

Minutes of Hollesley Parish Council Meeting

Held on 18th October 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Andrew Coyne (*until 8.30pm*), Cllr. Brian Devine, Cllr. Michael Friend, Cllr. Anne Hardwick, Cllr. Hazel Hughes, Cllr. James Mallinder, Cllr. Andrew Palmer and Cllr. Val Pettitt (*until 9.00pm*)

Judi Hallett (Clerk)

4 members of the public

Dist. Cllr. Christine Block

Cnty. Cllr. Andrew Reid

Record of Public Session:

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

- Orchard in Mallard Way – Resident of Mallard Way cutting the grass, meeting with Cllr. Lewis and another resident, happy to help with further tidying, small piece of play equipment might be a good addition to the location, happy to lend a hand and continue to cut the grass.
- SCDC Planning Meeting - Letter left with Clerk with reference to the Planning Meeting at SCDC today, Clerk to circulate letter to all
- Firman’s Corner – increasingly near misses, cars from the Water Tower often take the corner too fast, could this be changed to force drivers from the Water Tower to turn to the left in order to force the vehicles to stop, very bad early in the morning, Clerk to send map and co-ordinates to Cllr. Reid and Cllr. Reid to arrange meeting

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated to all Councillors and he expanded on the following items: **Education**, window open for school places to be applied for, special education places and growing demand with a new approach being trialled, GCSE results shown a big jump; **Active Communities**, SCC and SALC running the programme, Hollesley encouraged to take part; **Support** Public Health running new scheme to support those affected by suicide; **Matthew Hicks Surgery** soon to be held in Ipswich on Thursday 25th Oct. **Sign Post at Water Tower** – this moves in the wind and one arm has moved. Clerk to send picture. **Prison** – Two letters received (Therese Coffey and Jeff Ore) and progressing.
- Cllr. Block – Cllr. Block reported on the following items: **SCDC Planning Meeting** - more later in the planning section; **Universal Credit** - SCDC transferred to Universal Credit, gravel concerns about the process and willing to assist residents; **Housing Revenue** – Council houses still held by Waveney DC, change in policy is likely after the two Councils merge; **Coastal Path** – Meeting with Natural England, Hollesley will probably not be affected; **Local Plan** – Will go to Full Council on 3rd Jan 2019.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Trevor Burbridge and Cllr. John Hardwick	<ul style="list-style-type: none"> • 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
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> • Clerk to circulate letter • Clerk to send co-ordinates of Firmin's Corner to Cllr. Reid • Clerk to send details of Water Tower sign to Cllr. Reid
4. To agree Minutes of meeting dated 20 th September 2018	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on web pages
5. <u>To discuss and agree responses to the following Planning Applications:</u> a) None	a) There were no planning applications to discuss	a) None
6. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)	<p>a) The Clerk reported again that she had recently been to the site but that no work was being carried out. Councillors were reminded of the Gateway to Homechoice event on 25th October (3.30pm ~ 6.30pm for the public and 6.30pm for a Councillors training session on the registration system) at the Village Hall. SCDC Officers would be present and it was hoped an information sheet on the scheme would be available. The Clerk was asked to advice the other local Councils of the training at 6.30pm. It was hoped a 'one page' information sheet would be available for attendees to take home with them and the Clerk was asked to seek permission to pass names of interested parties on to the CLT.</p> <p>The Clerk also reported that she now had the names of 5 families who were interested in finding out more about the 'affordable' houses at the Mallard Way extension.</p>	a) Clerk to chase information sheet, promote training with other Peninsula Clerks, seek permission to pass details to CLT and liaise with SCDC on final arrangements

