

Minutes of Hollesley Parish Council Meeting

Held on 15th March 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Michael Friend, Cllr. Anne Hardwick, Cllr. John Hardwick (after item 3), Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

5 members of the public

Record of Public Session:

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

- A member of the public suggested that, after speaking to Mr Leggett, there *may* be a possibility of a 'Permissive Path' in the area surrounding the Blue Bell Wood. Mr Hardwick agreed to speak to the gentleman to see if all relevant land owners could meet to discuss.
- Footpath 3 – In a poor state but land owner had agreed to address it
- Maps of the area and of land ownership boundaries would be handy
- Planning application at Rustic View – normally 6 or 7 cars on site that are then sold in Shottisham, Cattery not being used at moment and hasn't been for a while, they got the caravan in first place because of the cattery, we are in the AONB, I am against this application
- Woods Lane – concern there are no affordable houses on site, it will be a real problem if we keep losing affordable houses, we have to push these with SCDC; we can copy in Theresa Coffey. Policies from central Government are so open to interpretation, we are trying to use the CLT to influence the future. We can bring this up with the joint PC meeting. There is a fear children moving in to the Woods Lane development may have to go to school in Leiston as Farlingaye is full. Will this effect Hollesley's children?
- Stables at The Dell – changed hands – sold with a parcel of land – Clerk to advise enforcement officers

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated and he had given his apologies.
- Cllr. Block – Cllr. Block had given her apologies

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	<p>Apologies had been received from Cllr. Jane Daly (Work commitments), Cnty. Cllr. Andrew Reid and Dist. Cllr. Christine Block</p> <p>The Clerk advised that Cllr. Tom Daly had presented his resignation from the Council earlier in the day.</p>	<ul style="list-style-type: none"> • Accepted and Noted • Clerk to notify SCDC
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None were given	<ul style="list-style-type: none"> • None
3. Co-option of New Councillor and signing of Declaration of Acceptance of Office	<p>Mr Hardwick indicated that he would like to join the Parish Council to give back to the community. His co-option was proposed by Cllr. Friend, seconded by Cllr. Palmer and all Councillors were in favour (Cllr. A Hardwick abstained from the vote due to being related to the candidate).</p> <p>Cllr. J Hardwick joined the meeting and signed the Declaration of Acceptance of Office</p>	<ul style="list-style-type: none"> • Clerk to notify SCDC
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> • Clerk to send all Councillors details of mapping system log-on • Clerk to advise SCDC of sale of Stables at The Dell
5. To agree Minutes of Council meetings dated 15 th February 2018	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. A Hardwick 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/18/1080/FUL Retention and permanent stationing / use of mobile home for residential occupation by the owner / operator of boarding cattery and livery stables. - Rustic View, Bussock Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Animals (Horses/dogs) on site – intrigued by design and success statement, granted twice before but concern this is a back door way to get a house on site • Temporary before, with a mixed history, this is now a permanent application • Caravan wasn't there when the business was set up • Meant to be screened last time, if temp then maybe support but if there are questions about the long term business viability can we support? • Not meant to be a residential site, in the AONB and outside the Physical Limits Boundary • Applicant not present which would have been nice • The Clerk was asked to submit a response of Objection to SCDC due to the site being outside the PLB 	<p>a) Clerk to notify SCDC Planning of HPC's comments</p>
<p>7. Community Land Trust – Report from Cllrs. Mallinder. Hardwick and Palmer</p>	<p>Report Highlights:</p> <ul style="list-style-type: none"> • Momentum is still high. A web site will be up and running shortly. • Possible site in Bawdsey (which already has planning permission) • Constitution now cleared but it will take time, maybe some progress next year. • Communications now in VV and an article in EADT. Public meeting in the next couple of months. • Would be ideal to just develop affordable housing but perhaps not possible with limited funds • We should be cautious when working with developers and the CLT <i>must</i> produce <i>more</i> affordable housing than is legally required by a developer • Funding trying to be organised but there is Government money available. • CLT is a completely independent body of any Parish Council. It is a community lead group with no liability on parish councils. <p>The Clerk confirmed she had spoken to PKF Littlejohn LLP (External Auditors) about the way CLT transactions should be shown on the accounts.</p>	<ul style="list-style-type: none"> • Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC

