

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 6th April 2017 ~ 7.30pm
At Hollesley Village Hall, Hollesley

Present

Cllr. Chris Walker (Chair), Cllr. Helen Lewis, Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Andrew Coyne (after item 3), Cllr. Michael Friend, Cllr. Andrew Palmer and Cllr. Cyril Stammers (from 7.48pm)

Judi Hallett (Clerk)

Cnty Cllr. Andrew Reid

Dist. Cllr. Christine Block

5 members of the public: Mr Andy Stebbens, Mrs Susan Bowerman, Mr Andrew Coyne, Mr Alan Shelcott and Ms 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 ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated. Cllr. Reid expanded on the following items: Black Ditch Bridge work, due to complete on 18th May, some work done but specification being checked; Rectory Lane Sign – complete; 30mph outside Sandy Hook – outstanding; Pot Holes at Recreation Ground entrance – done; Deer – need to gather evidence of how often deer are hit; 30mph signs in Alderton Road – Done; Water Tower Sign – this has been wantonly vandalised and this is not acceptable, SCC will replace in due cause; Great to see the Community Speed Watch on the agenda and assistance with funding may be available.
- Cllr. Block – Cllr. Block report on the following items: Community Land Trust – This was a relatively new concept and allowed residents of a defined area (Bawdsey, Alderton, Shottisham and Hollesley) to set up a Trust to look at potentially using money held by ESDC to build affordable homes; to compensate for the large number of second homes in Bawdsey. ESDC would be prepared to come out to speak to a group of interested residents. The Clerk was asked to place this item on the May agenda

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. James Mallinder (working away), Cllr. Jane Daly (previous commitment) and Cllr. Tom Daly (previous commitment)	<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	Mr Andrew Coyne expressed an interest in joining the Council and gave details of his background and interests. His co-option was proposed by Cllr. Walker, seconded by Cllr. Lewis and all Councillors were in agreement. Cllr. Coyne joined the table and signed the Declaration of Acceptance of Office	<ul style="list-style-type: none"> Clerk to register Cllr. Coyne
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> Clerk to place article in VV to ask for details of when deer are hit on the village roads Clerk to request details of the sign vandals are passed to her or the SNT Add Community Land Trusts to the May agenda
5. To agree Minutes of Council meeting dated 2 nd March 2017	The minutes were proposed as accurate by Cllr. Friend, 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
6. To discuss and agree responses to the following Planning Applications: a) DC/17/1064/FUL - Proposed single storey rear extension - 17 Oak Hill, Hollesley b) DC/17/1293/FUL – Proposed alterations and extensions to 3 Moorlands, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> A small development towards the rear of the property Conclusion: A response of Support was proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all were in favour b) Councillors made the following comments: <ul style="list-style-type: none"> Quite a size but there is land to support it and the windows do not overlook any other property Conclusion: A response of Support was proposed by Cllr. Walker, seconded by Cllr. Burbridge and all were in favour 	a) Clerk to notify ESDC Planning of Council’s opinion b) Clerk to notify ESDC Planning of Council’s opinion

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<p>c) DC/17/1369/FUL - Construction of ingle-nook fireplace in study on gable single storey all to match existing - 1 Shepherds Fold Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Concern that being a single storey the smoke may have an impact on neighbouring properties • There must be no impact on neighbours from smoke • Conclusion: A response of support (with a proviso that there was no smoke impact on the neighbouring properties) was proposed by Cllr. Stammers, seconded by Cllr. Palmer and the motion was passed 5:2 in favour. 	<p>c) Clerk to notify ESDC Planning of Council's opinion</p>
<p>7. New Pavilion – To discuss who should be responsible for the New Pavilion project and what form it should take</p>	<p>The Clerk recaptured an e-mail that she had sent to Councillors on 2nd March, suggesting possible ways forward for the New Pavilion at the Recreation Ground.</p> <p>Councillors discussed the merits of both having a stand-alone building and also building on the side of the existing hall. The main concern was that funding may not be forthcoming if the new build was part of the existing building.</p> <p>In the meantime, it was agreed that the football clubs should be allowed to place the port-a-cabin on the grounds whilst the project format was still being decided.</p>	<ul style="list-style-type: none"> • Cllr. Walker agreed to contact the Football Association to discuss funding possibilities with them • Clerk to put Mr Green and Cllrs. Walker and Stammers in touch, in order that a suitable location for the port-a-cabin could be agreed.
<p>8. Reports:</p> <p>a) To receive a report from Cllr. Palmer on the Alde and Ore Estuary Partnership Meeting.</p> <p>b) On the back of 8. a) –</p> <ol style="list-style-type: none"> i. to discuss HPC's position on possible flooding of the parish, ii. to discuss HPC's position on 'enabling development' 	<p>a) Paperwork from Cllr. Palmer had been circulated. Cllr. Palmer reported that he had attended a recent meeting of the Alde and Ore Estuary Partnership (AOEP) just to observe. It was apparent that the public were being asked to comment on the work of the AOEP but that no details of prospective sites for Enabling Development (ED) were available so informed comment was impossible. It was apparent that modelling for a new course water may take after works at Snape Bridge were complete but it was unclear if this would have an impact on Hollesley or if the modelling included Hollesley.</p>	<ul style="list-style-type: none"> • Clerk to send questions to relevant bodies

