

Minutes of Hollesley Parish Council Meeting

Held on 19<sup>th</sup> December 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Anne Hardwick (until 9.34pm), Cllr. John Hardwick, Cllr. Karrie Langdon and Cllr. Andrew Palmer

Judi Hallett (Clerk)                      Cnty. Cllr. Andrew Reid                      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):

- A dead branch in a large tree along Hollesley Road is still there

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he highlighted the following points in the report: Asthmatic App Development – designed for children to use to help them use their inhalers correctly; Civil Parking Enforcement – managed by District Councils from Spring 2020, police only dealing with dangerous or obstructive parking, recruitment underway; Armed Forces Community Wellbeing Group have been raising awareness of veterans who need support – various age ranges, many find it difficult to transition in to civilian life, web sites available from Clerk; Trading Standards – Criminal case has been followed up and one person has been successfully prosecuted; *Q. Where will funding for parking enforcement come from?* Initially from SCC for set-up costs; then they will be self-funding; *Q. Asthmatic App – is it being widely publicised?* Yes *Q. Is it free?* I am not sure, I will find out. *Q. Are rogue Traders’ assets looked at and used to pay victims back?* Yes, I believe so.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and the Chair highlighted the following items: Funding, Climate Change, emissions reduced at East Suffolk House, Sale of large Council houses in Lowestoft, Free Christmas Parking, Best Building Design competition and World Cycling Championships

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1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (Work Commitments), Cllr. Helen Lewis (unwell) and Cllr. James Mallinder (Away)	<ul style="list-style-type: none"> <li>• Noted</li> </ul>

Chair’s initials.....

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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"> <li>Noted</li> </ul>
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>Clerk to report dead branch again</li> </ul>
4. To agree <u>Minutes</u> of meeting dated 21 <sup>st</sup> November 2019	The minutes, dated 21 <sup>st</sup> November 2019, were proposed as accurate by Cllr. Palmer seconded by Cllr. Burbridge 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>
5. <u>VE Day 75<sup>th</sup> Anniversary Celebrations</u> – To consider the designs put forward by a young person of Hollesley, for the event memorabilia	<p>The Clerk had displayed the Portfolio from the young man for viewing before the meeting.</p> <p>The Clerk suggested there should be one or two items that were given to each child in the village (potentially a pencil tin/case and a key ring) and one or two items that were for sale (perhaps a tea towel, a Jute Bag and/or a mug).</p> <p>Councillors commented that this was a lovely idea and thanked the young man for his time. They suggested that perhaps items for the children would need to be age sensitive and all items would need to be environmentally friendly (hopefully not plastic).</p> <p>The Clerk further suggested that she should pull together a budget with costings for different items and present it at the January meeting</p>	<ul style="list-style-type: none"> <li>Clerk to pull together budget and details of potential items.</li> </ul>
6. <u>To discuss Hollesley Village Hall Roof Replacement Project</u> and possible funding options.	<p>The Clerk informed Council that the Hall Committee had been asked to attend. Cllr. Hughes reported that she was very disappointed that a donation she had made through a ‘crowd funding’ web site had been returned as too few funds had been gifted.</p> <p>Councillors accepted that the replacement of the building roof was necessary but the project was perhaps best described as ‘urgent’ rather than an emergency.</p>	<ul style="list-style-type: none"> <li>Clerk to write to the Hall Committee</li> </ul>