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	<p>It was suggested that the Council should have a process in place for attending and speaking at SCDC Planning Committee meetings. It was agreed to discuss this at the Nov meeting. Cllr. Hughes apologised for not being able to attend the meeting at the last minute.</p> <p>Cllr. Block reported that the application at ‘The Drey, Rectory Road’ had been discussed and permitted. The applicant had claimed a tree had fallen on the existing lodge and it had to be re-built (no evidence of an existing lodge was available).</p> <p>Members were split on their opinion (vote was 8:5) and there was confusion over the site as Committee members were handed plans not shown on the actual application. It was suggested HPC should monitor the situation.</p>	
<p>7. <u>Clerk’s Pension</u> – To discuss request from Clerk to be enrolled on the SCC Pension Scheme</p>	<p><i>The Clerk left the room and Cllr. A Hardwick took notes</i></p> <p>Letter sent by clerk requesting reconsideration of enrolment onto SCC pension Scheme, as Salary will not increase further in future. Letter has been seen by all councillors. Cllr. Palmer clarified with the Clerk whether we understand the case correctly about the opting in / out policy changes. Councillors discussed that as an ethical employer they don’t really see any other option than to allow opting in to the scheme. Cllr. Coyne proposed accepting, Cllr. A Hardwick seconded, all in favour.</p> <p><i>The Clerk re-joined the meeting</i></p> <p>The Clerk thanked the Councillors for agreeing to her request and stated that she did not expect the payments to start until April 2019</p>	<ul style="list-style-type: none"> • Clerk to inform SCC Pensions and SALC
<p>8. <u>Community Land Trust</u> - Update from Cllrs. Mallinder, Hardwick and Palmer</p>	<p>The following updates were given:</p> <ul style="list-style-type: none"> • Focus on School Lane in Bawdsey with a Business Plan and working with the developer, 4 houses proposed: 2 x 2 bed and 2 x 1 bed with differing rental agreements. • Concentrating on the cost for rent and running costs; lots of energy saving items will be looked at and additional matters will be examined; Ratings will be closely watched and CLT are aiming for AAA rating, costings are being examined • Working with Housing Associations like Gateway to Homechoice; 	<ul style="list-style-type: none"> • Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress • Clerk to check ‘Home for England site and set up alert

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	<ul style="list-style-type: none"> • Housing Needs Survey (HNS) to take place, are the PC happy to take part? Presentation of HNS will also take place, CLT will be involved but volunteers may be sought; • SCDC Cabinet Member for Housing involved • Officers Club at Oak Hill is for sale ('Homes for England' web site may be holding info of sale) • Brown field sites are being closely looked at. (RAF Woodbridge - further information may become available soon) 	
<p>9. <u>Play Park - To receive an update:</u></p>	<p>The Clerk had previously sent a written report on the Play Park Project and this was updated verbally.</p>	<ul style="list-style-type: none"> • Clerk to keep Council up to date with progress
<p>10. <u>HMP Hollesley Bay</u> – To receive an update on various correspondence sent and received</p>	<p>Updates on correspondence sent:</p> <ul style="list-style-type: none"> • <u>Letter to Acting Governor</u> - Reply received and distributed. Clerk asked to acknowledge and place on the web site • <u>Freedom of Information Request</u> – Nothing heard yet • <u>Letter Rory Stewart MP</u> – No reply received • <u>Letter to Therese Coffey MP</u> - Reply received (forwarding a letter from Rory Stewart to herself) and distributed. Clerk asked to acknowledge and place on the web site. Councillors felt content of the letter from Mr Stewart contradicted what was said by the then Governor in the public meeting. It was interesting to read that the process was still up for 'consultation' but some phrases indicated that the changes already had happened. Councillors had the following questions: <ul style="list-style-type: none"> ○ How is the consultation being managed? Can we take part? What form is the consultation? ○ The school is only 0.6 of a mile from prison but this is not clear from the letter ○ The letter contradicts what the Governor said. ○ What are the safeguards for the school and residents of all ages? 	<ul style="list-style-type: none"> • Clerk to arrange meeting with Dr Coffey's PA

