

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 2nd March 2017 ~ 7.30pm
At Hollesley Village Hall, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Jane Daly, Cllr. Tom Daly, Cllr. Michael Friend, Cllr. James Mallinder, Cllr. Andrew Palmer and Cllr. Cyril Stammers

Judi Hallett (Clerk)

Cnty Cllr. Andrew Reid

3 members of the public: Andrew Coyne, Alan Shelcott and Harriet Culling

Record of Public Session:

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

- None

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated. Cllr. Reid expanded on the following items: Mental Health provision in Suffolk and its promotion in rural areas and campaign to help prevent suicide in the county. Issues around highways had been highlighted to Cllr. Reid. Questions were raised around the form of action being taken on mental health issues.
- Cllr. Block – Not present

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Chris Walker (Family commitment)	<ul style="list-style-type: none"> Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Palmer indicated a family connection with the prison and that he would not comment on item 8	<ul style="list-style-type: none"> Noted
3. Public Session (record above)	Please see above	<ul style="list-style-type: none"> Cllr. Reid agreed to liaise with Cllr. Mallinder on highways issues still outstanding
4. To agree Minutes of Council meeting dated 2 nd February 2017	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Lewis and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> Clerk to post on Web Pages
5. To discuss and agree responses to the following Planning Applications: a) None	a) None	a) N/A
6. To discuss the 'Shingle Street Dog Order' proposed by Bawdsey Parish Council on 2km of coast south of Shingle Street	<p>The Clerk reported that she had spoken to SCDC to try to get clarification of the interpretation of the Act that covers PSPO's (S.59 (2) Anti-Social Behaviour Crime and Policing Act 2014), but unfortunately the officer was on holiday.</p> <p>Cllr. Palmer had previously sent documentation detailing the law and other stakeholder's opinions, to all Councillors.</p> <p>All Councillors agreed the need for measures to protect the wildlife but were concerned this method may not bring the desired outcome. There was concern the legislation referred to 'people' and 'persistence' and therefore the criteria may not be met. There was also concern that an order would be unenforceable due to lack of resources. It was felt any measures that criminalised people may be too harsh and that education would be more appropriate and would have a greater impact.</p> <p>It was suggested clear signage and articles in all local parish magazines would be more suitable.</p> <p>The Clerk was asked to write back to Mr Rouse, explaining the Council's support and concern but suggesting signage is used.</p>	<ul style="list-style-type: none"> Clerk to write to Mr Rouse

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. To discuss applying to register the Shop and Pub as Assets of Community Value</p>	<p>Cllr. J Daly asked that the Council reconsider this very important subject and a video overview of the process was viewed.</p> <p>The following comments were made in support of the subject:</p> <ul style="list-style-type: none"> • Registering an asset gives the Council time to try to save it. It may be that we cannot raise the funds or that the community decide not to purchase an asset that came on to the market but at least we would have time to try • The owners do not have to sell to any one group/person but at least it would give the community the opportunity to try, if they wished • A listing would impact any application for change of use • The whole thing is designed to create space for someone else to come forward. <p>The following comments were made against the subject:</p> <ul style="list-style-type: none"> • There was previously concern that an owner of a registered asset could claim compensation – would this be a cost to HPC? • How could we get the funds needed? • At the last meeting the present owner spoke of his opposition and the burden it would put on the properties • There is an impact on the owner who would be restricted in selling it because the selling process will be delayed for months • We have to be careful not to expose the Council to any claims resulting from the declaration of assets as a ‘community asset’ <p>Cllr. J Daly proposed HPC applied to register both the Pub and the Shop as Assets of Community Value. This was seconded by Cllr. T Daly. Councillors voted 5 for, 2 against and 2 abstentions.</p> <p>The Clerk was asked to write to Mr Clement to keep him informed at all stages.</p>	<ul style="list-style-type: none"> • Clerk to start process of registration (Cllr. T Daly offered help if required)