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	<p>Councillors were keen that the Hall Committee engaged with them, especially as the Council were the freehold owners of the building and should have an input in to such a large project.</p> <p>The Clerk was asked to raise the following points to the Hall Committee and ask if they could attend the January meeting so that items could be discussed:</p> <ul style="list-style-type: none"> <li>• The requirement for a new roof is based on one report. Is it worth having a second report carried out, by specialist asbestos roof consultants</li> <li>• Local research has shown that many asbestos roofs of a similar age are coming to the end of their life, but is there other options to look at, such as a coating of the roof to prolong its life for 5 or 10 years so that a longer term project to raise the necessary funds can be set up?</li> <li>• Although Solar Panels are a great way of harvesting energy, they can take a very long time to pay back the initial expense. They are changing and improving rapidly and they may not be the way to go at the moment; especially as the roof is not at an optimum angle or facing the optimum direction. With this in mind, perhaps it is best that the project is split in to three different elements:             <ul style="list-style-type: none"> <li>○ Replacement of roof and installation of insulation</li> <li>○ Investigation in to the installation of solar panels (this potentially could be on the ground where they could be placed at the optimum angle and would be much cheaper to maintain</li> <li>○ Investigation in to car charging points</li> </ul> </li> <li>• Potentially the Parish Council could help with the project in one of two ways:             <ul style="list-style-type: none"> <li>○ raising funds through a hike in the precept (either a one off hike or small rises over a few years)</li> <li>○ Organising a loan to be paid off over a number of years</li> </ul> </li> <li>• As time goes by electric and hybrid vehicles are able to travel more and more miles, requiring less and less charging. It is also unlikely that vehicles using the hall would not have travelled far. Before a charging point is installed much more investigation is needed</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Have the hall considered other energy generating projects, such as a Ground Source Heat Pump or Air Source Heat Pump? With the volume of land available this may be a more viable option than solar panels.</li> <li>• If solar panels were the preferred option (after other options were considered) the Council would want to see a breakdown of the specific costing and the possibility for the generation of income when electricity was sold back to the.</li> </ul>	
<p>7. <u>To discuss and agree responses to the following Planning Applications:</u> a) There were no Planning Applications to discuss</p>	<p>a) None</p>	<p>a) None</p>
<p>8. <u>Housing</u> – To receive an update on the Community Land Trust; including the results of the Housing Needs Survey</p>	<p>The following update was given by Cllr. A Hardwick on the recent Housing Needs Survey:</p> <ul style="list-style-type: none"> <li>• Communications were continuing with ESC but there was no ‘spade in ground’ as yet</li> <li>• The Housing Needs Survey had gone out to all the parishes and was being analysed</li> <li>• There had been a query with a very small strip of land at the Bawdsey development but that was in the hands of the Land Registry at present</li> <li>• The groups were still ‘on the lookout’ for land for other projects</li> </ul>	<ul style="list-style-type: none"> <li>• Cllrs. Mallinder, A Hardwick and Palmer to keep Council updated</li> </ul>
<p>9. To discuss <u>Community Emergency Plans</u></p>	<p>The Clerk gave an explanation as to the history behind the Hollesley Community Emergency Plan, that was still in draft form as no one had stepped forward when Wardens were sought.</p> <p>Councillors discussed the pros and cons of having a formal plan and concluded that with facilities already in place (Grapevine, lists of contacts with equipment, etc.) a formal plan was not necessary. It was also commented that technology was improving all the time and that reliance on hard wired electricity was not as critical as it was 20 years ago.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare a fun message to advise residents to be prepared for a lengthy power cut.</li> </ul>

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	<p>Councillors did however comment that some residents were not prepared for lengthy power cuts and that a fun and non-nanny state message in the Grapevine might help people self-prepare.</p>	
<p>10. <u>To discuss plans by Natural England to restrict access to some points along the shoreline</u> and the proposed route of the Coastal Path in Hollesley</p>	<p>The photographs and maps provided by NE had been displayed.</p> <p>Cllr. Palmer reported that he had met with the lady from NE. It has been frustrating to see vague lines on map and the map used did not tie in with the actual environment. However, there was to be a new coastal path and it would set in stone for ever, paths to the sea. It will mean visitors have a complete right of access at Shingle Street (currently this is by permission). The thinking behind exclusion areas is to warn people that some areas may not be suitable to access. Some land is privately owned and they can't force land owners to allow access. They also want to stop people getting in to trouble. Local people know the land but visitors may not. Signs will be put up and will be advisory; therefore Cllr. Palmer couldn't see any great reasons to object.</p> <p>Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• It is what goes down in legislation that matters, the land is not going to be marked.</li> <li>• Access would be at a person's own risk and Signs will be advisory.</li> <li>• In Holkham (North Norfolk) restricted zones have turned in to real restricted no go areas.</li> <li>• The situation will be reviewed every five years however to get a restriction lifted will be very difficult</li> <li>• We would not be in favour of any further restrictions to access. We are in favour of further open access.</li> <li>• The land is changing and this is not workable because the shingle moves.</li> <li>• It would be more sensible to have an 'all at your own risk' type of policy, no liability accepted.</li> <li>• 'Restricted' is a very strong word.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to draft a letter of reply to NE</li> </ul>

