

Minutes of Hollesley Parish Council Annual Meeting

Held on 21st May 2020 ~ 9.00am

Via Zoom Video Conferencing

Present

Cllr. Hazel Hughes (Chair *after item 1*), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Karrie Langdon, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

Dist. Cllr. James Mallinder

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):

- Drones – A member of the public commented that she had experienced drones flying over her house in Mallard Way and towards the prison, very often in the evenings. It was established that these had already been reported to the police and prison and it was suggested that the resident may wish to keep a diary of the events and pass it to the prison on a monthly basis.

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated. He made further comment on the re-opening of Waste Recycling Centres, supply of PPE to Care Homes (often difficult to source but never not delivered), COVID-19 Testing Centre at Copdock, retraining of Fire Fighters to support other emergency staff and bus drivers to make deliveries on their rounds, social distancing challenges when shops start to open and the imminent submission of the Planning Application for Sizewell C from EDF (with SCC warning of difficulties some parishes may have in making residents aware of this consultation at this time).
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on the fantastic response of all villages in his Ward to the Covid-19 crisis and the excellent support groups that had been established, Refuse services all back to normal by Monday 25th May and ESC continues to operate using VC Conference meeting capabilities.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To elect Chairman of the Council for 2020/21 and signing of the 'Declaration of Acceptance of Office'	<p>Cllr. Hughes officially stepped down and Chair and the Clerk administered the item.</p> <p>Cllr. Palmer proposed Cllr. Hughes be elected a Chair for a further year. This was seconded by Cllr. Mallinder and Cllr. Hughes indicated her willingness to stand. There were no further nominations for the position of Chair. Councillors votes 'all in favour' of Cllr. Hughes being Chair for 2020/21. The Clerk agreed to take the 'Declaration of Acceptance of Office' for signing to the Chair's house.</p>	<ul style="list-style-type: none"> • Clerk to organise completion of the 'Declaration of Acceptance of Office'
2. To receive Apologies for absence	<p>Apologies had been received from Cllr. Andrew Coyne (at work), Cllr. John Hardwick (at work), Cllr. Anne Hardwick, (at work) and Cllr. Tina Fletcher (at work)</p>	<ul style="list-style-type: none"> • Noted
3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	<p>There were no declarations of interest in any agenda items.</p>	<ul style="list-style-type: none"> • Noted
4. Public Session	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • None
5. To elect Vice-Chairman of the Council for 2020/21 and signing of the 'Declaration of Acceptance of Office'	<p>Cllr. Devine proposed Cllr. Palmer be re-elected as Vice-Chair and Cllr. Palmer indicated he was willing to fulfil the post. Cllr. Mallinder seconded this proposal and, with no other nominations, all Councillors voted in favour. The Clerk agreed to take the 'Declaration of Acceptance of Office' for signing to the Vice-Chair's house</p>	<ul style="list-style-type: none"> • Clerk to organise completion of the 'Declaration of Acceptance of Office'
6. To receive resignation from Cllr. Lewis and to explain current co-option process	<p>Cllr. Hughes announced the sad resignation of Cllr. Lewis, a very pro-active and knowledgeable Councillor for many years and a past Chair.</p> <p>The Clerk explained that the District Council were unable to follow the standard process for when a Councillor steps down as they were not presently in a position to be able to hold a by-election, should one be called. However, further in the meeting an e-mail was received by the Clerk notifying her that the process could now be following and providing the standard notice that needed to be displayed. It was hoped that the position could be filled at the June meeting, through Co-Option.</p>	<ul style="list-style-type: none"> • Clerk to display notice and advertise vacancy

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7. To agree <u>Minutes</u> of meeting dated 20 th February 2020 and 19 th March 2020	The minutes had been circulated and there were no questions or alterations. Cllr. Langdon proposed both be accepted as correct. This was seconded by Cllr. Hughes and all were in agreement	<ul style="list-style-type: none"> • Clerk post on the Website
8. To confirm the following roles: a) Internal Auditor (<i>currently Mr Trevor Brown</i>) b) Responsible Finance Officer (<i>currently the Clerk</i>) c) Tree Warden (offer from Mr Jonathan Forsyth to take up the role)	<p>Cllr. Hughes proposed the following appointments:</p> <ul style="list-style-type: none"> a) Mr Trevor Brown b) The Clerk c) Mr Jonathan Forsyth <p>These were seconded by Cllr. Langdon and all Councillors were in agreement.</p> <p>The Clerk was asked to thank Mr Forsyth for volunteering and to ask if he would be in a position to review the trees in the Cemetery. It was also suggested a job description for this role would be needed.</p>	<ul style="list-style-type: none"> • Clerk to confirm positions to all, research a Tree Warden’s Job Description and speak to Mr Forsyth about the Cemetery Trees
9. To remind Councillors to review their Register of Interests entry on the ESC System	The Clerk reminder the Councillors of their responsibility to check their entry on the Register of Interests held by ESC. She agreed to send a link to the system and Councillors were asked to contact the Clerk if they needed to amend anything.	<ul style="list-style-type: none"> • Clerk to send link to the Register
10. To confirm all Standing Orders and Direct Debits presently set up for the Council	<p>The Clerk detailed the following SO’s and DD’s setup on the Council’s Bank Account:</p> <ul style="list-style-type: none"> • ICO - £35.00 annually • PWLB Load Repayments – Varying amounts – Payment twice annually <p>Cllr. Hughes proposed that these payments continue, these were seconded by Cllr. Devine and all were in agreement.</p>	<ul style="list-style-type: none"> • None
11. To ratify all decisions taken during the ‘Coronavirus Break’ – see appendix 1	The Chair listed the items in Appendix 1 that had been covered during the initial phase of the Covid-19 pandemic, when meetings had been suspended. Cllr. Hughes proposed that these decisions be ratified. This was seconded by Cllr. Palmer and all Councillors were in agreement.	<ul style="list-style-type: none"> • None