Agenda Item	Resolution / Agreement / Fact	Action
<p>8. To discuss the street lights at Oak Hill Old Circle</p>	<p>The Clerk briefly explained the history of the situation. She had spoken to Cllr. Walker earlier in the day and he was hoping to speak to the new Governor in the next 2 weeks.</p> <p>Council agreed that it wanted to remain involved but decided to wait until Cllr. Walker had spoken to the prison governor before taking any further action. It was also agreed to keep all Oak Hill residents informed of the situation as well.</p>	<ul style="list-style-type: none"> • Await report from Cllr. Walker
<p>9. Bawdsey Coastal Partnership:</p> <p>a) To discuss appointing a representative to the Bawdsey Coastal Partnership Group</p> <p>b) To receive report from Cllrs Palmer and Burbridge re. meeting with Environment Agency</p>	<p>a) Council discussed at length the merits of being party to the discussions on this subject. It was felt there were still some unanswered questions about the BCP's make-up and it was suggest, for now, that we do not formally ask to sit on the committee but instead ask to receive copies of their minutes. If someone from HPC was involved with BCP this could be seen as a conflict of interests (they are a company that will probably be seeking planning permission in the parish). It was also agreed that everyone should be encouraged to attend any open meetings of the partnership as an observing member of the public.</p> <p>b) Report on discussions held with the Environment Agency was given and other opinions were sited. The main points were:</p> <ul style="list-style-type: none"> • The placing of rocks at East Lane was supposed to be the final solution but this has not proved to be so; it was claimed that £2m would sort the problem and we are now at £9m (confirmed by EA) and the problem remains unresolved • The only assets that would be saved by extensive works were 3 holiday homes, with possibly another building, this seems excessive and out of proportion • Where is the benefit to Hollesley? • Bids for work would be assessed by a national calculator, funds would not go very far but they also take in to account private 	<p>a) Clerk to ask if minutes and a list of meeting dates could be sent.</p> <p>b) Clerk was asked to write to thank the EA for their time and assistance</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss request from BCP for funding towards further study of coastal erosion</p>	<p>money. More private money would mean more public funding.</p> <ul style="list-style-type: none"> • Funding has to be guaranteed. Once money is in place a project is still not guaranteed as this is then scrutinised • Funding through Enabling Development (ED) has only taken place in one other location (the Isle of White) • We need to consider if ED is appropriate as this makes money by building on land that would not be usually built on. • There was an assumption that the shingle moved south but in the last 10 years it has gone mainly north, this has exposed the coast and made it vulnerable. BCP plans not signed off by EA. • There is sometimes an impact on environment when flooding occurs but not houses. Some flooding will never be stopped. • Sea levels are rising, we do need a plan. EA advised that a study should perhaps not focus on a hard defence but on a more holistic approach. There could be a wider study of a mixture of defences. • It is understood that a number of potential sites suitable for ED were originally identified for Hollesley; these now seem to be unavailable. • A private study should include a board of members (this is not proposed at moment). The EA would step up their own study if BCP do not do one. SCDC study said to 'hold the line'. • Speaking to the EA was very useful and the Clerk was asked to thank them for their time and assistance. <p>c) Concern was raised over the legality of giving funds to a private limited company whose accounts were not publically available and whose documentation was also not in the public domain. After discussion Cllr. Mallinder proposed funds were not given to the BCP at this stage. This was seconded by Cllr. Friends and all Councillors were in agreement.</p>	<p>c) Clerk to write to BCP explaining HPC's position at the present time.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>10. Village Hall/Recreation Ground:</p> <ul style="list-style-type: none"> a) To receive an update on the placement of a Port-a-Cabin on the recreation Ground b) To agree and sign the licences for the two football clubs c) To discuss quotations received for disabled ramps at all entrances/exits from the village hall d) To discuss quotation received to add kerbs to the end of the new tarmac (£495.00 + VAT) 	<ul style="list-style-type: none"> a) The Clerk outlined the basis of a discussion she suggested the Council needed to have before taking the subject of the New Pavilion (linked to the placement of the Port-a-Cabin) forward. It was agreed that this subject needed to be on the agenda for the April meeting. b) The Clerk reported that the final licences had been sent to other football clubs and neither and indicated there were any issues with them. She suggested that they were now sent to the Councillors for final comments and if there were no objections (after a 10 day period), they were signed by the HPC Chairman and delivered to the Football Club Chairmen for signing. c) It was suggested that perhaps movable ramps could be purchased and set up at which ever door they were required. This was felt inappropriate and it was suggested the Council had a moral duty to ensure all doors were accessible at all times for all users. The Clerk was asked to obtain two more quotes. d) The Clerk was asked to obtain two more quotes for this work 	<ul style="list-style-type: none"> a) Clerk to include discussion on New Pavilion on April agenda b) Clerk to send licenses to all Councillors. Clerk to arrange signing if no comments received to alter the documents c) Clerk to obtain two more quotes d) Clerk to obtain two more quotes
<p>11. <u>Highways and Footpaths:</u></p> <ul style="list-style-type: none"> a) To receive update on the Black Ditch Drain Path 	<ul style="list-style-type: none"> a) The Clerk reported that she had delivered 4 forms to householders who had responded to the recent VV article. Mr Shelcott also indicated that he had delivered a number. Action would be taken once 6 forms had been returned 	<ul style="list-style-type: none"> a) Clerk to monitor situation

