

**Minutes of Hollesley Parish Council Meeting**

Held on 27<sup>th</sup> June 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)

7 members of the public

Cnty. Cllr. Andrew Reid

Dist. Cllr. James Mallinder

**Record of Public Session:**

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

- Doctors Surgery in Hollesley – Village Hall Committee are concerned that the Doctor's Surgery in Hollesley is only open 1 half day a week, this is not enough, Hollesley has the biggest population and it should be open more; the Hall Committee are going to write to the surgery. [The Clerk was asked to place this item on the July agenda]
- Dead Tree – Shottisham Road – A dead tree was pointed out to a SCC Highways official but a few days later a different tree was cut down. [Resident was asked to mark the tree with a white cross and the Clerk would report it one final time.]
- Hedge at school entrance – Very overgrown and needs cutting – [Clerk to ask Mr Terrell to cut it]
- Beating of bounds – This was successfully completed by three volunteers; it would be good for the actual boundary to be marked as new fencing may change the boundary over time [Clerk to contact the landowner].
- Path from Oak Hill to Village (exact details to be passed to the Clerk) – existing path across SPT land and to the prison but it is steep and uneven in places; could we approach land owner to ask that it is improved? [Clerk to walk path and ascertain who the landowner is]

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*Chair's initials.....*

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he further reported on the following items: **SCC Child Services** rated Outstanding by Ofsted; **Self Help Scheme** training now taking place, feedback welcomed; **Buses** – announcement recently looking at cutting services, lots of money spent on subsidies, generic mechanism for scoring is needed, all party panel conducted the review and there were varying outcomes, Number 71 bus (through Hollesley) is at risk, we need to talk about it, subsidy is currently for 18 uses a day (i.e. 9 travellers) and is £14.30 per person per journey, conversations with Rock Barracks pre date this exercise as more staff are coming in soon from Germany and they have been used to good public transport, you need to get comments in as soon as possible, First Buses will come and speak to you if asked, the Council is obliged to provide a form of transport and the CATS service does this (this is not under threat and will always be provided), the service has been subsidised for over 40 years and now has to be reviewed .
  - i. *Statement:* WI are going to be making a formal complaint, there are some requirements of SCC and they are supposed to be conducting an assessment of need, this appears not to have been carried out, there is guidance as to how to respond on various websites and it will be discussed at the next meeting.
  - ii. *Statement:* We need to be proactive, on what terms do we need a service, this is a chicken and egg situation, we need to move quickly, perhaps a working group to get the campaigning moving, our objective is to look after our community,
  - iii. *Statement:* there are possibly two groups who might use the bus if it was at a more convenient time: middle of day older and retired or who don’t drive and students/workers who need early/late buses
  - iv. *Question:* have you assessed what is a reasonable subsidy? AR will find out,
  - v. *Statement:* There is anger that the CATS bus is the service that meets the legal requirement and yet the bus passes cannot be used on it.
  
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he further reported on the following items: **Surgeries** in Autumn, 7<sup>th</sup> Sept., if demand then quarterly or monthly; **Planning** matters are prevalent and happy to speak at Committee; **Suffolk Means Business** – details passed to Clerk, **Enabling Community Exemplar programme** – open for submissions until 19<sup>th</sup> Aug; **Environment** – very busy with lots of new initiatives: Southwold not cutting verges and letting them grow wilder, Green Neighbour Plan initiative, recycling issues – look at working with PC’s and TC’s, media interviews; **Plastic Ambassadors**, meeting with recycling companies soon.
  - i. *Question:* Is there going to be more education to reducing plastic waste? Yes, campaign to reduce, reuse and recycle. Government backing as well; communication will be getting better.

Pm, Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	No apologies had been received	• None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Burbridge declared a pecuniary interest in an invoice from his wife for litter picking	• Noted
3. Public Session (record above)	<i>Please see above</i>	• See above

Chair’s initials.....

