

Minutes of Hollesley Parish Council Meeting

Held on 21st June 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)

3 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):
 - AOEP Suggestion of loading Precept – I am interested in this subject and how the Council will vote
 - Water Tower to Duck Corner Path– a key path that should be in the village, I don't understand why it needs to be a full path, a small one will be sufficient to start with; this needs to be pushed at the fete, there will be children in the future who will need to use this path
- b) Reports or comment from ESDC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid's report had been circulated
 - Cllr. Block – Cllr. Block had submitted comments on certain items

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Michael Friend (poorly knee), Dist. Cllr. Christine Block and Cnty. Cllr Andrew Reid	<ul style="list-style-type: none"> • Accepted and noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none	<ul style="list-style-type: none"> • None

Chair's initials.....

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3. Co-option of New Councillor (x 2) and signing of Declaration of Acceptance of Office	Mrs Valerie (Val) Pettitt indicated that she would like to join the Council as she was interested in giving back to the Community. This appointment was proposed by Cllr. Mallinder, seconded by Cllr. A Hardwick and all Councillors were in favour. Cllr. Pettitt signed the Declaration of Acceptance of Office and joined the meeting.	<ul style="list-style-type: none"> • Clerk to notify SCDC
4. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> • None
5. To agree Minutes of Council meeting dated 17 th May 2018	The minutes were proposed as accurate by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on Web Pages
6. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/18/2062/FUL - Retrospective - Erection of a bench (seat) - The Beacons, Shingle Street, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> • Interest from many people on both sides • Potential the law has been broken • I viewed the bench and noted that families use it • Seat is not intrusive, yes it is a technical breach with the concrete hardstanding but the bench is not the breach; a proportion of the concrete road could be removed to mitigate it • Permission should have been from Natural England & clearly they don't want it • Have to consider as any other application, we have to consider it as if it hadn't been placed there yet, no reason under planning to look at personal reasons • SSRA have turned down a number of requests for benches in the past • If it had come to us I think we would have turned it down due to size and materials, therefore I think we should object to it. • Concern it would set a precedent as it is a AONB • Don't like the look but it provides welcome seat for older people, the land has been owned by the same family for many years so the land is like their garden, should this be a one-off?, it would be an awful shame to lose it 	a) Clerk to notify SCDC Planning of HPC's comments

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<p>b) DC/18/1945/FUL – Demolition of Garage and replacement with Lounge/Kitchen/Diner at The Dell, Meadow Farm Lane, Hollesley</p>	<ul style="list-style-type: none"> • I’m torn on the subject, it is quite small and unobtrusive, however, I don’t want to set a precedent • This is private land that the owner allows people to walk on • This is a technical breach of the law and wouldn’t usually be a planning application • Propose don’t object to it Helen, Sec Anne – 7, again2 • Conclusion – no objection proposed by Cllr. Lewis seconded by Cllr. A Hardwick; 7 in favour and 2 against. <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • <i>Comments from Cllr. Block were read</i> • This is a large site with plenty of space • We have agreed to these before • Drawings are not to scale and amateurish, measurement are approximate • This is an upgrade to the property • Conclusion - Support proposed by Cllr. Hughes, seconded by Cllr. Mallinder and all Councillors were in favour. 	<p>b) Clerk to notify SCDC Planning of HPC’s comments</p>
<p>7. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)</p>	<p>a) The Clerk advised Council that a meeting with SCDC was planned for either the 9th or 10th July where all parties would try to work out how the Affordable Houses on this site could/should be made aware to local residents.</p> <p>It was suggested that the Council should place an item in Village Voices and on the Grapevine to encourage people interested in local housing to sign up to the Grapevine as this may be one media by which the details of the houses was promoted.</p>	<p>a) Clerk to place item in VV and on Grapevine</p>

