

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 5th October 2017 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Michael Friend, Cllr. Anne Hardwick, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk) Dist. Cllr. Christine Block

4 members of the public: Mr A Shelcott, Mrs H Culling, Mr D Wood and Mrs P Wood

Record of Public Session:

- a) Reports or comment from any member of the public or any other village organisation (notes only):
 - Mr Shelcott – Badgers – Temporary bridge on Shingle Street Road - Clerk to monitor situation with SCC Highways
- b) Reports or comment from ESDC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had not been received as yet but will be circulated as soon as received
 - Cllr. Block – Cllr. Block reported on the following items: Proposed dog ban at Shingle Street (East Lane), Bins at Shingle Street and Bawdsey (extra collections needed at the week-end or a larger bin)

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllrs. Jane and Tom Daly (away) and Cnty. Cllr. Andrew Reid.	<ul style="list-style-type: none"> • Accepted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Palmer declared that his children attend Just 42	<ul style="list-style-type: none"> • Noted
3. To co-opt Parish Councillor and the signing of the Declaration of Acceptance of Office	There were no candidates	<ul style="list-style-type: none"> • Clerk to advertise again

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> • Clerk to monitor Badger situation with SCC Highways
5. To agree Minutes of Council meeting dated 7 th September 2017	The minutes were proposed as accurate by Cllr. Burbridge 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/17/3609/FUL - To construct a conservatory at the rear of the property attached to the existing kitchen - Long House, Rectory Road, Hollesley</p> <p>b) DC/17/3420/FUL - Use of first floor of detached outbuilding as tourist/ studio accommodation with associated external access staircase - 5 Boyton Road, Hollesley</p> <p>c) To discuss final arrangements for Local Plan Review Special Meeting and draft letter.</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Quite sizable but a big house • Unusual design but is fitting with the house • Conclusion: A response of No objection was proposed and all Councillors were in agreement <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • On a cart lodge, loft area being turned in to accommodation • May add traffic and noise but Minor visual change, • Plenty of parking, Access good, change of use; • Will impact neighbour with three windows already overlooking • Conclusion: A response of No objection was proposed and all Councillors were in favour <p>c) Councillor discuss the need for preparation for the meeting as it should be well attended. Clerk to prepare materials. Need to cover the whole document and to ask the villagers attending how they would like Hollesley to look in 20 years. Would be good to identify any other areas we would like development. Any different suggestions to be sent to Councillors before the meeting for consideration.</p>	<p>a) Clerk to notify ESDC Planning of Council's opinion</p> <p>b) Clerk to notify ESDC Planning of Council's opinion</p> <p>c) Clerk to continue to populate draft letter and Councillors to send Clerk their comments</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. Clerk: a) To receive report of Clerk’s annual review and to discuss raising the Clerk’s pay scale by one point (to SCP 23), as per her contract</p>	<p><i>The Clerk left the meeting</i></p> <p>Councillors agreed the Clerk should receive her increment from SCP 22 to SCP23</p> <p><i>The Clerk re-entered the meeting</i></p>	<ul style="list-style-type: none"> • Clerk to advise SALC
<p>8. Community Land Trust – Report from Cllrs. Mallinder and Palmer</p>	<p>Cllrs. Mallinder and Palmer reported on the latest meeting regarding the establishment of a Community Land Trust. The report covered: engagement with the PC when there is a more formal proposal, a peninsula initiative, all Peninsula Councils working together, questions regarding income and ownership of land/property, market rents would apply, how tenants would be chosen, input to the design, Sustainability and appropriate location and infrastructure preparation.</p> <p>The next stage will be to come to Council to bring a proposal.</p>	<ul style="list-style-type: none"> • Cllr. Palmer and Mallinder to continue work on this project
<p>9. Allotments: a) To receive an update on the path</p>	<p>a) The Clerk reported that she had now received a quotation from Mr Sly. The cost of laying the path would be £25 per metre, with approximately 80m requiring attention this would mean a cost of around £2,000. It was agreed an example path must be viewed.</p>	<p>a) Clerk and another Councillor to visit an existing path</p>
<p>10. Village Hall/Recreation Ground: a) To receive an update on the disabled ramps at the Village Hall</p>	<p>a) The Clerk reported that the project was currently on hold awaiting advice on Planning rules from SCDC</p>	<p>a) Clerk to notify Baker and King when they can start</p>
<p>11. <u>Highways and Footpaths</u>: a) To receive an update on the Community Speed Watch programme</p>	<p>a) Cllr. Palmer reported that volunteers were still sought, a new officer was now dealing and 5 sites were identified</p>	<p>a) Clerk to update Rendlesham PC</p>

