and look to raise money for the village sign ➤ Greater participation at the Annual Parish Meeting, perhaps an interesting speaker would encourage attendance ➤ More involvement with the School ➤ Hold a Footpaths Walk ➤ Complete the Upper Hollesley Common Beating the Bounds (on Rogation Sunday) ➤ An evening event (with Ceilidh) ➤ Perhaps a social event with other parishes, up to us to lead; Inter parish communication is going to be more and more important. <p>In conclusion the Clerk was asked to speak to the Peninsular Clerks to ask their opinion and to liaise with Cllr. T Daly and Mr Shelcott about the Beating of the Bounds</p>	<ul style="list-style-type: none"> • Clerk to speak to the Peninsular Clerks and to liaise with Cllr. T Daly and Mr Shelcott
<p>13. Allotments: a) To discuss placing a sign, warning of uneven path, either end of the Allotments footpath and any additional action to take</p>	<p>a) After discussion the Clerk was asked to contact the Insurance company for their advice/suggestions/approval and then to put a proposal forward to the Council.</p>	<p>a) Clerk to speak to Insurance Company</p>

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b) To discuss the Community Allotment’s request to place a sign for their garden on the vehicle access gate	b) It is fair to say there were mixed feelings about the need for a sign which might attract unwanted visitors, versus the ‘lovely idea’ of sharing the garden with anyone who would like to sit in it. In conclusion, Cllr. Lewis proposed that the sign be allowed, this was seconded by Cllr. J Daly and all Councillors were in favour.	b) Clerk to advise Community Allotment Group
14. To receive agenda items for next meeting and agree date of Next Meeting	The following items were requested added to the February agenda: <ul style="list-style-type: none"> • Water Tower path Date of next meeting will be 2 nd February 2017 – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> • Clerk to add to the agenda

The meeting was closed at 9.09pm

Signed:
 Cllr. Chris Walker, Chairman

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair’s initials.....