

**Minutes of Hollesley Parish Council Meeting**

Held on 20<sup>th</sup> December 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Anne Hardwick, Cllr. John Hardwick, Cllr. Hazel Hughes and Cllr. Andrew Palmer

Judi Hallett (Clerk)

7 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):

- Four Ways (Architect) – thank you for the opportunity to speak, proposed development is in the AONB so it will be sensitive to surroundings and to the environment, single storey so not viewed from anywhere, not in village envelope, not viewed from the countryside, the building will be an experience, it is relatively modest and for a small family, a good quality design within the settlement, an opportunity for someone to become part of the community, we are an award winning design company, one comment so far is concerned with access, the property does have this right of access already and SCC Highways are happy with the access, one more dwelling will not be a burden. Q. *No reference to pre-application advice* – there was none. Q. *D and A Statement refers to Para 79 NPPF but it is not reliant on this statement* – that is correct.
- Four Ways – issues with the lane, vehicles often damage my neighbouring hedge, often vehicles back up the lane as it is very narrow and is on a slope, the lane is overloaded, an inspection was done in 1971 with reference to visibility – since then the tarmac road has been widened so the visibility is pretty poor and you have to edge out, if one development this may set a precedent
- Four Ways – Site adjacent discussed and SCDC refused development, site not in settlement and outside PLB, site refused in 1970s, track very narrow and 200 yards long, some vehicles need to reverse on to the Alderton Road, owners of the lane are not aware of the development, Highways should have responsibility for the track, reasons more relevant today, cars larger and drive faster, no footpaths or public transport and car ride will be necessary, Design and Access Statement is misleading when it talks about heating provision, special sized vans are used to collect rubbish
- Four Ways - Nice house but in the wrong place, pictures shown, minor traffic use at present in the lane and a family home will bring greater risk of accidents
- School Children exiting bus at Duck Corner – very close and walk straight in front, some jump the oncoming traffic and traffic from the Street is coming round the corner very quickly, think the bus should stop at the entrance to Moorlands – Clerk to place on January agenda
- Parking inside the Church for collecting Children – this is often done by 4 or 5 cars – Clerk to speak to Revd' Hatchett to ascertain if this is an issue

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report would be circulated as soon as received.
- Cllr. Block – Cllr. Block was not present

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (Work commitments), Cllr. Michael Friend (family commitment), Cllr. James Mallinder (away), Cllr. Val Pettitt (family commitment) and Cnty. Cllr. Andrew Reid and Dist. Cllr. Christine Block	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none	<ul style="list-style-type: none"> <li>• None</li> </ul>
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>• Place item regarding school bus on Jan agenda and speak to Revd’ Hatchett</li> </ul>
4. To agree Minutes of meeting dated 15 <sup>th</sup> November 2018	The minutes were proposed as accurate by Cllr. Hughes, seconded by Cllr. Devine and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> <li>• Clerk to post on web pages</li> </ul>
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/18/5001/FUL - New Dwelling to part rear garden. Part Garden Of Four Ways Alderton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Info sent around, agree with comments from the floor, much of objections from earlier applications are still valid, we need to consider the other sites that are similar and these could easily take other developments, if we open the door to this then this will set a precedent and it would become a hamlet, we did say we did not want it to become a hamlet, we asked SCDC to maintain the PLB</li> <li>• We are supposed to have a ‘plan lead’ system, we are open to having development in Hollesley on certain sites, we put forward two or three and SCDC rejected theses, development should be well associated with village, not an issue with the design, it is about the precedent that will be set, we cannot say we want one and not another</li> </ul>	<p>a) Clerk to send comments to SCDC Planning</p>

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	<ul style="list-style-type: none"> <li>• Safety aspect of the road is important,</li> <li>• Rejected recently and in the past, we are in the AONB that has a higher level of protection, there is nothing that makes me go for it</li> <li>• Although I understand the motive of the owner and it looks like a fantastic design house, unfortunately we need to look to our planning laws, we want infill sites so if it was inside the village envelope it may be workable</li> <li>• Para 79 – NPPF – around for 20 years, did allow for an exception but this is not going down that route, applicant may refer to the ‘Braintree Case’, we are at the mercy of SCDC.</li> <li>• Appeal for Livery Stables was based on need and high quality designs but this was then changed dramatically</li> <li>• Cllr. Burbridge proposed the development was objected to on the grounds of Access, Safety, Compliance with the Local Plan, inside the AONB, Outside the PLB for the village and setting of a precedent. This was seconded by Cllr. Hughes and all Councillors were in favour.</li> </ul>	
<p>6. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the accounts as at 31<sup>st</sup> October and inspection of the Bank Statements</p> <p>b) Budget – To discuss draft budget for 2019/20</p>	<p>a) The accounts to 31<sup>st</sup> October had been distributed to all Councillors; there were no queries. Cllr. Burbridge agreed to check the Bank Statements.</p> <p>b) The draft budget was displayed on screen and the Clerk ran quickly through each element. Councillors felt there would be less projects next year and account should be taken on household budgets. At the same time some funds should be placed in to the ‘projects’ pot for further items to be accomplished and there would be other income available to us through grants. The draft budget was proposed by Cllr. Burbridge, seconded by Cllr. A Hardwick and all Councillors were in favour it was accepted.</p>	<p>a) None</p> <p>b) Clerk to produce ‘Final’ version and send around to all</p>

