

Minutes of Hollesley Parish Council Meeting

Held on 2nd November 2017 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk) Dist. Cllr. Christine Block Cnty Cllr. Andrew Reid

4 members of the public: Mr A Shelcott, Mrs H Culling, Mr Steve Young and Mr C Stammers

Record of Public Session:

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

- Ms Culling - Plans at Long Acres – Assuming we still think the access hasn't changed and The Dell – very controversial, has been passed but part of the reason it was passed was that it was a self-build eco house; I don't know if the change of use fits the bill as far as an eco-house? One thing was passed and then it is subsequently changed.

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated. He expanded on the following items: Public Health Team at SCC promoting Flu vaccinations (also available at local pharmacists); Findings from Department of Education on GCSE and A-Level Results showing improvements in Suffolk, gap to the national average is closing; SCC Fostering Service campaign to encourage residents to become foster carers (820 children currently living in care) – Clerk to promote on the Grapevine; Suffolk Fire and Rescue Service promoting Home Safety Week (especially white goods and not leaving them unattended). Questions:
 - i. Woods Lane – How will emergency vehicles get through? SCC Network Assurance Team are communicating with the emergency Services and Bloor homes to ensure plans are in place. The plans are not fully understood at this time. There will be no access at night through the site.
 - ii. Woods Lane – Why will it take so long? Two phases: 1) Bus Shelters and widening pavements and 2) Digging 500m channel to take sewer, no method in place yet but time allowed is the longest it will be; there may be a chance a boring machine could be used so it will be completed much quicker, considering longer working hours but this will cause noise 24x7 (short extension to the day may be negotiated)
 - iii. Woods Lane – Will there be a penalty if overrun? – Yes. Will be have a complete new road service? Yes
 - iv. Woods Lane – Who is going to police the vehicle movements? Network Assurance Team will monitor and there will be penalties for speeding and parking restrictions if it proves to be a problem.

- v. Woods Lane – Lorries coming through Ufford will not be able to make the turn at the crossroads so will use Station Road – Andrew to ask about signage. There will be congestion on all rural roads
- vi. Woods Lane – The old SCDC Offices could be used to park vehicles of residents on Melton Hill – being investigated
- vii. Woods Lane – Compensation for Businesses – Bloor have said no but SCC will see what they can make Bloor pay for; they will be asked to pay for air quality management systems
- viii. Woods Lane – Will customers be allowed in to view houses? Probably yes
- Cllr. Block – Cllr. Block reported on the following items: Foot Ferry between Bawdsey and Felixstowe will run on a dial-a-ride basis; Planning – Site Specific Allocations could ask SCDC to keep us informed of decisions made; Dog Orders – Shingle Street Order will not continue so local villages can continue to talk; Seat at Shingle Street referred to SCDC Planning but they quite like it, Natural England do not and may raise concerns with SCDC; Coastal Path – just started consultation and people being contacted; Glebe House enforcement going slowly; Report on the Coast – we need to look at it as soon as it is in the public domain

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Trevor Burbridge (away), Cllr. James Mallinder (work commitments) and Cllr. Tom Daly (work commitments)	<ul style="list-style-type: none"> • Accepted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None [interest declared by Cllr. Hardwick on item 10. c) when discussed – item not on agenda]	<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 re-advertise and keep on the agenda until December
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> • Clerk to promote SCC Fostering Service on Grapevine
5. To agree Minutes of Council meetings dated 5 th October and 24 th October 2017	The minutes were proposed as accurate by Cllr. Beecroft seconded by Cllr. Hardwick and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on Web Pages

Chair's initials.....

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<p>6. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/17/4394/AME - Non Material Amendment of DC/14/0056/FUL - New two-storey, 4 bedroom house and shed with access route to public highway. Change of roofing material for both house and shed from Zinc to Single Ply PVC Membrane. - Land South East Of The Dell, Meadow Farm Lane, Hollesley</p> <p>b) DC/17/4386/OUT - Outline application for 5no. new dwellings on land adjoining Longacres with access from School Drive - Land Adjoining Long Acres, School Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Agreement with Ms Culling’s comments in the public session • Disappointment, this was sold to HPC as an exceptional site and an exceptional house • This alteration makes a material difference • Conclusion: Clerk to portrait comments to SCDC but make no official comment of support <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This is exactly the same as last time; agents are relying on SCDC’s inability to demonstrate a 5 year housing supply • There is no material difference • Cllr. Lewis advise that a letter of complaint had been received from Mr Bingham with reference to the Grapevine article. The Clerk asked that the official complaint procedure was followed and that the complaint be heard in a public meeting. It was agreed to hear the complaint at the beginning of the December meeting. Clerk to advise Mr Bingham of the process. • Cllr. Block: Case officer has confirmed this is identical, SCDC can’t do anything other than refuse • Propose response is the same as last time • Recent cases quoted by applicant but Appeal at Bell Lane could be quoted and comments already submitted by SCC Highways and SCC Rights of Way Team • The floor is the access which has not changed • The School maintains opposed to it • Conclusion: A response of objection was proposed and all Councillors were in favour 	<p>a) Clerk to notify ESDC Planning of Council’s opinion</p> <p>b) Clerk to notify ESDC Planning of Council’s opinion</p>