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss design for Bus Shelter</p>	<p>b) The design from Mr Baker had been passed round. Questions were asked about the seat but it was felt the existing seat would be best outside the shelter. Councillors felt the scale looked right and there was a suggestion that perhaps the Footpath Map could be placed inside. It was proposed a small window in the North side would be advantageous. The clerk was asked to show design to SCC Highways and ask Cllr. Reid if either the budget he had allocated (£3.5k) could held over to the next financial year or perhaps given to the Parish Council to hold.</p>	<p>b) Clerk to contact Cllr. Reid regarding funds and send design to SCC Highways for approval</p>
<p>c) To receive update from ‘Duck Corner to Water Tower’ Working Party</p>	<p>c) No meeting had taken place as yet. The Clerk was asked to remind Cllr. Block about herself and Cllr. Daly meeting with the landowner.</p>	<p>c) Clerk to speak with Cllr. Block</p>
<p>d) Deer warning signs</p>	<p>d) The Clerk reported that she had received a letter from a concerned resident regarding the increasing number of deer being hit on the roads. She had asked if the council would consider increasing the signage, especially in places where new fencing had funnelled the deer in to defined crossing places. It was suggested a message in the VV might help. It may also be pertinent to advise people of the action they should take if they hit a deer or see one injured. The Clerk was also asked to contact Highways regarding more signage.</p>	<p>d) Clerk to put message in VV and on Grapevine and to speak to SCC Highways about additional signage</p>
<p>e) Community Speedwatch Group – update from Cllr. Palmer</p>	<p>e) Cllr. Palmer gave an update on groundwork he had done. He had also contacted Rendlesham PC who had suggested Hollesley become part of their syndicate in using the equipment that they already have. This would mean no initial costs, just a small charge every year to help pay for the recalibration of the machine. This option was welcomed by the Council and it was suggested Cllr. Palmer place an article in the VV asking for volunteers to be part of the group. This would also go out on the Grapevine.</p>	<p>e) Cllr. Palmer to write article for VV (in liaison with Boyton PC) and Clerk to place item on the Grapevine</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>12. <u>Finance Matters:</u></p>		
<p>a) To agree Accounts for month ending 31st January 2017</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. T Daly</p>	<p>a) None</p>
<p>b) To discuss funding hall hire for a couple of Wild Villages Events in Hollesley</p>	<p>b) It was agreed to fund initially up to £50 worth of hall hire costs for the Wild Villages project; with the option for further funding to be discussed if required.</p>	<p>b) Clerk to notify Mr Lowe</p>
<p>c) To discuss request from Sutton Heath Football Club for a grant towards Portable Flood Lights</p>	<p>c) Councillors suggested that as the nights were drawing out this request could be left until the usually deadline date of 31st October 2017 and discussed at the November meeting.</p>	<p>c) Clerk to notify Football Club</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. A Palmer (Travel to SALC x 2) - £38.70 ii. SALC (Training for A Palmer) - £132.00 iii. C Stammers (Allotment signs) - £33.98 iv. C Walker (Allotment and Pavilion Expenses) - £55.53 v. Westcotec Ltd (3 additional SID Post brackets) - £180.00 vi. Baker and King Ltd (repairs to roof of pavilion) - £62.40 vii. Suffolk County Council (Street Lighting) - £795.93 	<p>d) The payment of the invoices was proposed by Cllr. T Daly, seconded by Cllr. Lewis and all were in favour. The cheques were signed by Cllrs. Burbridge and J Daly</p>	<p>d) Clerk to distribute</p>
