

Minutes of Hollesley Parish Council Meeting

Held on 19th September 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Andrew Palmer (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Helen Lewis, Cllr. Anne Hardwick, Cllr. John Hardwick and Cllr. Karrie Langdon (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):
 - Village Sign – An update was given by the Clerk

- b) Reports or comment from ESC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report was awaited and would be circulated as soon as it arrived

 - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated

Pm, Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (Family Commitments), Cllr. James Mallinder (Work Commitments), Cllr. Hazel Hughes (Away) and Cnty. Cllr. Andrew Reid.	<ul style="list-style-type: none">• Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of interest	<ul style="list-style-type: none">• None

Chair’s initials.....

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<p>3. 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.</p> <p>Mrs Karrie Langdon indicated that she would like to join the Council and gave a short dialog on her circumstance and her desire to become a Councillor. Mrs Langdon's co-option was proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>Cllr. Langdon joined the Council and signed the Declaration of Acceptance of Office form.</p>	<ul style="list-style-type: none"> • Clerk to register Cllr. Langdon with ESC
<p>4. Public Session (record above)</p>	<p><i>Please see above</i></p>	<ul style="list-style-type: none"> • None
<p>5. To agree Minutes of meeting dated 15th August 2019</p>	<p>The minutes, dated 15th August 2019, were proposed as accurate by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> • Clerk to post on web pages
<p>6. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/19/3219/FUL - Single detached garages to serve Nos. 7 & 8 Dairy Close. - 7 & 8 Dairy Close, Hollesley</p> <p>b) DC/19/3255/AME - 3 amendments to Part OS 8465 Woodbridge Walk, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Already agreed a similar application within that development and we were surprised garages were not on original plans • These come up to same standard as the other garages • Can't see any reason to object • Conclusion: No objection - Proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Window is to be changed to a Juliette Balcony and boards a different colour • The window overlooks the SPT, not to the neighbouring properties • Conclusion: No objection – Proposed by Cllr. Devine, seconded by Cllr. Lewis and all Councillors were in agreement. 	<p>a) Clerk to send comments to ESC Planning</p> <p>b) Clerk to send comments to ESC Planning</p>

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	<p>The Clerk reported that Ms Gray and Ms Bathe intended to continue with the proposal to make a short film to help with a ‘Crowd Funding’ project for the Spiders Net and a trip to Suffolk University was planned for the October Half Term.</p> <p>Cllr. Burbridge proposed Ms Gray and Ms Bathe were given a budget of up to £40.00 to spend on the Play Ambassador’s trip to Suffolk University to make the proposed film. This was seconded by Cllr. Lewis and all Councillors were in agreement.</p>	
<p>8. <u>Alde and Ore Estuary Partnership</u> – To discuss becoming a member of the Key Stakeholders Group</p>	<p>Cllr. Burbridge explained the talk given by the representatives if the AOEP/T at last month’s meeting, to those not present.</p> <p>After discussion Councillors still felt unsure as to the remit of both the Alde and Ore Estuary Partnership and the Trust and how HPC would fit in if it were to attend the Key Stakeholders Meetings. In conclusion Cllr. Devine proposed that HPC did not join the Key Stakeholders Group at present, but that that decision could be reviewed at any time. This was seconded by Cllr. A Hardwick and all Councillors were in agreement. It was agreed to ask Cllr. Mallinder, who would be attending in his capacity as District Councillor, if he would be prepared to report anything of interest to Hollesley residents back to HPC.</p>	<ul style="list-style-type: none"> • Clerk to write to the AOEP and Cllr. Mallinder
<p>9. <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"> • Exciting week, we have signed off the finance agreement for Bawdsey and there will be a press release soon • Now just waiting for a ‘spade in the ground’ – should be between November and February • We are still analysing the Housing Needs Survey but results will be available. • The Watson way project is ticking along nicely • We are presently looking at the purpose and remit of group to stay needs driven and are assisting other groups 	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>