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	<p>After discussion it was agreed to take up Dr. Coffey’s offer of a meeting with Rory Stewart as this could happen soon and any request for a further public meeting may delay a very important conversation.</p> <p>In conclusion the Clerk was asked to:</p> <ol style="list-style-type: none"> 1) Arrange a meeting with Dr Coffey, Mr Stewart and a small delegation from Hollesley PC, for as soon as possible 2) If this date was set for before the next PC meeting, set up a working group to suggest approach and agree with the other Councillors. A decision whether to invite an residents would be made once the date was set. 	
<p>11. <u>Cemetery</u> – To receive an update on boundary hedge</p>	<p>One quote for this (and the cutting of the Allotments hedges) had been received but others still awaited. One contractor had suggested we ask a local farm to cut the outside with a tractor and flail/hedge cutter; it was agreed that the Clerk should speak to Mr Leggett</p>	<ul style="list-style-type: none"> • Clerk to speak to Mr Leggett
<p>12. <u>Mallard Way Orchard</u> – To discuss suggestion from Cllr. Lewis for facilities and a swing on the site</p>	<p>Councillors discussed Cllr. Lewis’ ideas for the Mallard Way orchard. There was complete support for the removal of the deer fencing, the tidying of the area and the planting of spring bulbs. However there was concern that a swing and bench might not be appropriate for such a small area. It was felt that the ground was not a safe place for children to ‘play’ due to the proximity of the road but that it was important it was kept looking nice. The subject of attaching trellis to the existing fencing was dismissed as it was not felt appropriate by the owner of one of the fences but it was acknowledged a small bench already existed.</p> <p>Cllr. Lewis invited all Councillors to a ‘Tidy-Up Session’ on Saturday 27th Oct.</p>	<ul style="list-style-type: none"> • Cllrs to attend the ‘Tidy Up’ session on 27th Oct.
<p>13. <u>Armistice Commemorations</u> – To discuss any action to be taken by HPC in reference to the 100th Anniversary Armistice Commemorations on 11th November 2018</p>	<p>It was decided to take the following actions:</p> <ul style="list-style-type: none"> • Memorial Service at Church – Cllr. Lewis to purchase and lay a wreath on behalf of HPC • Donation to Royal British Legion – Cllr. Lewis proposed a £50 donation was made to the Royal British Legion. This was seconded by Cllr. Hughes and all Councillors were in favour. • Armistice 100 – Clerk to remind Mrs Foulger of HPC’s commitment to fund the Hollesley Scroll and offer to promote the exhibition on the Grapevine 	<ul style="list-style-type: none"> • Clerk to draw cheque for Royal British Legion

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	<ul style="list-style-type: none"> Peninsula Poppy Project – opening on 3rd Nov with Maggie Hambling as guest speaker. Councillors asked to support events and Clerk to help with advertising through Grapevine <p><i>Cllr Coyne left the meeting</i></p>	
<p>14. <u>Highways and Footpaths:</u></p> <p>a) Duck Corner to Water Tower Path - To receive update from the Clerk and to discuss and authorise expenditure on surveys and report</p> <p>b) To receive an update on signs for Rectory Road/Shingle Street and Fox Hill</p> <p>c) To receive update on the path beside the Recreation Ground</p> <p>d) To receive update from Clerk on renewal of Grit Bins</p> <p>e) To receive an update on the SID</p>	<p>a) After discussion it was agreed that the PC have a duty to find out what the speeds are along this road so this expenditure was proposed by Cllr. Devine, seconded by Cllr. Mallinder and all Councillors were in agreement. The Clerk was asked to clarify that a report would not be written unless the desktop analysis proved speeds were high and to ask what SCC were testing/looking for.</p> <p>b) The Clerk advised that, due to her holiday, these items had not been actioned as yet and would be carried over to this month. It was agreed to ask Cllr. Reid for help with the Fox Hill signs. Councillors also discussed cleaning signs and it was acknowledged that this would have to be on a purely voluntary basis (with the knowledge that an individual was not insured by HPC or SCC) until SCC's policy was in place.</p> <p><i>Cllr Pettitt left the meeting</i></p> <p>c) Again this item had not been actioned as yet and would be carried over to this month</p> <p>d) The Clerk reported that she had spoken at length to SCC Highways and, if HPC wished to renew any of their Grit Bins they would need to follow the new procedure. Prices for new bins were between £125 and £250 depending on the size but had to be yellow to comply with the SCC Process. It was agreed to replace one bin per year, starting in 2019/20 and to place an item in the VV regarding people who regularly spread grit registering with the Clerk to be insured by SCC.</p> <p>e) The Clerk reported that she had recently collected the SID and cables and would investigate the problem with Westcotec next week.</p>	<p>a) Clerk to contact SCC Highways</p> <p>b) Clerk to report back to November meeting</p> <p>c) Clerk to report back to Nov meeting</p> <p>d) Clerk to diarise bin replacement and place item in VV article about insurance</p> <p>e) Clerk to liaise with Westcotec</p>