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<p>c) DC/17/4575/FUL - Retention of recently erected boundary fence - 63 Oak Hill Hollesley</p> <p>d) DC/17/4529/FUL - Proposed conversion of integral garage, alterations and single storey rear extension all to be used for dependent relative accommodation ancillary to the existing dwelling - 28 Parsons Hill, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • The hedge is gone and the fence is there • Looks a lot tidier but a pity the hedge is gone with a loss of a wildlife habitat • Conclusion: A response of no objection was proposed and 5 Councillors were in favour. The Clerk was asked to mention disappointment that there was a loss of wildlife habitat <p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Looks modest • Should encourage housing for relatives • No windows overlooking neighbours • Conclusion: A response of support was proposed and all Councillors were in favour. 	<p>c) Clerk to notify ESDC Planning of Council's opinion</p> <p>d) Clerk to notify ESDC Planning of Council's opinion</p>
<p>7. Neighbourhood Plan – To receive report from Cllr. Mallinder regarding the establishment of a Neighbourhood Plan</p>	<p>This item was postponed until the December meeting due to Cllr. Mallinder's absence and further time required for research</p> <p>Cllr. Block suggested we may like to discuss this with the other parishes at the forthcoming meeting</p>	<ul style="list-style-type: none"> • Clerk to place on the December agenda
<p>8. Community Land Trust – Report from Cllrs. Mallinder and Palmer</p>	<p>Cllr. Palmer reported nothing to add from last time as a meeting had to be postponed.</p> <p>Cllr. Block reported that the Head of Housing at SCDC had visited the area and other potential sites. He was interested in the site at the top of Mallard Way, he looked at the Site Specific Options and was enthusiastic about an exception site at Duck Corner and possibly Hastoe Housing would be interested.</p>	<ul style="list-style-type: none"> • Cllr. Palmer and Mallinder to continue work on this project. • Clerk asked to make contact with the developers of Mallard Way to invite them for initial discussions around the CLT

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<p>9. Allotments:</p> <p>a) To receive an update on the path</p> <p>b) To receive an update on the Tree Nursery</p>	<p>a) The path at Ramsholt had been visited by 2 Councillors, the Clerk and a school Governor. It was agreed to be a lovely path but perhaps not suitable for the allotments as it may create lots of sand entering the school. Cllr. Block suggested the Clerk speak to Annette Robinson at SCC Rights of Way for advice. Cllr. J Daly felt the existing path was not that bad and that anything other than super smooth path may not be acceptable to users. It was reported about 50 people use it daily and toddlers often fall. However it was felt a lot of money for a short piece of path.</p> <p>b) Half fence up but work still needed on rotovating the ground, laying the bark and erecting the remaining fencing. Next door allotments holders are thrilled with the tidier location</p>	<p>a) Clerk to contact Annette Robinson</p> <p>b) Clerk to seek help completing the project through the Grapevine</p>
<p>10. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the Community Speed Watch programme</p> <p>b) To discuss replacing the 'HOLLESLEY' sign as you enter the village along Heath Road.</p>	<p>a) Cllr. Palmer reported that feedback from vetting showed that all volunteers have been passed; now waiting for training dates but we are almost there.</p> <p>b) The Clerk reported the total cost of the new sign (from SCC Highways) was £1,521.05. This was felt excessive. Councillors discussed refurbishing the existing sign but it was felt it was beyond repair. Cllr Daly asked what the regulations were for placing signs on the verge that were not constructed by SCC Highways.</p>	<p>a) Figures of Speedwatch letters to be passed on by Cllr. Palmer.</p> <p>b) Clerk asked to seek clarification as to what signs are permitted and if SCC Highways are the only permitted providers and Clerk to find out who actually makes the signs and approach them for a quote.</p>