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<p>4. To co-opt (up to) 2 Councillors and signing of the 'Declaration of Acceptance of Office' Forms</p>	<p>The Chair asked if any member of the public wished to be co-opted on to the Council.  No one stood forward.</p>	<ul style="list-style-type: none"> <li>• Clerk to place on July agenda</li> </ul>
<p>5. To agree Minutes of meeting dated 18<sup>th</sup> April 2019</p>	<p>The minutes, dated 18<sup>th</sup> April, were proposed as accurate by Cllr. Palmer, seconded by Cllr. Lewis and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> <li>• Clerk to post on web pages</li> </ul>
<p>6. <u>To discuss and agree responses to the following Planning Applications:</u> a) Appeal – APP/J3530/W/19/3224746 (Par Garden of Four Ways, Alderton Road, Hollesley – To discuss making further representation</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Cllr. Mallinder declared a non-pecuniary interest as the applicant was a friend and he did not take part in the debate or voting.</li> <li>• The Clerk wished her thanks be recorded to a local resident who had studied the appellant's statement and produced an excellent summary of the issues and errors.</li> <li>• Appellant's statement has many errors, the conclusion claims a sustainable development but then offers no evidence</li> <li>• Looked at map of boundaries when the Issue and Options consultation took place in 2017, we as a parish said one or two potential sites might be acceptable, this is the furthest possible away from those considered potentially suitable and was far outside the sustainable area. The neighbouring plot was considered and not passed; if this was acceptable it would set a precedent</li> <li>• We need to reiterate our point, this is not sustainable. According to the NPPF documentation it needs to be the right house, in the right place, at the right time – this is not</li> <li>• <b>Conclusion: A further letter is drafted and sent to the Planning Inspectorate</b> Proposed by Cllr. Palmer, seconded by Cllr. Burbridge and all Councillors were in agreement (with Cllr. Mallinder abstaining)</li> <li>• Cllr. Palmer indicated he was happy to assist the Clerk with the letter</li> </ul>	<p>a) Clerk and Cllr. Palmer to draft a letter and circulate for approval before sending to Inspector</p>

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<p>b) DC/19/2412/FUL – First Floor extension, conversion of conservatory and internal alterations at 71 Oak Hill, Hollesley</p>	<p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is substantial at the back and on the side but scale is very difficult to judge as plans do not show scales</li> <li>• They have failed to submit a site plan so it is impossible for Council to judge if it will impact on the neighbouring property.</li> <li>• A better site plan is needed</li> <li>• <b>Conclusion: Objection due to the amateur nature of the plans not allowing for appropriate assessment of impact on neighbouring properties</b> – Proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement.</li> </ul>	<p>b) Clerk to send comments to ESC Planning</p>
<p>c) DC/19/2474/FUL – Erection of Detached Garage at Plot 1, Land Off Mallard Way, Off Rectory Road, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Plot is big enough and the garage is out of the way</li> <li>• A long way down garden, a logical place</li> <li>• <b>Conclusion: no objection</b> – Proposed by Cllr. Burbridge, seconded by Cllr. Devine and Councillors were in agreement</li> </ul>	<p>c) Clerk to send comments to ESC Planning</p>
<p>d) DC/19/2476/FUL – Single storey extension and garage with annex/carer accommodation at 7 Woodbridge Walk, Hollesley</p>	<p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Application in two parts, extension to house is modest with on impact on neighbours</li> <li>• However, detached garage and annex is at the front of the property boundary, is one-and-a-half stories high and would result in a blank brick wall against the pavement; this would be extremely out of keeping to street scene</li> <li>• There is no explanation of the requirements for a ‘carer’</li> <li>• <b>Conclusion: objection due to impact on the street scene</b> – Proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement.</li> </ul> <p>Cllr. Palmer advised that at a recent ESC Planning Meeting he had attended, officers had suggested that Parish and Town Councils should either ‘support’ or ‘object to’ an application and that a comment of ‘no objection’ was not helpful to the planning officers. The Clerk was asked to confirm this.</p>	<p>d) Clerk to send comments to ESC Planning</p> <ul style="list-style-type: none"> <li>• Clerk to speak to ESC Planning Officers</li> </ul>