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<p>8. <u>Alde and Ore Estuary Partnership:</u></p> <p>a) To discuss if a separate meeting with the AOEP is required</p> <p>b) To discuss suggestion by the AOEP that HPC should add £50 per household to the Precept to grant to the AOEP for coastal defences</p>	<p>a) The recent history of relations between both the AOEP and Bawdsey Coastal Partnership (BCPO) and Hollesley was explained to the new Councillors. After discussion it was agreed it was a good idea to continue to engage with the AOEP but to be mindful of ensuring accurate recording of decisions at meetings and support for elements of the project. In conclusion the Clerk was asked to suggest the AOEP organise meeting for Hollesley residents (totally separate from an Parish Council meeting) in order that they can explain the situation and take questions.</p> <p>b) After a short discussion it was proposed by Cllr. Hughes that HPC did not support this suggestion, this was seconded by Cllr. Mallinder and all Councillors were in agreement.</p>	<p>a) Clerk to advise the AOEP of contact details for the hall booking secretary</p> <p>b) Clerk to advise AOEP of this conclusion.</p>
<p>9. <u>Community Land Trust</u></p> <p>a) Report from Cllrs. Mallinder, Hardwick and Palmer</p> <p>b) Update on the Prison Social Club at Oak Hill</p>	<p>a) Report Highlights:</p> <ul style="list-style-type: none"> • Public meeting 3rd July is planned and has been advertised well. • A lady from the National CLT would be attending, along with other guest speakers • The Clerk gave details of a money transfer between HPC's accounts in order that CLT invoices could be paid. <p>b) The Clerk reported that she had contacted the MoJ who had stated <i>"We are currently considering the property and land in question as part of a wider estate review which we expect to complete in December 2018. I am sorry that I am unable to share details of the review with you."</i></p>	<p>a) Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC.</p> <p>b) Clerk to continue to liaise with MoJ</p>
<p>10. <u>Hollesley Shop:</u></p> <p>a) To receive update on the new owners</p>	<p>a) McColls have now taken over and are organising an event on Saturday with many promotions. There have been some teething issues but many suggestions have now been implemented. It was agreed to give the new owners time.</p>	<p>a) Clerk to monitor comments from residents</p>

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<p>b) To discuss proposals to extend opening hours and concerns received from some residents to this proposal</p>	<p>b) Councillors questioned if such later hours were really needed but it was also felt this would be very helpful for those at work all day. There was slight concern that late night hours might attract people drinking in the vicinity of the shop but it was felt this could be monitored. It was agreed that Parish Council would not comment on the license application but that the Clerk should send a Grapevine advising residents how they could comment (<i>keeping the text neutral</i>).</p> <p><i>Cllr. Coyne left the meeting at 8.26pm</i></p>	<p>b) Clerk to send Grapevine</p>
<p>11. <u>Allotments:</u></p> <p>a) To discuss a compost bin for the Tree Nursery and a suitable catch/lock for the gate</p> <p>b) To discuss a perimeter fence for the allotments</p>	<p>a) Cllr Hughes advised that her husband would organise a suitable catch for the Tree Nursery gate. It was agreed that a compost bin was a very good idea and the Clerk was asked to purchase a small one.</p> <p>b) Cllr. Hughes reported that she was asked about a perimeter fence for the allotments, due to the deer. A member of the public explained that this was explored a number of years ago but that, at that time, the majority of the allotment holders did not want one. The Clerk explained it was also part of the license that individual plot tenants organised their own fence. No further action to be taken</p>	<p>a) Clerk to purchase compost bin</p> <p>b) None</p>
<p>12. <u>Recreation Ground:</u></p> <p>a) To receive update on the Play Park Project and to authorise expenditure on Survey Monkey Questionnaire</p> <p>b) To agree license for permitting limited bonfires on the Recreation Ground</p>	<p>a) A full report had been sent to Councillors before the meeting. Cllr. Palmer proposed a revenue budget of £400 be available to the project team, this being taken from the £5,000 already allocated. This was seconded by Cllr. Hughes and all Councillors were in favour. Cllr. Hughes reported that Westbourne Park had an excellent park which could give the team a few ideas.</p> <p>b) The draft license was agreed and the Clerk was asked to show it to Mr John Terrell. It was agreed that a notice should be placed at the fire site.</p>	<p>a) Clerk to notify the Project Team and manage the expenditure</p> <p>b) Clerk to present license to Mr Terrell and construct sign.</p>

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<p>c) To discuss promotion of Hollesley Parish Council at the Fete</p> <p>d) To receive details of increase in Trade Waste Collection Costs</p>	<p>c) The Clerk displayed the Peninsula Councillors Banner and indicated that she had a gazebo and table the Council could use. Cllrs. Mallinder, Palmer and Hughes, along with the Clerk, would man the table throughout the fete. CLT leaflets, Adult Gym Equipment Surveys and a 'Suggestions List' would be displayed.</p> <p>d) Details of the small increase were notified to Council</p>	<p>c) Clerk to produce materials</p> <p>d) None</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To discuss vandalism to the SID and agree action to be taken</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>a) Cllr. Palmer reported that the SID had been damaged; the case broken and the battery stolen (this had been reported to the police). A number of parishes had also been targeted. It was agreed to</p> <ul style="list-style-type: none"> • Repair the device, • Purchase a new battery , • Increase the security on the battery and case <p>b) All questionnaires had been handed back to the Clerk and she was asked to summarise the results for discussion at the July meeting.</p> <p>c) The Clerk reported that the suggested signage was being costed and the repainting of the SLOW signs had been logged. A third water leak in The Street in 4 months was noted. The Clerk was asked to approach Anglian Water to request a meeting.</p>	<p>a) Cllr. Palmer to purchase new padlocks, speak to Mr Stebbens about added security and mark the batteries. Clerk to order new battery and log all details on immobilise.com</p> <p>b) Clerk to summarise the results</p> <p>c) Clerk to liaise with SCC Highways. Clerk to contact Anglian Water.</p>