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	<p>After further explanation from Cllr. Palmer it was decided to ask the following questions directly to AOEP, Bawdsey Coastal Partnership (BCP), the Environment Agency (EA) and East Suffolk District Council (ESDC):</p> <ul style="list-style-type: none"> • <u>To AOEP/BCP</u> - We are aware that at least 10 potential Enabling Development sites were passed from the AOEP to BCP. Please could we have the details of these sites and any others being considered? • <u>To EA</u> - Please may we be party to the Flood Water modelling documentation that has been produced for this area? • <u>To ESDC</u> – We are aware that potential sites for Enabling Development are presently being discussed on the Wilford Peninsular. Please may we be informed of the location of these potential sites? Please can we also seek assurances that any ED funds obtain through sale of land in Hollesley, will benefit Hollesley village? <p>Cllr. Block advised that ESDC demand very tight costings for ED and the process would be widely advertised if and when any sites were officially put forward. Cllr. Palmer remarked that it was his understanding that a £3m loan had been underwritten by land owners for AOEP. When the Bushy Lane development was first discussed it was thought not suitable but somehow made it through Planning.</p>	
<p>9. Allotments: a) To discuss uneven path through allotments site and potential course of action</p>	<p>a) It was the opinion of the Council that the poplar trees next to the path were pushing the tarmac up and causing the uneven surface. The Council did not wish to worry Mr and Mrs Bingham and it was felt the first steps should be to contact their family to open dialog and to obtain a rough quotation for repairing the path.</p>	<ul style="list-style-type: none"> • Cllr. Lewis to provide the Clerk with contact details for Mr Bingham’s son and daughter • Clerk to obtain quotation for resurfacing path.

Chair’s initials.....

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<p>b) To discuss cutting of large hedge next to Plot 9</p>	<p>b) It was felt this item should be put on hold until October, after bird nesting season</p>	<ul style="list-style-type: none"> • Clerk to obtain second quote for work from Mr John Tyrell
<p>10. Village Hall/Recreation Ground:</p> <p>a) To discuss deteriorating tarmac at the entrance to the driveway</p> <p>b) To discuss quotations received for disabled ramps at all entrances/exits from the Village Hall</p> <p>c) To discuss quotations received to add kerbs to end of new tarmac</p> <p>d) To discuss insurance for Pavilion and Clerk's suggestion that it be incorporated in to the Council's standard policy</p>	<p>a) The Clerk suggested that the tarmac next to the road at the entrance to the Car Park was poor and often had pot holes in it. Due to potential costs, it was decided to continue to patch this area</p> <p>b) The Clerk reported that no further quotations had been received for this work; despite 5 builders being contacted in total. After discussion it was agreed to try to obtain funding for the front door and door by the Piano. Cllr. Block indicated she may be able to support with some funding</p> <p>c) The Clerk gave details of a second quote received for this work. It was agreed to accept the quote from Mr Curtis.</p> <p>d) The Clerk advised that merging the two policies would save around £50 per year. This approach was agreed.</p>	<p>a) None</p> <p>b) Clerk to obtain funding</p> <p>c) Clerk to instruct Mr Curtis</p> <p>d) Clerk to contact both insurance companies</p>
<p>11. Highways and Footpaths:</p> <p>a) To formally support the Community Speed Watch programme and discuss possible financial implications of joining the Rendlesham group</p>	<p>a) Cllr. Palmer gave a rundown of the CSP programme. Costs would be minimal due to the equipment available, free of charge, from Rendlesham PC. The only cost would be a contribution to the annual calibration (total cost of £100). The Council resolved to formally support this project. Some Councillors had reservations about 'policing' fellow residents but it was agreed to trial the programme. Cllr. Palmer was thanked for his work.</p>	<p>a) Cllr. Palmer to investigate training. Clerk to write to Rendlesham PC to formally ask to join the group.</p>