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<p>7. <u>Hollesley Village Hall</u> – To receive an update from the Village Hall Chair as to a recent building survey and recommendations</p>	<p>Ms Bathe gave the following update (notes only):</p> <ul style="list-style-type: none"> <li>• Some changes recent to internal decoration;</li> <li>• Had a very detailed survey of the building recently and the Hall Committee met and discussed critical points,</li> <li>• Asbestos roof in two layers, no signs of leakage inside but lots of moss on the outside and is now 50 years old,</li> <li>• Committee are looking at options and a fundraising project is about to start, Awaiting quotes for all the work</li> <li>• ‘Quality of concrete’ test recommended, will be tested and recommendations will be made</li> <li>• We will take on some tasks ourselves, will be applying for other funding</li> <li>• Kitchen will be refurbished (by way of a private donation)</li> <li>• Starting a 200 club, fundraising target of £20,000 which will then generate further funding</li> <li>• Just need the PC to be aware, this is a long term project.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<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>• 9<sup>th</sup> July AGM for all member and public – GV message needs to go out to advertise.</li> <li>• Bawdsey site pushing along a few issues but going through</li> <li>• New sites in the pipeline</li> <li>• Lots of good vibes from ESC about the projects and getting great press.</li> <li>• CLT now working at the beginning of projects instead of coming in once they have started.</li> </ul>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>

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<p>9. <u>Prison</u> - To receive update on FOI Request and subsequent letter</p>	<p>The following comments were made about the latest letter from the MoJ:</p> <ul style="list-style-type: none"> <li>• Letter dated May but not received until June</li> <li>• Has not dealt with Public interest test at all,</li> <li>• Next stage is to 1) get info out to all Hollesley residents and 2) take complaint to the to ICO.</li> <li>• This may be a long and drawn-out process but it is worth seeing this through now we have started.</li> <li>• We need to know what we want to achieve?</li> <li>• We need to get the EADT involved again</li> <li>• Actions from Governor don't seem to mirror his previously encouraging words</li> </ul> <p>The following actions were proposed by Cllr. A Hardwick, seconded by Cllr. Devine and all Councillors were in agreement:</p> <ul style="list-style-type: none"> <li>• An appeal should be made to the ICO</li> <li>• Latest letter to be published on the HPC Website and then residents notified via the Grapevine</li> <li>• EADT to be contacted</li> </ul> <p>Cllr. Mallinder reported that he had had less than 24 hours' notice of a meeting between Dr Therese Coffey MP and the new Prisons Minister but was unable to attend.</p>	<ul style="list-style-type: none"> <li>• Clerk and Cllr. Palmer to work on actions agreed</li> </ul>
<p>10. <u>Alde and Ore Estuary Partnership</u> – To discuss attending meeting for Key Stakeholder Group on 18<sup>th</sup> July</p>	<p>After discussion it was agreed that the Council did not fully understand why they were being asked to be part of the group, what their involvement would mean and what voting rights they would have, if any.</p> <p>The Clerk was to invite the AOEP to the August meeting to explain the purpose of the Stakeholder Group</p>	<ul style="list-style-type: none"> <li>• Clerk to speak to AOEP</li> </ul>
<p>11. <u>Council E-Mail Addresses</u> – To discuss and agree the Council's policy on separate e-mail addresses for Council business</p>	<p>After explanation from the Clerk it was agreed that a 'HPC' specific e-mail account should be set up for all Councillors.</p>	<ul style="list-style-type: none"> <li>• Clerk to set up accounts and advise all Councillors of initial log-on details.</li> </ul>

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<p>12. <u>Allotments:</u></p> <p>a) To discuss Horse Weed on Plot 8</p> <p>b) To receive update on the issue with the path through the Allotments</p> <p>c) To discuss registering the Allotments with the Land Registry, in the name of the Parish Council, and research carried out already</p>	<p>a) The Clerk advised that Plot 8 had now been rented and the horse weed was being managed by the new tenant</p> <p>b) The Clerk reported that both herself and Cllr. Palmer had met with Mr Booth at the path on 17<sup>th</sup> June. He had indicated that this year was a particularly troublesome year for weeds and he had 2 other sites causing issues. However, he was committed to resolving the issues. He had suggested a period of very localised weed spraying and then monitoring. When there was no sign of further eruptions the sections of the path would then be re-laid. This course of action was agreed by all.</p> <p>c) The Clerk reported that a retired Councillor had remembered that a previous Clerk had been asked to register the Allotments, but it had not been actioned. Cllr. Palmer advised that he had completed a small amount of research and had found items dating back over 150 years when the allotments were apparently gifted by the Baron of Rendlesham. It was agreed that Cllr. Palmer should continue this research (with a budget in the region of £10 - £15) as this would probably make registration of the land easier.</p>	<p>a) None</p> <p>b) Clerk to monitor weekly and liaise with Mr Booth</p> <p>c) Cllr. Palmer to continue research.</p>
<p>13. <u>Recreation Ground:</u></p> <p>a) Pavilion Replacement Project – To discuss initial meeting minutes and agree next stage of project.</p>	<p>a) The Clerk reported that a Meeting between Youth Group, Football Clubs, Hollesley Players and Village Hall rep had been held and requirements gathered (notes had been circulated to all Councillors).</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• An additional shipping container does not need planning permission</li> <li>• Many facilities already in the hall</li> </ul>	<p>a) Clerk to draft letter to all user groups</p>