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<p>d) To discuss path through the allotments, in light of a resident falling</p>	<p>d) Cllr. Lewis reported an elderly lady had fallen on the path. After discussion it was agreed to monitor the situation as the Council couldn't decide on a suitable solution when this was discussed before.</p>	<p>d) Clerk to monitor situation.</p>
<p>14. Finance Matters:</p> <p>a) To acknowledge receipt of the accounts as at 30th April and inspection of the Bank Statements</p> <p>b) To discuss Clerk's attendance on a Cemetery Management Course with SALC (cost of £82)</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. Anglian Water (Water for Allotments) - £6.29</p> <p>ii. J Hallett (3 month's salary – dated 27th June) - £1,231.24</p> <p>iii. HMRC Cumbernauld (Clerk's PAYE) - £307.80</p> <p>iv. J Hallett (New Printer) - £129.99</p> <p>d) To note Payments made since last meeting:</p> <p>i. Peter Widdup (CLT) - £437.80</p> <p>ii. The Financial Conduct Authority (CLT) - £120.00</p> <p>iii. National CLT Network CIO (CLT) - £49.00</p> <p>iv. National CLT Network CIO (CLT) - £325.00</p> <p>v. Transfer of funds from account where CLT funds are held (CLT) - £931.80</p>	<p>a) The accounts to 30th April had been distributed to all Councillors; there were no queries. Cllr. Burbridge agreed to check the Bank Statements.</p> <p>b) Attendance at this course was proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in favour.</p> <p>c) Payment of the invoice was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Palmer</p> <p>d) Noted</p>	<p>a) None</p> <p>b) Clerk to notify SALC</p> <p>c) Clerk to distribute.</p> <p>d) None</p>

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<p>e) To note Payments received since last meeting:</p> <p>i. Income of funds from CLT Account (CLT) - £931.80</p> <p>ii. F J Masters (Cemetery) - £100.00</p>	<p>e) Noted</p>	<p>e) None</p>
<p>15. Hollesley Bay YOI and HMP – To discuss letter received from Hollesley resident regarding number of prisoners absconding:</p>	<p>The Clerk was asked to thank the parishioner for his letter and suggest he might like to contact Therese Coffey MP on the matter. IN addition it was felt appropriate for HC to pass the comments on to the Governor, Declan Moore?</p> <p>The Clerk also updated the Council on the Plinth for the New Village Sign; a meeting with the Prison Workshop Manager was planned for the following week.</p>	<ul style="list-style-type: none"> • Clerk to respond to the correspondent and forward mail to Mr Moore • Clerk to attend meeting about Plinth
<p>16. <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 gather items to be included in the next Village Voices article</p> <p>c) To discuss if HPC would like to nominate any locations for the Quality of Place Awards 2018</p>	<p>a) The following meetings had been attended:</p> <ul style="list-style-type: none"> • Cllr. Mallinder – Joint Parishes Meeting – Main topics drainage, SID, bus services, CLT, next meeting 27th Sept • Cllr. Lewis – Good Neighbours – VV have offered to meet the start up costs: telephone, checks lanyards, insurance and many people have expressed an interest <p>b) The following items were suggested: SID (on Grapevine as VV) - mention incident number and refer to crime stoppers, Results of questionnaire/survey for path, Info about Local Plan Consultation and that HPC have spoken about a neighbourhood plan, the local plan will show if this is needed</p> <p>c) Cllr. A and J Hardwick suggested a new Arboretum at Poplar Park may qualify</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p> <p>c) Clerk to check rules</p>

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d) To remind Councillors of the ‘Councillor Training’ Session on 26 th June	d) The Clerk reminded all Councillors of this session.	d) Clerk to organise
e) To receive the Annual Citizen’s Advice Report	e) Details of this were passed to Councillors	e) None
f) To receive letter from the Mary Warner Education Foundation	f) The Clerk was asked to pass this information on to the School and place an item on the Grapevine	f) Pass info to school and do GV article
g) To discuss request from resident to use the Recreation Ground for dog training on a one-off occasion	g) Councillors agreed this could go ahead	g) Clerk to advice requestor
17. To receive agenda items for next meeting and agree date of Next Meeting (19 th July 2018)	<p>The following items were suggested added to the April agenda:</p> <ul style="list-style-type: none"> • Apologies form Cllrs A and J Hardwick • Local Plan 1st draft, • Report from the Fete, • DC to WT Path Survey results <p>Date of next meeting will be 19th July 2018 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare July agenda

The meeting was closed at 9.38pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....