<p>8. To receive update from the Clerk on the impending Data Protection Legislation</p>	<p>The Clerk reported that the Data Protection Bill had had its Second Reading in the House of Commons on 5th March but that no amendments had been suggested to the section of the Bill relating to the appointment of a Data Protection Officer. She confirmed she was still gathering information about the amendments required to documents and procedures. She suggested the Council continue to adopt a ‘wait and see’ approach but be prepared for the deadline of 25th May for a DPO to be appointed.</p>	<ul style="list-style-type: none"> • Clerk to add item to April agenda
<p>9. To discuss concerns and issues sent to the general parish email address</p>	<p>The Clerk confirmed that she had no concerns with the management of the Parish Council’s e-mail account.</p>	<ul style="list-style-type: none"> • None
<p>10. To discuss establishing a ‘Neighbourhood Friends Group’</p>	<p>Cllr. Lewis explained how a Neighbourhood Friends Group worked and that she had spoken to a group in Ufford about how they operate. After discussion it was suggested that this was advertised in a Grapevine Article and as part of the PC’s Village Voices article to see if there were any interested parties. If a number of volunteers showed interest a meeting with Sally Connick (CAS) would be arranged.</p>	<ul style="list-style-type: none"> • Cllr. Lewis to draft a piece for the Village Voices • Clerk to send out an article on Grapevine.
<p>11. To discuss holding a First Aid Course</p>	<p>All Councillors felt this was a very good idea and asked the Clerk to arrange something with the First Responders. It was suggested that training on the defibrillator was also included and perhaps a donations towards any equipment required by the First Responders may be an idea</p>	<ul style="list-style-type: none"> • Clerk to arrange session and advertise
<p>12. Bawdsey Coastal Partnership – To clarify HPC’s position on attendance at BCP meetings</p>	<p>Discussion key points:</p> <ul style="list-style-type: none"> • BCP Web site implies Hollesley PC is involved which is incorrect • Our previous position was that we don’t think as a PC we can show any formal participation due to concerns over how the group has previously operated. Therefore we would not send any one to a meeting but that would not stop any individual going. If nobody goes from Hollesley we don’t know what is going on • BCP is a limited company. Their remit is to protect Shingle Street and Bawdsey not Hollesley. BCP asked for money and support. HPC did not support • The BCP do not represent Hollesley and this must be clear • Andrew Block instigated a meeting with EA and SCDC which was very good. • Meetings are usually closed (apart from AGM) 	<ul style="list-style-type: none"> • Clerk to write to Andrew Block to thank him for instigating the meeting with EA and SCDC • Clerk to write to EA and SCDC to state we would like to be part of a group led by them

