

Minutes of Hollesley Parish Council Meeting

Held on 19th March 2020 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Note: This meeting took place during the Covid 19 restrictions placed on gatherings by Government and thus only very urgent items were discussed. Those items not discussed will be postponed until a full meeting can be held.

Present

Cllr. Hazel Hughes (Chair), Cllr. Andrew Coyne, Cllr. Brian Devine, Cllr. Christina Fletcher, Cllr. Karrie Langdon and Cllr. Andrew Palmer

Judi Hallett (Clerk) 2 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):
 - Litter – It was commented by a Councillor that many wine bottles were found along Melton Road during the recent litter pick
- b) Reports or comment from ESC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had been circulated
 - Cllr. Mallinder – Cllr. Mallinder’s report would be circulated

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Helen Lewis, Cllr. Trevor Burbridge, Cllr. John Hardwick, Cllr. Anne Hardwick, Cllr. James Mallinder (At another meeting) and Cnty Cllr. Andrew Reid	• Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Langdon declared a non-pecuniary interest in the applicants of DC/20/1003/FUL and stated she would not take part in the debate or vote on the matter.	• Noted

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
3. Public Session (record above)	None	<ul style="list-style-type: none"> None
4. To agree <u>Minutes</u> of meeting dated 20 th February 2020	Matter postponed until next full Council meeting	<ul style="list-style-type: none"> Clerk to add to next agenda
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/1003/FUL - Demolition of existing dwelling and outbuildings and erection of new replacement dwelling and outbuildings - Holstow Lodge, Lodge Road, Hollesley</p> <p>b) DC/20/1103/FUL - Proposed alterations and extensions - Out Yonder, Alderton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> Property has been derelict for a long time; it is a modest sized building on a large plot No objection Conclusion: No Objection (Proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors in agreement, with one abstention) <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> Concern that the sunroom is forward of the building line and may be seen Sun Room is only just over the 'Permitted Development' size, hence the need for Planning Permission and it is on a large plot with a substantial fence Conclusion: No objection –(Proposed by Cllr. Palmer, seconded by Cllr. Hughes and all Councillors in agreement) 	<p>a) Clerk to send comments directly to ESC</p> <p>b) Clerk to send comments directly to ESC</p>

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<p>c) DC/20/0945/FUL - Demolition of existing 3 bedroom bungalow and replacement with 3 bedroom dwelling. Temporary location (two years) of static caravan during the construction period. No change to existing detached garage. – Elmsfield, Rectory Road, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • The Clerk explained that this application had been received after 4.00pm that day and so she did not feel the Councillor could discuss it • She also explained that the application was similar to those of 2017 and 2018 (where the Parish Council had submitted a comment of ‘no objection’); except that the roof height on the new application was now considerably lower by around 1 metre • Councillors concluded that, given the circumstances that meeting was very difficult at present, and the similar nature of the application to previous applications, a comment of ‘no objection’ should be submitted, if the new application clearly alleviated the concerns ESC had with the height of the building, when considering the previous applications • Conclusion: No objection –(Proposed by Cllr. Palmer, seconded by Cllr. Langdon and all Councillors in agreement) 	<p>c) Clerk to send comments directly to ESC</p>
<p>6. To receive update on <u>legal arrangements between HPC and Hollesley Village Hall Committee</u> and to discuss steps the Parish Council may wish to take</p>	<p>Matter postponed until next full Council meeting</p>	<ul style="list-style-type: none"> • Clerk to add to next agenda
<p>7. To discuss a policy HPC can follow when untidy/unkept land in the village is reported to either the Clerk or a Councillor and a) <i>Depending on the outcome of the discussion in 7</i>, to discuss land along Alderton Road</p>	<p>Matter postponed until next full Council meeting</p>	<ul style="list-style-type: none"> • Clerk to add to next agenda
<p>8. To discuss the Annual Parish Meeting (12th May 2020)</p>	<p>Matter postponed until next full Council meeting</p>	<ul style="list-style-type: none"> • Clerk to add to next agenda