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<p>10. <u>Climate Change</u> – To discuss steps HPC may take and to receive update on steps already discussed, including:</p> <p>a) Purchase of a Street Side Recycling/General Waste Litter Bin</p>	<p>It was anticipated that Cllr. Mallinder would update and assist Council at the October meeting.</p> <p>a) Councillors felt the cost of the dual general/recycling bin (at £805.00) was very expensive. They agreed that they must do something (and also encourage the shop and shop to provide separate bins). In conclusion the Clerk was asked to request details of just a separate ‘Recycling Bin’ to sit alongside the existing bin at the Bus Stop on Duck Corner.</p>	<ul style="list-style-type: none"> • Clerk to speak to Shop, School and ES Norse
<p>11. <u>Allotments</u>:</p> <p>a) To receive update on the issue with the path through the Allotments</p> <p>b) To receive an update on registering the Allotments with the Land Registry.</p>	<p>a) The Clerk reported that she had been further monitoring the weeds and although they had all not gone there were very few new ones. She suggested that she speak to Mr Booth about re-laying the tarmac in the October half term</p> <p>b) Cllr. Palmer reported that he had visited the Suffolk Records Office. Although this had been very interesting it was not much help as the allotments referred to in the documents were on Alderton Road and not School Road, although some of the maps showed the allotment in the School Road area. The Clerk advised that she had spoken to Suffolk Legal (an arm of SCC). They had said that registering the land was a good idea however, as the Parish Council had no deeds or any documentation from when the land was given to us, any registration would require more work. The very rough estimation for the work would be £1,500 to £2,000. It was agreed to place this job in the budget for 2020/2021.</p>	<p>a) Clerk to monitor weekly and liaise with Mr Booth</p> <p>b) Clerk to add costs to 2020/2021 Budget.</p>

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<p>12. <u>Recreation Ground and Village Hall:</u></p> <p>a) Pavilion Replacement Project – to receive an update</p> <p>b) VE Day 75th Anniversary - 8 May 2020 – To receive an update on the proposed event</p> <p>c) To discuss work to the Oak Trees on the Recreation Ground</p> <p>d) To discuss painting warning triangles in the speed bump along the entrance to the Recreation Ground</p>	<p>a) The Clerk reported that All groups (Hollesley Village Hall, Hollesley Players, Sutton Heath Footballers and Deben Youth) had been advised of the Council’s decisions made at the last meeting (i.e. those regarding the material any new building would be made of, the possible locations and the items that would be included in it). Positive responses had been received from the Players and Footballers but nothing from Deben Youth or Hollesley Village Hall. It was also noted that the Village Hall committee had not nominated 3 representatives to attend a meeting to discuss a possible extension to the hall.</p> <p>b) The small Committee that had been established (Cllr. Hughes and Mallinder and the Clerk) envisaged an afternoon tea on 8th May 2020, with the reading of the armistice declaration at 3.00pm (the exact time Mr Churchill had delivered it) and perhaps a hat competition. A young resident of Hollesley had submitted some ideas for a ‘keep sake’ to be distributed to all Hollesley children and this idea was to be explored by the committee.</p> <p>c) Council agreed that a full survey was required on the Oak Trees along the West boundary of the Recreation Ground. The Clerk was asked to obtain prices for a survey and costs for any proposed work.</p> <p>d) Councillors agreed the speed bump should be highlighted. Cllr. Devine suggested he may have some appropriate tarmac paint and agreed to liaise with the Clerk to complete the job.</p>	<p>a) Clerk to chase Village Hall Committee to nominate representatives.</p> <p>b) Committee to report back to the October meeting</p> <p>c) Clerk to speak to 2 or three Tree Surgeons to obtain prices for a survey and work</p> <p>d) Cllr. Devine and the Clerk to carry out the repainting.</p>

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<p>13. Highways and Footpaths:</p> <p>a) To discuss the withdrawal of the Number 71 Bus Service</p> <p>b) To receive update on Bus Stop Hard Standings at Store’s Corner</p> <p>c) To discuss if HPC wishes to comment on the proposed Ipswich Northern Bypass</p> <p>d) <i>Additional Update</i> - To receive update on the cleaning and straightening of signs</p>	<p>a) Meetings had been held with the manager of P&F Travel and SCC regarding this situation. The Clerk had also contacted M&R Travel with refence to establishing a Taxi-Bus (as suggested by SCC) but no response had been reived. The Clerk also informed Council that she had spoken to the CATS Manager and had visited bus users (in both Hollesley and Sutton Heath) on Tuesday morning to give them details of the CATS service. It was at Sutton Heath that she had been informed by the bus driver that they were speaking to SCC Highways about retaining the service during term time only and more details may be available soon. Comment was made that there was “<i>something fundamentally wrong</i>” where a bus service could be provided when it is profitable but not where public funds are need to subsidise it.</p> <p>b) The Clerk reported that SCC had now confirmed that the proposed location was completely within Highways land but that they were just going to run the plans past SPT for one last time before any work started.</p> <p>c) Councillors debated the pros and cons of the Ipswich Northern Bypass and views of the benefit of easier access to west Ipswich verses the impact on the environment. Cllr. Lewis stated that she had attended a public meeting on the subject and Dr Dan Poulter MP had suggested it was more important that the Orwell Bridge was improved (to reduce the need to shut it in high winds). It was also felt a new road would have a knock on effect on Melton and the Wilford Peninsula. In conclusion it was decided not to comment as a Parish Council but to advertise the consultation on the Grapevine.</p> <p>d) The Clerk reported that she had spoken to Sudbury TC’s Street Wardens Team and they were prepared to quote for doing maintenance and cleaning on the village signs. Other villages in the Ward has been asked if they wished to take part but only Bromeswell was interested. A map of the roads in Bromeswell and Hollesley would now be sent to STC for an estimate of the costs to be calculated</p>	<p>a) Clerk to report back when any news came through</p> <p>b) Clerk to monitor</p> <p>c) Clerk to place item on the Grapevine</p> <p>d) Clerk to produce maps and send to Sudbury TC for quotation.</p>