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<p>11. <u>Quick Sand at Shingle Street</u> – To receive an update on a recent incident, instructions from the land owner and to decide if and what action the PC want to take</p>	<p>The Clerk reported that further to her e-mail, the land owner had agreed to further signage being put up and ESC had now agreed to provide this signage. A further site meeting was to be arranged with ES Norse to discuss an appropriate location for the sign.</p> <p>Councillors commented that both Bawdsey PC and the Shingle Street Settlement Company should be kept fully aware of the situation. It was further agreed that the wording of any sign should be down to ES Norse.</p>	<ul style="list-style-type: none"> <li>• Clerk to liaise with ES Norse and keep Bawdsey PC and the Shingle Street Settlement Company informed</li> </ul>
<p>12. <u>Clerk's Role</u> – To discuss suggested new working pattern and possible tasks that Councillors could take on</p>	<p>The Clerk had produced a list of monthly tasks that could potentially be taken on by another person and the following was agreed:</p> <ul style="list-style-type: none"> <li>• Cemetery Checks – Cllr Palmer</li> <li>• Defibrillator Checks – Cllr. Langdon</li> <li>• Allotment Checks – Clerk to ask Allotment Holders if anyone would like to be a warden</li> <li>• SID Responsibilities – Clerk to place advertisement on Grapevine.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to speak to Allotment holders and send GV about SID</li> </ul>
<p>13. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p>	<p>a) Cllr. Langdon gave a full report on the work she had completed to date on the review of the Council's Cemetery Policies, processes and Procedures. She also detailed all the visits that had been carried out to various stone masons and funeral directors. A draft document had been produced and was being reviewed by various parties. It was hoped the document may be ready for review by the Councillors in January or February. Details of various costings for the Cemetery had also been drafted and would need review later in the year. There were still a number of questions outstanding but they were gradually reducing. After healthy discussion it was agreed that the first step was to have a site visit to the Cemetery to assess a number of issues identified and then to bring suggested solutions to Full Council. The Clerk agreed to set a date for the site visit and as many Councillors as were available were asked to come along.</p>	<p>a) Clerk to arrange site visit, advise Mr Collins of maintenance contract continuation and ask Mr Collins to obtain price for leaf store</p>

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<p>b) To receive an update on the Gravestone Survey on the Cemetery</p>	<p>In addition, the Clerk reminded Councillors that they had agreed to review the maintenance contract at the end of 2019 (following a rise in the sum paid to £1,000 per annum). Cllr. Palmer proposed that the current maintenance contract continue for the foreseeable future. This was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>The Clerk had also had a message that a 'leaf store' may be needed as the bins were not large enough to take all the leaves. The Clerk was asked to speak to the maintenance contractor to ask him to obtain a price for building/constructing a leaf store</p> <p>b) The Clerk stated that she had chased this with Mr Wix and that he had been very busy over November and December. He had promised to complete the survey in January 2020</p> <p><i>It was agreed to suspend standing orders for a further 30 minutes to allow the meeting to conclude</i></p>	<p>b) Clerk to monitor</p>
<p>14. <u>Recreation Ground and Village Hall:</u>  a) To receive an update on the Oak Trees on the Recreation Ground and to discuss the quotation for the proposed work</p>	<p>a) The Clerk reported that, following her and Cllr. Devine's visual check and concern over one of the oaks, Mr Seth Lord had visited the site and had declared that the wound on the tree was not new and although some work was needed to reduce the canopy of the tree, it did not require felling. Mr Lord had provided a quotation for this and other work required to the tress along this line. Cllr. Palmer reported that he had been very impressed with Mr Lord's professionalism and enthusiasm for the trees. He proposed the work to the trees was carried out at the earliest opportunity. This was seconded by Cllr. Burbridge and all Councillors were in agreement.</p> <p><i>Cllr. A Hardwick left the meeting at 9.34pm</i></p>	<p>a) Clerk to speak to Mr Lord</p>