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<p>b) To consider the Council’s position on the application to register the ‘Black Ditch Drain’ path through Poplar Park as an official path, in light of recent press articles</p> <p>c) To receive update from ‘Duck Corner to Water Tower’ Working Party</p> <p>d) To discuss SCC Highways refusal to review the deer signs and speed limits in Melton Road and Heath Road</p>	<p>b) The Clerk reported that Mr John Hardwick had hoped to be present but was unfortunately on holiday. He had asked if the Council would consider placing this item on hold so that he could attend the May meeting and give the Council more information about the impact of the proposed path. After discussion about setting up a working party to speak with Mr Hardwick, this was rejected and it was resolved to submit the formal application to SCC Rights of Way Committee, with the 10-12 pieces of evidence already obtained</p> <p>c) A meeting with the land owner was proposed for 21st April.</p> <p>d) Item covered earlier with Cllr. Reid.</p>	<p>b) Clerk to submit formal application to SCC Rights of Way Committee</p> <p>c) Cllr. Lewis to report back</p> <p>d) Clerk to obtain evidence</p>
<p>12. <u>Finance Matters:</u></p> <p>a) To agree Accounts for month ending 28th February 2017</p> <p>b) To authorise Clerk’s attendance at the Cemetery Training (£80 + VAT)</p> <p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Admin and Clerk’s Expenses for previous 3 months) – £197.69 ii. J Mallinder (Mileage to Planning Conference) - £47.70 iii. Hollesley Pre-School (2017 Grant) - £100.00 	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Burbridge</p> <p>b) Attendance at this course was authorised</p> <p>c) 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. Burbridge and Walker</p>	<p>a) None</p> <p>b) Clerk to book course</p> <p>c) Clerk to distribute</p>

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<ul style="list-style-type: none"> iv. Hollesley Village Hall (2017 Grant for Hall and Just 42) - £3,648.00 v. Hollesley Welcome Club (2017 Grant) - £141.00 vi. Fenland Leisure Products Ltd (Play Park Maintenance) - £105.72 vii. Anglian Water (allotments) - £12.39 viii. SALC (Planning Conference for J Mallinder + Payroll) – £108.00 ix. HMRC (3 month’s PAYE) – £290.20 x. Came and Company (Ins for Pavilion) – £54.82 xi. D Barnard (3 months litter collection) - £120.00 xii. Suffolkbiz (Website support and hosting) - £100.00 xiii. C Becroft (Locks and Keys for Notice Board) - £14.00 xiv. SC Norse (Refuse Collection) – £393.12 		
<ul style="list-style-type: none"> d) To note Payments made since March meeting: <ul style="list-style-type: none"> i. J Hallett (Three month’s salary) - £1,160.81 	<ul style="list-style-type: none"> d) Noted 	<ul style="list-style-type: none"> d) None
<ul style="list-style-type: none"> e) To note Payments received since March meeting: <ul style="list-style-type: none"> i. Craft Bazaar Profit - £590.53 ii. Sign Donation - £50.00 iii. Allotments Work Capital Grant - £1,498.02 iv. ESDC Grant for SID - £750.00 	<ul style="list-style-type: none"> e) Noted 	<ul style="list-style-type: none"> e) None

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<p>13. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) To receive an update on the Street Lights at Oak Hill</p> <p>b) May and December Meetings</p> <p>c) Annual Parish Meeting</p>	<p>a) Cllr. Walker reported that the governor of HMP Warren Hill had indicated that she did not wish to speak to the Parish Council about this matter and referred us back to MoJ. Cllr. Walker agreed to try to obtain the MPan numbers for the lights, in order to determine who was paying for the electricity.</p> <p>b) The Clerk reported that there had been a slight misunderstanding with the hall bookings and that Suffolk Punch Trust would be the venue for the May and December meetings.</p> <p>c) The Clerk reported a very disappointing response to her request for speakers at the APM. She would finalise the agenda and organise the refreshments</p>	<p>a) Cllr. Walker to try to obtain MPan numbers</p> <p>b) Clerk to amend notices</p> <p>c) Clerk to organise and advertise on Grapevine</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 May agenda:</p> <ul style="list-style-type: none"> • Community Land Trust <p>Date of next meeting will be 4th May 2017 – 7.30pm – at the Suffolk Punch Trust</p>	<ul style="list-style-type: none"> • Clerk to prepare May agenda

The meeting was closed at 9.40pm

Signed:
Cllr. Chris Walker, Chairman

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....