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<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 31st July 2019 and check Bank Statements</p> <p>b) To discuss 3 quotations received for insurance for HPC and to agree to use one</p> <p>c) To discuss purchase of one or two Grit Bins (£188.17 each) and purchase of one Dog Bin (£102.44 each)</p> <p>d) To authorise the following Invoices for Payments:</p> <p>i. East Suffolk Council (2019 Election Expenses) - £97.92</p> <p>ii. Hollesley Bowls Club (Play Ambassador’s Meeting) - £19.50</p> <p>iii. Anglian Water Business (National) Ltd (Allotments Water) - £40.38</p> <p>iv. Came and Company (Insurance) - £773.87</p> <p>v. J Hallett (3 Months’ Salary – post-dated to 26th Sept) - £1,432.60</p> <p>vi. SCC Pension Fund (Clerk’s Pension for 3 months) - £546.25</p> <p>vii. J M Terrell (Hedge Cutting) - £347.00</p>	<p>a) The accounts to 31st July had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements</p> <p>b) All Councillors had been sent details of the three quotes obtained by Came and Company. Cllr. A Hardwick proposed the Council was insured with Inspire (underwritten by AXA) and took up the Long Term Agreement (LTA) for the three year period. This was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>c) After discussion the purchase of one dog bin was agreed and the Clerk was asked to research costs for Grit Bins made from recycled material. This was proposed by Cllr. A Hardwick, seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>d) The payments were proposed by Cllr. A Hardwick, seconded by Cllr. Lewis and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Burbridge and Lewis. Once signing of the cheques had commenced, Cllr. Burbridge noticed a seventh cheque (for Mr Terrell) had been written but had not been listed by the Clerk. Cllr. Burbridge proposed that this payment also be authorised. This was seconded by Cllr. Palmer and all Councillors were in agreement.</p>	<p>a) None</p> <p>b) Clerk to contact Came and Co</p> <p>c) Clerk to purchase Dog Bin and research Grit Bins</p> <p>d) Clerk to distribute</p>

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e) To note Payments made since last meeting: i. None	e) Noted	e) None
f) To note Payments received since last meeting: i. ES Norse (Grant for Litter Picking) - £20.00	f) Noted	f) None
15. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include: a) To receive reports on any meetings attended by Councillors b) To receive items for the next Village Voices c) To discuss purchase of a further net of Daffodil bulbs for the village d) To receive details of Clerk's Holiday e) Compliant to the ICO	a) The following reports were given: • None b) The Clerk reported that the November article had already been drafted due to her holiday in early October c) After discussion it was agreed to purchase a further 25Kg net of bulbs. This was proposed by Cllr. Devine, seconded by Cllr. A Hardwick and all Councillors were in agreement. d) The Clerk informed Council that she would be on holiday between 28 th September and 14 th October. An OOO message would be placed on the mail account. Cllr. Langdon agreed to take on responsibility for urgent Grapevine messages during this time. e) The Clerk confirmed that a letter to the ICO had been sent and a holding letter had been received back	a) None b) Councillor to send in comments ASAP c) Clerk to purchase bulbs and distribute d) Clerk to train Cllr. Langdon on the Grapevine process. e) None

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16. Documentation – To agree adoption of the following documents: a) Asset Register (September 2019) – <i>Sent to Councillors on 3rd August 2019</i> b) Financial Regulations (September 2019) – <i>Sent to Councillors on 3rd September 2019</i>	Both documents were taken as read. Their adoption was proposed by Cllr. A Hardwick, seconded by Cllr. Palmer and all Councillors were in agreement they be adopted. The Clerk agreed to print for signing and publish on the Web Pages	<ul style="list-style-type: none"> • Clerk to print for signing and publish
17. To receive agenda items for next meeting and agree date of Next Meeting (17 th October 2019)	The following items were suggested added to the October agenda: <ul style="list-style-type: none"> • Christmas social event for the Councillors Date of next meeting will be 17th October 2019 – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> • Clerk to prepare October agenda

The meeting was closed at 9.05pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....