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<p>b) Football Storage – To discuss purchase of a Shipping Container for short-term storage for Football Club</p> <p>c) Dog Poo – To receive an update form the Clerk on the signage</p> <p>d) Play Park Renewal - To receive update on the project</p>	<ul style="list-style-type: none"> <li>• Concern over the plans for young people (youth and football teams) to use the facility, would need 100% adult supervision at all times (probably 2 adults) but the concept is coming across as a facility that the young people would organise and manage themselves.</li> <li>• We need to manage expectations, Just 42 have been advertising for many months and can't find help so how can it be supervised day in day out?</li> <li>• There has to be adult supervision at all times where children are using the facilities. We have got to be careful of how we control this.</li> <li>• We need to tailor the requirements to what we <i>can</i> provide; we can't provide everything in that location and expectations need to be managed</li> <li>• We need to consider the neighbours of the property, noise levels, etc.</li> <li>• Any facility that does not need adult supervision would need to be open sided, such as a shelter, so that it was not enclosed and young or vulnerable people were not potentially put at risk</li> </ul> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Clerk to send a clear directive to all groups of what the facility will provide and how it will be managed – draft to be sent out for consultation</li> </ul> <p>b) After discussion it was agreed to purchase a 'New' 20' container for the purpose of providing short term storage facilities for the football teams. This was proposed by Cllr. Hughes, seconded by Cllr. Palmer and Councillors voted 8:1 in favour. It was also agreed that the Football Teams should be asked to make an annual payment to the Council for providing this facility</p> <p>c) This item was deferred until the July meeting</p> <p>d) The Clerk agreed to produce a written update and send to all</p>	<p>b) Clerk to organise purchase of the Container, appropriate sleepers and grounds work</p> <p>c) Clerk to place on the July agenda</p> <p>d) Clerk to produce update</p>

Chair's initials.....

Pm, Agenda Item	Resolution / Agreement / Fact	Action
<p>e) To discuss holes in overspill car park</p> <p>f) Additional Item – To discuss holes in recreation Ground</p> <p>g) Additional Item – To discuss responsibilities for payment of items such as grounds maintenance and refuse collection</p>	<p>e) After discussion the Clerk was asked to investigate the purchase of a suitable amount of MOT Type 1 and a suitable firm to lay it.</p> <p>f) The Clerk advised Council that a number of deep holes had been reported to her in the far corner of the Recreation Ground. She had instructed Mr Terrell to fill them in as best he could.</p> <p>g) It was agreed to defer this item to the July meeting</p>	<p>e) Clerk to investigate prices</p> <p>f) Clerk to check with Mr Terrell that this work has been completed</p> <p>g) Clerk to place item on the July agenda</p>
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To discuss the SCC Highways consultation on withdrawing funding for the 71 Bus Service</p> <p>b) To discuss draft letter written by CSW Team Leader with reference to the CSW Service continuing</p>	<p>a) Councillors confirmed that they had to act quickly and to engage with different community groups. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Clerk to produce form/sheet that could be used at the Fete to ask residents for opinions and details of when they might us a bus (could be used elsewhere as well)</li> <li>• Cllr. Lewis to use above form to gather info from the Meet-Up-Mondays Group</li> <li>• Clerk to write article for August VV and place on Grapevine</li> <li>• Clerk to contact EADT once results start to come in</li> <li>• Potentially a Working Group to be set up (once thoughts from the Fete and other groups are assessed)</li> <li>• Clerk to contact WI to see how HPC can work alongside them.</li> </ul> <p>b) A draft letter produced by Cllr. Palmer had been sent out, prompted by online abuse of the CSW volunteers. After extensive discussion it was agreed the letter should not be sent in to the Village Voices but that a recruitment drive for CSW volunteers should be started.</p>	<p>a) Actions to be completed ASAP</p> <p>b) Clerk and Cllr. Palmer to discuss ways of recruiting volunteers</p>