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<p>12. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/1154/FUL - Proposed alterations & extensions and formation of new vehicular access. - Shepherds Cottage, Boyton Road,, Hollesley</p> <p>b) DC/20/1637/FUL Demolition of existing bungalow and replacement with new bungalow and detached cartlodge at Fourways, Alderton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Concern initially regarding the upper window that overlooked the neighbours but I believe this is a bathroom so would be obscured, therefore no objection • This is the 3rd set of similar plans and we have not objected before • Initial concern about the height but this has been clarified and is not a problem • The Clerk reported that ESC Environmental Officer had suggested suitable hedging be a condition of the approval for the old entrance (if granted) • Conclusion: No Objection (Proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors in agreement) <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Issues looking at the plans reported from one Councillor • Pre-application advice has been sought, the building is twice the size of the present building but is no taller than at present, is centrally located on a large plot and would have little if no impact on the neighbouring properties, no objections from me • Guidance from ESC regarding replacement buildings is vague [comment made that this is because the national guidance is also vague] and it may set a precedent for larger properties on these plots but I agree with the above comments • Conclusion: No objection –(Proposed by Cllr. Burbridge, seconded by Cllr. Palmer 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>
<p>13. To discuss the ESC Public Space Protection Orders – Dog Controls in the East Suffolk District</p>	<p>Cllr. Mallinder explained the rationale behind the order and confirmed that any stricter local rules (such as the Hollesley New Cemetery rule stating ‘No Dogs’) would not be overwritten by this order.</p> <p>It was decided not to make any specific comments to ESC</p>	<ul style="list-style-type: none"> • None

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<p>14. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the 2018/19 PKF External Audit Report (sent to Councillors on 24th July 2019)</p> <p>b) To accept and sign Year End Accounts as at 31st March 2020</p> <p>c) To accept Internal Auditor’s Report for 2019/20 and Section 3 of Part 3 of the Annual Governance and Accountability Return 2019/20</p> <p>d) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return (AGAR) 2019/20</p> <p>e) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2019/20</p>	<p>a) The Clerk explained that although the PKF reported had been sent to all Councillors and placed on the Website back in July 2019, she had omitted to place it on the August Agenda for official receipt. Cllr. Langdon proposed the report be officially received, this was seconded by Cllr. Palmer and all were in agreement.</p> <p>b) The accounts had been sent to all and had been seen by the Internal Auditor. There were no questions. Cllr. Langdon proposed they be accepted and signed. This was seconded by Cllr. Hughes and all Councillors were in agreement.</p> <p>c) The two reports from the Internal Auditor had been passed to all Councillors and were now available on the Website for inspection. There were no comments. Cllr. Hughes proposed they officially be accepted. This was seconded by Cllr. Mallinder and all Councillors were in agreement</p> <p>d) The Clerk read each point of Section 1 of Part 3 of the AGAR aloud. Cllr. Hughes proposed the Council answer in the affirmative to each point. This was seconded by Cllr. Devine and all Councillors were in agreement</p> <p>e) The suggested figures in Section 2 of Part 3 of the AGAR had been sent to all Councillors. There were no questions. Cllr. Mallinder proposed that the figures be approved. This was seconded by Cllr. Hughes and all Councillors were in agreement</p>	<p>a) None</p> <p>b) Clerk to take all Year End Accounts paperwork to Cllr. Hughes for signing and then to place on the Website and send link to PKF Littlejohn.</p> <p>c) None</p> <p>d) As B above</p> <p>e) As B above</p>