Agenda Item	Resolution / Agreement / Fact	Action
<ul style="list-style-type: none"> b) To receive an update regarding the path between Duck Corner and Water Tower. c) To receive an update on the bus shelter d) To discuss the necessity to place additional bins at the Concrete Road, Shingle Street e) To discuss poor state of 'HOLLESLEY' sign as you enter the village along Heath Road 	<ul style="list-style-type: none"> b) The Clerk reported that both herself and Cllr. Block were still trying to arrange another meeting. c) The Clerk reported that the licence had been received but that, as with the accessibility ramps, the project was currently on hold awaiting advice on Planning rules from SCDC. d) The Clerk reported that this was no longer required as SC Norse had agreed to empty the bin and concrete cube at the car park more regularly. However, the situation would be monitored and a bigger bin perhaps purchased in the future e) It was agreed the 'Hollesley' sign along Heath Road was in a poor state and needed replacing 	<ul style="list-style-type: none"> b) Clerk to liaise with Cllr. Block c) Clerk to notify Baker and King when they can start d) Clerk to monitor situation e) Clerk to obtain quote from SCC Highways
<p>12. <u>Finance Matters:</u></p> <ul style="list-style-type: none"> a) To agree Accounts to 31st August 2017 b) To agreed purchase of new Dog Bin for The Allotments (next to Plot 5A) – cost of £86.52 + VAT c) To discuss reclaiming the 2017 grant money for Just 42, from Hollesley Village Hall Committee (£648) and passing it straight to Just 42. d) To authorise purchase of new Notice Board for Village Hall Entrance and to agree a spend limit and style 	<ul style="list-style-type: none"> a) The accounts to 31st August 2017 had been sent to all Councillors. Cllr. Burbridge agreed to check the Bank Statements b) After discussion it was agreed to purchase one replacement bin for the Allotments and one bin (plus post) along the Street, possibly opposite the pub at the end of the footpath c) It was agreed that the Clerk should request that the grant money paid to the hall for Just 42 should be sent directly to Just 42 in order that they can spend the funds on whichever venue they use. d) After (<i>much</i>) discussion it was agreed to purchase the Varicase Post Mounted Board from Noticeboards Ltd in maroon with a grey inside. 	<ul style="list-style-type: none"> a) None b) Clerk to speak to owners of land and purchase bins c) Clerk to speak to Village Hall Treasurer d) Clerk to purchase board

Agenda Item	Resolution / Agreement / Fact	Action
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses and Admin for previous 3 months) – £324.91 ii. HMRC (Clerk’s PAYE) - £293.20 iii. A Palmer (Mileage for AP and HL for Leadership Course) - £39.60 iv. SALC (Leadership Training for HL and AP) - £240.00 v. SC Norse Ltd (Refuse collection) - £393.12 vi. Information Commissioner (Annual Subscription) - £35.00 <p>f) To note Payments made since September meeting:</p> <ul style="list-style-type: none"> i. J Hallett (3 months wages) - £1,172.67 <p>g) To note Payments received since July meeting:</p> <ul style="list-style-type: none"> i. Precept (SCDC) - £14,500.00 	<p>e) The payment of the invoices was proposed and all Councillors were in favour they be paid. The cheques were signed by Cllrs. Burbridge and Lewis.</p> <p>f) Noted</p> <p>g) Noted</p>	<p>e) Clerk to distribute.</p> <p>f) None</p> <p>g) None</p>
<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 reports on any meetings attended by Councillors</p>	<p>a) Cllr. Lewis – SCDC Local Plan Review meeting with SCDC – an overview of the meeting was given by Cllr. Lewis and all points would be taken in to consideration when preparing the reply to SCDC.</p> <p>Cllr. Friend – SALC Meeting – A statement was given about SCC Highways support for local residents doing highways maintenance. Having a permanent bonfire site was briefly discussed but dismissed.</p>	<p>a) Clerk to ask Environment Agency if modelling for flood defences for the entire coastline can be made available to HPC (that AOEP have said is now complete)</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To receive notification of an impending surgery held by Dr Therese Coffey MP</p> <p>c) To receive an update on any applications for Maintenance Person</p> <p>d) To discuss HPC producing a 'Guide to the Parish Council'</p>	<p>Cllr. Palmer – Enabling Development meeting at Sudbourne – an overview of a meeting of concerned Sudbourne residents and the AOEP was given by Cllr. Palmer. Councillors were concerned at the lack of joined-up thinking on plans for the coast and the lack of engagement with Hollesley PC and residents. It was suggested modelling needs to be done for the entire area and not small pieces.</p> <p>b) TC is willing to do a surgery in spring 2018, Cllr. Mallinder to continue to liaise with her.</p> <p>c) The Clerk reported that three applications had been received. After discussion it was agreed that each applicant could be used in different circumstances (pay rates were very similar)</p> <p>d) Councillors agreed this was a good idea. It should be mainly on the internet pages with hard copies available for those without internet access or who would prefer a hard copy</p>	<p>b) Cllr. Mallinder to liaise with TC</p> <p>c) Clerk to draw up a maintenance list</p> <p>d) Clerk to draft and distribute for discussion</p>
<p>14. Minutes – To discuss content of minutes and suggested amendments from the Clerk</p>	<p>The Clerk suggested that an amendment to the minute style should be considered. After discussion with SALC and other Clerks she suggested that recording virtually every word of the meeting could put people off of speaking and the only elements that needed to be recorded were the actual resolution and actions.</p> <p>It was suggested this was trialled until the end of the year with the Clerk storing all notes taken during the meeting for future reference.</p> <p>Cllr. Burbridge also suggested recording the details of every proposer and seconder was not necessary, just the resolution.</p>	<ul style="list-style-type: none"> • Clerk to adopt the new style of minutes over the next three months as a trial

Agenda Item	Resolution / Agreement / Fact	Action
15. Documentation – To sign the September 2017 Asset and Responsibilities Register	Cllr. Lewis signed the new Asset and Responsibilities register	<ul style="list-style-type: none"> • Clerk to place on web pages
16. To receive agenda items for next meeting and agree date of Next Meeting	<p>The Clerk agreed to investigate the following items:</p> <ul style="list-style-type: none"> • <i>None at the time of the meeting</i> <p>The following items were suggested added to the November agenda:</p> <ul style="list-style-type: none"> • Draft Budget • Grants for 2018 <p>Date of next meeting will be 2nd November 2017 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare November agenda

The meeting was closed at 9.32pm

Signed:
Cllr. Helen Lewis, Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....