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<p>c) Precept – To discuss and agree amount of Precept to be requested</p>	<p>c) Councillors felt it was not appropriate to ask for a large increase in the Precept. There had been no increase last year but there was now further expenditure required. A precept of £30,500 was proposed by Cllr. Lewis. This was seconded by Cllr. J Hardwick and all Councillors were in favour.</p>	<p>c) Clerk to request this amount from SCDC</p>
<p>d) NJC Pay Scales – To acknowledge and authorise re-alignment of Clerk’s Salary Rate</p>	<p>d) The Clerk read out the proposed increases from the National Joint Committee (NJC). Cllr. Hughes proposed the Council accept these suggested figures with effect from 1<sup>st</sup> April 2019. This was seconded by Cllr. Devine and all Councillors were in agreement.</p>	<p>d) Clerk to notify SALC</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (3 Month’s Salary) - <b>£1,272.27</b></li> <li>ii. G A Collins (Cemetery Grass and Hedges for 2018)) - <b>£700.00</b></li> <li>iii. SALC (Clerk’s Networking Day) - <b>£6.80</b></li> <li>iv. GeoXphere Ltd (Mapping Tool) - <b>£42.00</b></li> <li>v. Anglian Water Business Ltd (National Allotments) - <b>£24.15</b></li> <li>vi. Westcotec Ltd (SID Repairs) - <b>£761.40</b></li> </ul>	<p>e) Payment of the invoices was proposed by Cllr. A Hardwick, seconded by Cllr. Hughes and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Palmer</p>	<p>e) Clerk to distribute</p>
<p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. Alderton PCC (Armistice 100)) - <b>£100.00</b></li> <li>ii. Friends of Hollesley Primary School (Christmas Fayre) - <b>£50.00</b></li> </ul>	<p>f) Noted</p>	<p>f) None</p>

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<p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. Transfer from Play Park Account (T Shirts) - <b>£70.50</b></li> <li>ii. Allotment Rents x 13- <b>£548.53</b></li> </ul>	<p>g) Noted</p>	<p>g) None</p>
<p>7. <u>Update on Planning Matters including:</u></p> <p>a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)</p>	<p>a) The Clerk reported that she and Cllr. Mallinder had attended a meeting with Mr Martin Blake but unfortunately his colleague (Martin Aust) could not make it at the last moment. This meeting was now scheduled for 7<sup>th</sup> January and a full report would be presented to the Council at the January meeting.</p>	<p>a) Clerk/Cllr. Mallinder to report back to full Council</p>
<p>8. <u>Housing</u> - To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> <li>• Exciting times, business proposal to purchase the affordable units in Bawdsey was completed,</li> <li>• Huge amount of work and looking to access the Community Housing Fund held by SCDC,</li> <li>• looking around and doing forward financial planning,</li> <li>• various working groups at work on different projects,</li> <li>• An uphill struggle with SCDC at first but now being very helpful, other meetings with Hastoe (who are keen to work with us) are planned,</li> <li>• Housing Needs Survey will happen in the spring, info will be shared with Councils and it will give HPC greater strength to fight unwanted development</li> </ul>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>
<p>9. <u>HMP Hollesley Bay</u> –</p> <p>a) To receive an update on various correspondence sent and received</p>	<p>a) The following updates were given:</p> <ul style="list-style-type: none"> <li>• Letter sent to Rory Stewart MP on 29<sup>th</sup> November but no reply received as yet, Cllr. Palmer explained the detail of the letter;</li> <li>• Meeting with Jeff Orr on 10<sup>th</sup> January and Prison Tour on 5<sup>th</sup> January</li> <li>• Acting Governor will be leaving in February.</li> <li>• Meeting with Therese Coffey resulted in reports going back to the press. Some local people are still very angry about the situation but are perhaps going off track.</li> </ul>	<p>a) Clerk to chase reply to letter in early January</p>