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<p>f) To agree Reserve Allocations</p> <p>g) To agree the CIL Report for 2019/20</p> <p>h) To authorise the following Invoices for Payments: i. Les Andrew (Celebration Cake) - £40.00</p> <p>i) To note Payments made since last meeting: i. See Appendix 2</p> <p>j) To note Payments received since last meeting: i. See Appendix 3</p>	<p>f) The distribution of reserves as follows, was proposed by Cllr. Devine:</p> <table border="1" data-bbox="772 268 1601 454"> <thead> <tr> <th>Project</th> <th>Amount</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>V/Hall Roof Replacement</td> <td>£3,000.00</td> <td></td> </tr> <tr> <td>Pavilion Replacement</td> <td>£6,506.00</td> <td>£1,506 CIL funds</td> </tr> <tr> <td>Staff Sickness Costs</td> <td>£4,000.00</td> <td></td> </tr> <tr> <td>Play Equipment Renewal</td> <td>£7,182.01</td> <td></td> </tr> </tbody> </table> <p>These were seconded by Cllr. Hughes and all were in agreement</p> <p>g) The report had been sent to Councillors and the Internal Auditor and there were no questions. Cllr. Hughes proposed it be adopted. This was seconded by Cllr. Langdon and all were in agreement</p> <p>h) The payments were proposed by Cllr. Hughes, seconded by Cllr. Langdon and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Burbridge and Cllr. Palmer for signing.</p> <p>i) Noted</p> <p>j) Noted</p>	Project	Amount	Notes	V/Hall Roof Replacement	£3,000.00		Pavilion Replacement	£6,506.00	£1,506 CIL funds	Staff Sickness Costs	£4,000.00		Play Equipment Renewal	£7,182.01		<p>f) Clerk to denote figures on 2020/2021 documentation</p> <p>g) Clerk to post on Website</p> <p>h) Clerk to distribute</p> <p>i) None</p> <p>j) None</p>
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<p>15. <u>Cemetery:</u></p> <p>a) To acknowledge receipt of the update from Cllr. Langdon on the review of the Management Process for the Cemetery</p>	<p>a) Cllr. Langdon gave a full and comprehensive report on the review of the Management Process for the Cemetery, with PowerPoint presentation. Cllr. Langdon was thanked for her in-depth work and dedication to the project</p>	<p>a) Clerk to send PP presentation to all</p>															

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<p>b) To discuss and decide whether to subscribe to the Institute of Cemetery and Crematorium Management (ICCM) to assist with the above project</p> <p>c) To adopt the Survey Plan of Hollesley New Cemetery – sent to Councillors on 15th May 2020</p> <p>d) To discuss the Gravestone Survey in the Cemetery and to agree way forward</p> <p>e) To discuss the concept of a Central Cemetery Database and a demonstration</p>	<p>b) After short discussion it was agreed that the Parish Council should register as members of the ICCM for at least a year (total cost £95)</p> <p>c) Cllr. Mallinder proposed that this document be adopted. This was seconded by Cllr. Hughes and all Councillor were in agreement</p> <p>d) The Clerk had investigated ownership of each of the 7 loose stones and a report had been presented to Council. It was agreed (<i>proposed by Cllr. Langdon and seconded by Cllr. Hughes with all in agreement</i>) to engage F Masters to carryout the work with four owners being approached to meet the costs (the other three repairs being met by the Parish Council as no owners could be found)</p> <p>e) Councillors agreed a demonstration of the database would be an excellent idea and all questions regarding it could be raised at the session. Cllr. Langdon was asked to thank her husband for formulating the database</p>	<p>b) Clerk to liaise with ICCM</p> <p>c) Clerk to place on Website</p> <p>d) Clerk to engage F Masters</p> <p>e) Clerk to arrange demo</p>
<p>16. To receive agenda items for next meeting and agree date of Next Meeting (16th April 2020)</p>	<p>The following items were suggested added to the April agenda:</p> <ul style="list-style-type: none"> All items postponed from previous meetings <p>Date of next meeting will be 18th June 2020 – 7.30pm – via Zoom Video Conferencing</p>	<ul style="list-style-type: none"> Clerk to prepare June agenda

The meeting was closed at 10.28am

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....

Appendix 1 - Decisions taken during the 'Coronavirus Break'

- Payment of invoices dated 1st April (as per e-mail of 31st March (see list below))
- Payment of invoices dated 16th April (as per e-mail of 15th April (see list below))

Appendix 2 – Payments made since the March 2020 Meeting

• SALC (6 months payroll service)	£21.60
• Suffolk.Cloud (Web site provision)	£110.00
• J Hallett (Expenses for last 3 months)	£340.70
• Just 42 (Grant for 2020)	£756.00
• 1st Rendlesham Scouts (Grant for 2020)	£200.00
• Citizens Advice (Grant for 2020)	£100.00
• Hollesley Welcome Club (Grant for 2020)	£142.80
• SALC (Annual Subscription)	£444.66
• SC Norse Ltd (Recycling Bin)	£270.00
• SC Norse Ltd (Refuse Collection for Quarter)	£206.39
• Trevor Brown (Internal Audit)	£150.00
• Hollesley Village Hall (Charges for 2019/20)	£351.75
• NGF Play Ltd (30% of Play Equipment)	£17,197.25

Appendix 3 - Payments received since March 2020 meeting

• ESC Exemplar Fund Grant	£10,000.00
• ESC Enabling Communities Grant	£852.00
• ESC CIL Payment	£1378.91
• VAT Refund (receipt to be confirmed)	£3,481.32
• ESC 50% Precept	£16,070.00