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<p>c) To discuss the forthcoming Public Inquiry regarding the Bluebell Wood Path</p>	<p>c) The Clerk asked permission to discuss the forthcoming inquiry. <i>Cllr. Hardwick left the meeting</i> A number of attendees confirmed they had received a letter with a copy of their submission and details of the inquiry. People had been asked to register by 9.45am. It was asked if the inspector would walk the route and it was felt crucial this happened? We feel this is crucial. Cllr. Block suggest the Clerk speak to Cllr. Peter Youngs to ask what the process was when a similar inquiry was held in Sutton. It was felt all those who originally put comments forward should be reminded of the details. Item to be advertise in Grapevine about 5 days before. We need bodies in the room to support. As many Councillors here as possible would be great. Cllr. J Daly offered lifts for anyone who needs one. <i>Cllr. Hardwick returned</i></p>	<p>c) Clerk to ask David Last and Inspector if they would walk the route, perhaps with a representative from the village and from the land owners. Clerk to speak to Peter Youngs. Clerk to contact all original commentators. Clerk to remind residents of the inquiry through the Grapevine</p>
<p>11. <u>Finance Matters:</u> a) To agree Accounts to 30th September 2017 b) To discuss the grant requests received for 2018</p>	<p>a) The accounts to 30th September 2017 had been sent to all Councillors. Cllr. Hardwick agreed to check the Bank Statements b) Cllr. Palmer suggested he not take part in discussions with reference to the Scouts, Just 42 and Football Club as his children attended all three. The list of requests had been circulated. Each request was discussed and the amount requested was agreed. The Clerk confirmed that the request form the Welcome Club had not officially been received but this was felt to be an administrative oversight by the club organisers. It was agreed to grant the same figure as last year; unless this was not required.</p>	<p>a) None b) Clerk to confirm grant amounts and dates to all requestees</p>

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<p>c) To discuss draft budget as suggested by Finance Councillors and possible Precept implications.</p> <p>d) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. SC Norse (Grass Cutting for year) - £2,096.29</p> <p>e) To note Payments made since October meeting:</p> <p style="padding-left: 20px;">i. J M Terrell (Hedge at Allotments) - £313.00</p> <p style="padding-left: 20px;">ii. D Barnard (Litter Picking) – £130.00</p> <p>f) To note Payments received since October meeting:</p> <p style="padding-left: 20px;">i. EB Button and Co (Cemetery fee)) - £225.00</p>	<p>c) The draft budget had been circulated and some of the figures were explained. It was agreed that Councillors would study the budget further and a final decision on the precept request would be made at the December meeting</p> <p>d) Cllr. Lewis reported that the Royal British Legion had made the wreath for the Remembrance Day Service. It was agreed to donate £100 to the RBL. Payment of the invoices was proposed and all Councillors were in favour they be paid. The cheques were signed by Cllrs. J Daly and Lewis.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>c) All Councillors to study draft budget</p> <p>d) Clerk to distribute.</p> <p>e) None</p> <p>f) None</p>
<p>12. <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>b) To receive an update on the ‘Guide to a Parish Council’</p>	<p>a) Cllr. Lewis – Coastal Path Exhibition – The path ‘as is’ was shown; problem part will be at Bawdsey. A grant for 2017 allows the Bawdsey Ferry to run and if popular it may be continued</p> <p>b) It was agreed to keep the number of hard copies to a minimum (Clerk to obtain quote for 50 and 100) and promote the online version. Copies could be placed in the hall, doctors surgery, garage and shop.</p>	<p>a) None</p> <p>b) Clerk to produce final printed and online versions and obtain quotes for printing</p>

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c) To receive an invitation to attend the Remembrance Day Service on 12 th Nov d) To discuss amended the meeting start time to 7.00pm, from 7.30pm e) To discuss contents of the VV article for December f) Village 5k Run	c) All invitations had been sent out d) Good suggestion/idea but we must aim to finish at 9. Perhaps we should make a decision when more Councillors are present? e) It was agreed to remove the section about the Neighbourhood Plan and add in James' letter f) Cllr. J Daly reported that a route had been mapped and would shortly be tested. Various people were getting involved	c) None d) Clerk to place on the December agenda e) Clerk to amend f) Cllr. J Daly to plan route and report back
13. To receive agenda items for next meeting and agree date of Next Meeting	The following items were suggested added to the November agenda: <ul style="list-style-type: none"> • Budget 2018/19 • Review of allocation of funds • Path form Duck Corner to Water Tower Date of next meeting will be 7th December 2017 – 7.30pm – at the BOWLS CLUB	<ul style="list-style-type: none"> • Clerk to prepare December agenda

The meeting was closed at 9.41pm

Signed:
 Cllr. Helen Lewis, Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

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