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<p>15. Finance Matters:</p> <p>a) To acknowledge receipt of the accounts as at 31st August and inspection of the Bank Statements</p> <p>b) ICO Registration - To discuss setting up a Direct Debit to pay for the annual ICO subscription (saving 12.5% on annual charge)</p> <p>c) Budget – To discuss possible projects for 2019/20 and budget requirements</p> <p>d) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (Expenses for previous 3 months) - £361.63</p> <p>ii. Westcotec (New Battery) - £96.00</p> <p>iii. SALC (Cemetery Training) - £98.40</p> <p>iv. SC Norse (Refuse Collection) - £201.86</p> <p>v. D Barnard (Litter picking for 3 months) - £150.00</p> <p>e) To note Payments made since last meeting:</p> <p>i. None</p> <p>f) To note Payments received since last meeting:</p> <p>i. SCDC (Half Precept) - £14,523.57</p>	<p>a) The accounts to 31st August had been distributed to all Councillors; there were no queries. Cllr. Mallinder agreed to check the Bank Statements.</p> <p>b) This was agreed to be a good idea and the Clerk was asked to set the Direct Debit up</p> <p>c) The Clerk asked Councillors for details of any major projects they felt would impact the budget for 2019/20 as she would include these in the draft papers. Councillors suggested: Clerk’s Pension, Grit Bins, Allotment Path, DC to WT Path and Refuse Bins at Hall. The Clerk indicated that she would arrange a meeting of the Finance Councillors in late October and from this the draft budget would be produced and sent to all for review at the November meeting. The final budget would need to be agreed at the December meeting</p> <p>d) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Mallinder and Lewis</p> <p>e) Noted</p> <p>f) Noted</p>	<p>a) None</p> <p>b) Clerk to set up DD</p> <p>c) Clerk to arrange meeting and draft budget</p> <p>d) Clerk to Distribute</p> <p>e) None</p> <p>f) None</p>

Chair’s initials.....

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<p>16. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</p> <p>a) To receive reports on any meetings attended by Councillors</p> <p>b) To receive items for the next Village Voices</p> <p>c) To discuss current polling arrangements for Hollesley residents</p> <p>d) Letter from resident of Boyton Road with reference to a Grant application</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> • Good Neighbours – Scheme now active and leaflets being delivered • Joint Peninsula Meeting – Discussed: SID issues, Local Planning Document, Highways issues, Traffic at Bawdsey Quay, Shottisham traffic lights and the prison. Next meeting 31st Jan 2019 <p>b) December article could include: Happy Christmas form HPC, Prison Update, Grit Bin registration and ability to use them only on highway, Footpaths wardens</p> <p>c) The Clerk read a letter from SCDC who were carrying out their review of polling stations in villages. It was felt no changes to the arrangements were necessary.</p> <p>d) The Clerk read a very nicely worded letter form a young Hollesley resident seeking funding and support for an educational trip to Borneo. The Clerk explained that the Council was not permitted to use S137 to award a grant to an individual but she was asked to write to the young man to suggest he contact Village voices, the Mary Warner Trust, the Seckford Foundation and the Rotary Club for support. It was also suggested that he could (with his parent’s consent) carryout the litter picking contract for the months of Jan, Feb and March. The Council also agreed to support the young man through the Grapevine.</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to respond accordingly</p> <p>d) Clerk to respond to the letter</p>
<p>17. To receive agenda items for next meeting and agree date of Next Meeting (15th November 2018)</p>	<p>The following items were suggested added to the November agenda:</p> <ul style="list-style-type: none"> • Grants and Budgets <p>Date of next meeting will be 15th November 2018 – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> • Clerk to prepare November agenda

The meeting was closed at 9:30

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....