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<p>c) CSW – To discuss purchasing additional equipment</p> <p>d) To receive update on Bus Stop Hard Standings at Store’s Corner and to discuss request for HPC to pay for ‘Professional Services’ fees of £1,065.23</p> <p>e) To discuss asking SC Norse if they will add the cutting of the path opposite the entrance to the Suffolk Punch Trust to their schedule</p>	<p>c) It was agreed to defer this item until the results of changes to the present number of villages using the equipment was known.</p> <p>d) The Clerk confirmed that she had spoken to the resident of number 12 Woodbridge Walk and they were happy for the hardstanding to be outside the boundary of their property. With reference to the payment of the ‘professional services’, the Clerk was asked to speak to Cllr. Rei to ask if this could come from his Locality Budget.</p> <p>e) It was agreed that this task may be undertaken under the ‘Self-help’ scheme and should be reassessed after the Clerk had received her training.</p>	<p>c) Item deferred.</p> <p>d) Clerk to speak to Cllr. Reid.</p> <p>e) Item to be added to July agenda</p>
<p>15. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 30<sup>th</sup> April 2019 and check Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. SC Norse Ltd (Litter Bin at Recreation Ground) - <b>£480.00</b></p> <p>ii. G Bathe (Expenses for Ambassadors Trip) - <b>£53.75</b></p> <p>iii. J Hallett (3 Months’ Salary) - <b>£1,432.60</b></p> <p>iv. HMRC Cumbernauld (Clerk’s PAYE) - <b>£343.60</b></p> <p>v. SCC Pension Fund (Clerk’s Pension) - <b>£546.25</b></p>	<p>a) The accounts to 30<sup>th</sup> April had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements</p> <p>b) The payments were proposed by Cllr. A Hardwick , seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Palmer and Lewis.</p>	<p>a) None</p> <p>b) Clerk to distribute</p>

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<p>vi. J A van der Hoeven (Litter Picking) - <b>£127.00</b></p> <p>vii. Abbey Protective Coating Ltd (Sign coating) - <b>£192.00</b></p> <p>c) To note Payments made since last meeting:</p> <p>    i. Suffolk Punch Trust (Hall Hire) - <b>£90.00</b></p> <p>    ii. Planning Portal (Village Sign) - <b>£251.00</b></p> <p>d) To note Payments received since last meeting:</p> <p>    i. None</p>	<p>c) Noted</p> <p>d) Noted</p>	<p>c) None</p> <p>d) None</p>
<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>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• Planning Meeting – Cllr. Palmer – Cllr. Palmer agreed to produce a report of the salient points of the meeting</li> <li>• Play Out – The Clerk reported on a workshop she had attended with CAS regarding urban roads being closed on specific occasions to allow children to play safely. She agreed to send details to the Councillors but had felt it was perhaps not the correct scheme for a village such a Hollesley.</li> <li>• Community Self Help – The Clerk reported she would be attending an all-day training course in Walsham Le Willows the following Tuesday.</li> </ul> <p>b) August article could include: Report on the Fete, Update on the buses and the ‘Plastics champion’ role</p>	<p>a) Cllr. Palmer to report on the Planning meeting</p> <p>b) Clerk to draft and send to all for review</p>

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c) To receive update on Councillor Training with SALC	c) The Clerk reported that SALC had no one available to attend over the Summer to carry out the training. She suggested that perhaps she attend the full course and then plan to disseminate the materials and training over the Autumn; this was agreed.	c) Clerk to arrange
d) Additional Item – Armistice 100	d) Cllr. A Hardwick asked for the details to be sent to her again	d) Clerk to send details again
e) CAB AGM Invite	e) The Clerk gave details of the forthcoming CAB AGM and asked anyone interested contact her.	e) None
17. To receive agenda items for next meeting and agree date of Next Meeting (18 <sup>th</sup> July 2019)	<p>The following items were suggested added to the June agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward from this meeting</li> </ul> <p>Date of next meeting will be <b>18<sup>th</sup> July 2019</b> – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare July agenda</li> </ul>

The meeting was closed at 10.10pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair's initials.....