	<p>In conclusion, HPC want to be part of a proper community partnership with the EA, SCDC and all Parish Councils represented, we do not want to be part of a private limited company.</p> <p>Information was also given on how the Alde and Ore Estuary Partnership are working . It was also understood that Bawdsey Manor is being protected but they are paying for the work.</p>	
<p>13. Recreation Ground:</p> <p>a) To discuss quotes for Play Park inspections</p> <p>b) To receive update on the Play Park Project</p> <p>c) Large Oak Trees along west boundary of Recreation Ground</p>	<p>a) The Clerk had previously sent Councillors details of quotes from three providers for this service. After discussion Councillors agreed to ask SC Norse to provide the contract for an initial period of one year.</p> <p>b) The Clerk referred to her written report previously sent to Councillors. It was raised that we need to be mindful what equipment is on site, given the small population. The Clerk reassured Council that a full consultation would be held.</p> <p>c) The Clerk reported that a member of the public had reported a branch from one of the Oak Trees along the Recreation Ground drive was suspended between two other branches. This situation had been examined by a local Tree Surgeon who had initially suggested the area be cordoned off but on later inspection suggested the branch had been in that state for a number of months and was unlikely to fall. However, it was noted that many of the 12 trees were in a poor condition and required dead wood removing. The Clerk gave details of two quotations already received for this work and was asked to obtain a third before any decision was made</p>	<p>a) Clerk to set up contract</p> <p>b) Clerk to keep Council informed of progress</p> <p>c) Clerk to obtain three quotes</p>
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To discuss communications with residents regarding hedge cutting</p>	<p>a) Cllr. Palmer recalled an incident where a hedge had been cut without permission in Rectory Road. After discussion Cllr. Palmer proposed that, should overhanging hedges/trees be reported in the future, the Parish Council does not engage with the offending householder, save for advising them of the complaint received. The person reporting the issue is advised how this can be reported to SCC Highways. This was seconded by Cllr. A Hardwick and Councillors voted 8:1 for this proposal</p>	<p>a) None</p>

<p>b) To receive an update on the Duck Corner to Water Tower Path</p> <p>c) To receive an update on traffic calming measures on Fox Hill at the school crossing.</p> <p>d) To discuss establishing a list of Highways issues and updating regularly (with a view to sending to SCC)</p>	<p>b) The Clerk reported a meeting with SPT was planned for Monday 19th March.</p> <p>c) The Clerk reported that the ‘STOP, LOOK, LISTEN’ sign had been collected and she would ask the maintenance man to put it up. However, she was still waiting for the Highways engineer to respond to her requests for a site meeting to discuss moving or purchasing additional ‘Children Crossing’ signs. It was suggested Cllr. Reid was copied in to any correspondence.</p> <p>d) After discussion it was agreed that a spread sheet was not necessary at the present time as issue numbers were low.</p>	<p>b) Clerk and Cllr. Lewis to report back to the April meeting</p> <p>c) Clerk to chase SCC Highways again and to invoice Hollesley Primary for half the net cost of the sign.</p> <p>d) None</p>
<p>15. <u>Finance Matters:</u></p> <p>a) To agree Accounts to 31st January 2018</p> <p>b) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Local Council Public Advisory Service (Training) - £250.00 ii. J Hallett (Salary for Jan, Feb and Mar – <i>post-dated to 27th March</i>) - £1,207.07 iii. HMRC Cumbernauld (Clerk’s PAYE) - £301.80 iv. Baker and King Ltd (Bus Shelter) - £5,940.00 	<p>a) The accounts to 31st January 2018 had been sent to all Councillors. Cllr. Burbridge agreed to check the Bank Statements</p> <p>b) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Mallinder and Burbridge</p>	<p>a) None</p> <p>b) Clerk to distribute.</p>

<p>17. Documentation - To accept the following documentation:</p> <p>a) Reviewed Risk Assessment (Financial) February 2018</p> <p>b) Reviewed Risk Assessment (Non-Financial) February 2018</p>	<p>a) All suggested amendments were confirmed by Council. Cllr. Mallinder proposed the document be adopted. This was seconded by Cllr. A Hardwick and all Councillors were in favour.</p> <p>b) As above</p>	<ul style="list-style-type: none"> • Clerk to post on Web site
<p>18. To receive agenda items for next meeting and agree date of Next Meeting (19th April 2018)</p>	<p>The following items were suggested added to the April agenda:</p> <ul style="list-style-type: none"> • Community Emergency Plan (if room on the agenda) • Fete – CLT/Local Plan/Play Park Equipment being promoted <p>Councillors were reminded that the Annual Parish Meeting was to be held on 11th April.</p> <p>Date of next meeting will be 19th April 2018 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare April agenda

The meeting was closed at 9.31pm

Signed:
Cllr. Helen Lewis, Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....