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<p>b) To discuss next steps for the old Pavilion</p>	<p>b) Councillors asked the Clerk to place an advertisement on the Grapevine asking if anyone would like to purchase the old Pavilion, on the understanding that they then dismantled it and took it away.</p>	<p>b) Clerk to draft GV message</p>
<p>15. <u>Highways and Footpaths:</u></p> <p>a) To receive update on Bus Stop Hard Standings at Store's Corner</p> <p>b) To choose a bin for the North Car Park, Shingle Street</p>	<p>a) No further update had been forthcoming.</p> <p>b) <i>Item duplicated and deferred to 16. d)</i></p>	<p>a) Clerk to chase SCC Highways</p> <p>b) <i>See 16.d)</i></p>
<p>16. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 31<sup>st</sup> October 2019 and check Bank Statements</p> <p>b) To discuss draft budget for 2020/2021</p> <p>c) To discuss proposed Precept Request for 2020/2021</p>	<p>a) The accounts to 31<sup>st</sup> October had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements</p> <p>b) A copy of the draft budget, as amended over the past month, was passed to all. Amendments were made to the VE Day Celebration and Cemetery figures. After discussion the budget was proposed by Cllr. Hughes, seconded by Cllr. Langdon and all were in favour it be adopted.</p> <p>c) A figure of 4% had been used in the draft budget to allow the budget to balance. However, questions were asked as to whether we needed to have such a high figure (much higher than inflation) and perhaps savings could be made or income sought elsewhere. It was felt that uncertainty with costs for the Cemetery may mean higher spending on it in the future and that even a raise in the charges might not bring in the sum necessary. After discussion Cllr. Burbridge proposed the Council request £32,140 precept for 2020/21. This was seconded by Cllr. Langdon and all Councillors were in agreement.</p>	<p>a) None</p> <p>b) Clerk to produce final document once NALC salary figures were available.</p> <p>c) Clerk to request agreed figure.</p>



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<p>d) To receive update on purchase of an additional refuse bin for the area of private land where the land owner permits parking at Shingle Street (<i>commonly known as the North Car Park</i>)</p>	<p>d) After discussion Cllr. Burbridge proposed the ‘Jubilee’ Bin be purchased. This was seconded by Cllr. Hughes and all were in agreement. The Clerk agreed to seek part funding from the owner of the land and the Shingle Street Settlement Company.</p>	<p>d) Clerk to speak to ES Norse to purchase bin</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. SALC (K Langdon Councillor Training) - <b>£132.00</b></li> <li>ii. J Hallett (Salary for 3 months) – dated 27th Dec - <b>£1,432.60</b></li> <li>iii. Chris Chesterfield (Grit Bin Installation) - <b>£48.00</b></li> <li>iv. GeoXphere Ltd (Mapping System) - <b>£42.00</b></li> <li>v. Native Gardens and Forestry Ltd (Tree Inspection) - <b>£60.00</b></li> <li>vi. Sutton Memorial Hall (Hall for Training) - <b>£96.00</b></li> <li>vii. HMRC Cumbernauld (Clerk’s PAYE) - <b>£343.60</b></li> <li>viii. SCC Pension Fund (Clerk’s Pension) - <b>£546.25</b></li> <li>ix. SC Norse (Disposal of old Grit and Dog Bins) – <b>£48.00</b></li> </ul>	<p>e) The payments were proposed by Cllr. Langdon, seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. 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. None</li> </ul>	<p>f) Noted</p>	<p>f) None</p>

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g) To note Payments received since last meeting: i. Various Allotment Payments - <b>£171.28</b>	g) Noted	g) None
17. 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	a) The following reports were given: • None  b) The following items were suggested for the February article: Volunteers, VE Day and Emergency Situation Guidelines	a) None  b) Clerk to draft and send for review
18. To receive agenda items for next meeting and agree date of Next Meeting (16 <sup>th</sup> January 2020)	The following items were suggested added to the January agenda: • Buses Update • Cemetery update  Date of next meeting will be <b>16<sup>th</sup> January 2020</b> – 7.30pm – at the Village Hall.	• Clerk to prepare January agenda

The meeting was closed at 9.59pm

Signed: .....  
 Chair

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

Chair’s initials.....