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<p>b) To discuss contacting Tim Passmore regarding increased Police Patrols</p>	<p>b) The following comments were made:</p> <ul style="list-style-type: none"> <li>• Suggested by Cllr. Mallinder</li> <li>• No change yet but perhaps it would make sense to make changes <i>if</i> and <i>when</i> these are in place? Mr Passmore did make a statement originally saying there would be no more money.</li> <li>• We could ask for a statement to ask how area will be policed if the changes go ahead? This was agreed.</li> </ul>	<p>b) Clerk to write to Mr Passmore asking how policing would change if the MCOSO prisoners were permitted</p>
<p>10. <u>Allotments</u>: To receive details of quotes for the renewal of the path (Approx. 80 metres)</p>	<p>The Clerk had received 4 different quotes for renewing 80 m of the Allotments Path and the Councillors discussed them all. Comments:</p> <ul style="list-style-type: none"> <li>• We need to know it is fit for purpose, kerb one side already, would be good to see an example,</li> <li>• We could wait for grants next year,</li> <li>• Booths were good for the car park and we have £4k in reserves,</li> <li>• perhaps go for the 2nd Booth quote?</li> <li>• Cheaper one doesn't supply edging and there is a different thickness in quotes</li> <li>• Can we ask if we can help with removal of spoil (this may save money)? – Clerk to ask</li> </ul> <p>In conclusion it was agreed the Clerk should contact Booths to ask for explanation as to the quality of the lower cost quotation, ask for a cost with additional edging and ask if there would be any reduction in the price if HPC took the spoil away.</p>	<ul style="list-style-type: none"> <li>• Clerk to contact Booths with questions</li> </ul>
<p>11. <u>Mallard Way Orchard</u> – To discuss purchase of a bench</p>	<p>It was felt a positive move to support Realise Futures. Purchase of the 1800mm bench was proposed by Cllr. Lewis. This was seconded by Cllr. Palmer and all Councillors were in favour. The Clerk was asked to obtain quotes for a base to be laid.</p>	<ul style="list-style-type: none"> <li>• Clerk to order bench and obtain quotes for the base</li> </ul>
<p>12. <u>Highways and Footpaths</u>:                      a) Duck Corner to Water Tower Speed Restrictions - To receive an update from the Clerk</p>	<p>a) The Clerk reported that the speed checks would be in place in mid-January.</p>	<p>a) Clerk to chase SCC Highways if not in place</p>

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b) To receive an update on signs for Rectory Road/Shingle Street	b) This sign was now in place:	b) None
c) To discuss offer of grant from Cllr. Reid to assist with signage at Fox Hill (£1,000)	c) The Clerk advised that Cllr. Reid had offered to fund £1,000 of these costs, leaving £477.63 for the Parish Council to find. It was felt this offer needed to be taken up. It was proposed by Cllr. Lewis that the amendments to the signage were completed. This was seconded by Cllr. Devine and all Councillors were in favour. It was agreed to fund the extra costs from reserves	c) Clerk to contact SCC to arrange alterations.
d) To discuss parking on Fox Hill at School start and finish times	d) The Clerk read a letter from SCC Highways indicating that this area was not suitable for parking restrictions due to the speed limit. Councillors discussed previous parking at the pub but this had been abused and was thought not to be available. It was agreed to communicate the issue with the school and ask them if they could raise it with the parents. It was also agreed the Clerk should check with Revd' Hatchett if parking at the Church was an issue.	d) Clerk to contact the School and Rev'd Hatchett.
e) To receive update on issues with the SID	e) The SID was now back in working order	e) None
f) To discuss reply to concerns relating to Firmin's Corner	f) A letter from SCC Highways regarding this junction had been received and circulated; it was felt by SCC that no further amendments to the junction were necessary. The issue was again debated and it was felt the real issue was with cars travelling from the Water Tower and not stopping to check oncoming vehicles from both directions fully. The Clerk was asked to place an item in the VV and on the Grapevine to ask if people had had an accident or a near miss, before any adjustments were requested.	f) Clerk to add article to VV and Grapevine

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<p>13. 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 and agree meeting dates for 2019</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>AONB Management Plan Launch – Coastal Path mentioned but not much info, plan has been accepted for 5 years, signed off by SCDC, could use in planning terms, cable laying between UK and EU for sharing electricity supplies, preferred site was Sizewell but this would require a very large building, wind farms were mentioned, more power lines may be used so we need to keep an eye on this. Generally a good thing.</li> </ul> <p>b) February article could include: Date of Litter Pick (first sat March?) and Fermin’s Corner.</p> <p>c) The proposed dates were agreed and the Clerk was asked to book the hall.</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to update web site and book hall</p>
<p>14. To receive agenda items for next meeting and agree date of Next Meeting (17h January 2019)</p>	<p>The following items were suggested added to the December agenda:</p> <ul style="list-style-type: none"> <li>Items taken forward from this meeting</li> </ul> <p>Date of next meeting will be <b>17<sup>th</sup> January 2019</b> – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> <li>Clerk to prepare January agenda</li> </ul>

The meeting was closed at 9.22pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

*Chair’s initials.....*