<p>e) To note Payments made since February meeting:</p> <ul style="list-style-type: none"> i. None 	<p>e) None</p>	<p>e) None</p>
<p>f) To note Payments received since February meeting:</p> <ul style="list-style-type: none"> i. Allotment Rent (A Ferguson) - £12.00 ii. VAT Refund - £4,446.53 	<p>f) Noted</p>	<p>f) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>13. Documentation – To review and accept ...</p> <ul style="list-style-type: none"> a) Risk Assessment (Financial) Mar 2017 b) Risk Assessment (Non-Financial) Mar 2017 	<p>Councillors had been requested to review the two documents during February. Acceptance of them was proposed by Cllr. Mallinder, Seconded by Cllr. Friend and all Councillors were in favour that they be adopted.</p> <p>The Clerk was asked to print hard copies for signing and publish.</p>	<ul style="list-style-type: none"> • Clerk to print and publish on Web Site
<p>14. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <ul style="list-style-type: none"> a) To discuss purchase of tubs and/or plants for the mini-orchard in Mallard Way b) Annual Parish Meeting – to discuss format and speakers c) Report from Cllr. Mallinder on Planning Conference d) Litter Pick 	<ul style="list-style-type: none"> a) It was agreed to allocate a maximum budget of £30 towards the cost of the tubs and bedding plants for them. Cllrs’ T and J Daly confirmed they would plant a tree they recently place at the site, in a large tub. b) It was agreed not to have an outside speaker but to concentrate on the largest employers and main groups in the village; asking them to give a short presentation about life in Hollesley, what the challenges are and how the Parish Council can assist. Just 42 would also be asked to take part. It was also suggested attendees could be encouraged to voice their opinion on different subjects using sticky notes. One area of consultation might be the potential switching off of the street lights at midnight. c) Cllr. Mallinder gave a short report on the SALC Planning Conference he had attended; much of it had been on the merits of Neighbourhood Plans. However, Cllr. Mallinder felt there was no need for a neighbour plan for Hollesley at present. d) The Clerk reported that she had received comments that there was a lot of litter on the Recreation Ground. She had asked the Football teams to make a special effort to use the bins and she had also asked Di Barnard to collect from the Recreation Ground (Di had confirmed that this had not been requested of her in the past). Cllr. Stammers agreed to assess the situation with the Clerk. 	<ul style="list-style-type: none"> a) Cllr. Lewis to organise Planters. Cllrs. J and T Daly to plant tree b) Clerk to draw up plan for the evening and present at the April meeting c) None d) Cllr. Stammers and Clerk to assess the extent of the litter

Agenda Item	Resolution / Agreement / Fact	Action
15. Allotments: a) To discuss possible action that could be taken to improve the uneven path through the Allotments	a) Due to the overrunning of the meeting it was agreed to defer this item to the April meeting. Cllr. Stammers raised a question regarding the state of plot 7 and it was suggested a site visit was undertaken	a) Clerk to place on the April agenda and to visit plot 7 with Cllr. Stammers
16. 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"> • None Date of next meeting will be 6 th April 2017 – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> • None

The meeting was closed at 9.49pm

Signed:

Cllr. Chris Walker, Chairman

Date:

Judi Hallett

Clerk to Hollesley Parish Council

Chair's initials.....