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<p>9. To discuss if HPC wish to write to the appropriate Government Departments regarding fears over the inland infrastructure required to support the nine Energy projects planned for Suffolk Heritage Coast</p>	<p>Matter postponed until next full Council meeting</p>	<ul style="list-style-type: none"> • Clerk to add to next agenda
<p>10. <u>Recreation Ground and Village Hall:</u></p> <p>a) New Pavilion – to discuss response from Hall Committee</p> <p>b) To discuss placing a Tetra Pak collection bin at the Recreation Ground</p> <p>c) To discuss entrance to Playing Field from rear footpath and security implications</p>	<p>a) Matter postponed until next full Council meeting.</p> <p>b) Matter postponed until next full Council meeting.</p> <p>c) Matter postponed until next full Council meeting</p>	<p>a) Clerk to add to next agenda</p> <p>b) Clerk to add to next agenda</p> <p>c) Clerk to add to next agenda</p>
<p>11. <u>Prison:</u></p> <p>a) To receive report about new lighting installed at the Prison and agree any action the Parish Council wish to take</p> <p>b) To discuss the path between Oak Hill and the Prison and if asking the prison to clear it is appropriate</p>	<p>a) Matter postponed until next full Council meeting.</p> <p>b) Matter postponed until next full Council meeting.</p>	<p>a) Clerk to add to next agenda</p> <p>b) Clerk to add to next agenda</p>
<p>12. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p>	<p>a) Matter postponed until next full Council meeting</p>	<p>a) Clerk to add to next agenda</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss the Gravestone Survey in the Cemetery (discussion paper sent by Clerk) and to agree way forward</p>	<p>b) Matter postponed until next full Council meeting.</p>	<p>b) Clerk to add to next agenda</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To discuss Rogation Sunday Walks</p> <p>b) To discuss the New Village Sign and closure of the project</p> <p>c) To discuss adding an 8th SID post at Oak Hill</p>	<p>a) Matter postponed until next full Council meeting.</p> <p>b) Matter postponed until next full Council meeting.</p> <p>c) Matter postponed until next full Council meeting</p>	<p>a) Clerk to add to next agenda</p> <p>b) Clerk to add to next agenda</p> <p>c) Clerk to add to next agenda</p>
<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 31st January 2020 and check Bank Statements</p> <p>b) Authorisation of transfer of the HPC Play Park allocated funds to the Play Park Account (£5,397.00)</p>	<p>a) The accounts to 31st January 2020 had been circulated and there were no questions. The Clerk had not bought along the Bank Statements but agreed to scan it and send to al</p> <p>b) This transfer was proposed by Cllr. Hughes, seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>The Clerk apologised that a vital agenda item had accidentally been deleted from the agenda regarding the Play Park Project. Given the extraordinary circumstances it was agreed to discuss the matter and ratify any decisions at the next Full Council meeting.</p>	<p>a) Clerk to scan bank statement</p> <p>b) Clerk to arrange transfer of funds. Clerk to contact ESC re. funding pots and obtain written confirmation of their availability to HPC for this project. Clerk to contact NGF once all funding was confirmed.</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Spencer Wix Stone Mason Ltd (Grave Stones testing) - £180.00 ii. J Hallett (3 months' salary) – cheque dated 26th March - £1,432.60 iii. Suffolk County Council (Street Lights) - £753.22 iv. HMRC Cumbernauld (Clerk's PAYE) – £343.60 v. SCC Pension Fund (Clerk's Pension) - £546.25 vi. SALC (Data Protection Training) - £18.00 <p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. R Clark (Village Sign Plinthe) - £699.01 ii. Anglian Water Business (National) Ltd (Allotments) - £27.47 	<p>The Clerk asked that Council a) approve the 5 pieces of equipment for Phase 1 (as detailed in her mail of 27th Feb 2020), b) approve use of £30,178.22 from the S106 Play Pot and c) approve that all other funding (the Exemplar Fund and the Enabling Communities Fund) should officially be applied for.</p> <p>These items were proposed by Cllr. Devine, seconded by Cllr. Langdon and all Councillors were in agreement. The Clerk agreed not to give any instructions to NGF Play until the availability of ALL funds were placed in writing to the Council.</p> <p>c) The payments were proposed by Cllr. Coyne, seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. The cheques were signed by Cllr. Palmer and the Clerk agreed to take to Cllr. Burbridge for counter signing.</p> <p>d) Noted</p>	<p>c) Clerk to distribute</p> <p>d) None</p>

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iii. Total Merchandise Ltd (Bags for VE Celebrations) - £768.56 e) To note Payments received since last meeting: i. S/Heath, Tunstall, Boyton and Bromeswell PC's (Training reimbursement) - £150.00 ii. F Masters Ltd (Headstone erection) - £125.00	e) Noted	e) 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	a) Matter postponed until next full Council meeting b) Matter postponed until next full Council meeting	a) Clerk to add to next agenda b) Clerk to add to next agenda
16. To receive agenda items for next meeting and agree date of Next Meeting (16 th April 2020)	The following items were suggested added to the April agenda: • All items postponed Date of next meeting will be 16th April 2020 – 7.30pm – at the Village Hall. This would obviously be subject to Government guidelines	• Clerk to prepare April agenda

The meeting was closed at 7.51pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....