

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 18th June 2020 ~ 7.30pm
Via Zoom Video Conferencing

Present

Cllr. Hazel Hughes (Chair), Cllr. Carolyn Bevan-Biggs (*After item 4*), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Brian Devine, Cllr. Karrie Langdon, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

Dist. Cllr. James Mallinder

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*):

- Volume of Rubbish – The volume of rubbish both in and around litter bins and in the verges has grown recently. Is there anything that can be done?
Answered by Cllr. Mallinder in his report
- Original Play Equipment – Local people held fund raising events to put up the original play equipment and it must be preserved, if possible, for as long as possible.

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 locations and the new booking system; shops reopening in July and the support needed; delegation of town centre management to Town Councils (in order to manage footfall); temporary walkways and cycle paths (which hopefully will continue in to the future); re-tasking of school transportation and further planning needed for September and the rise in both domestic abuse and mental health issues being reported (some help lines now open 24x7). *There were no questions for Cllr. Reid and he left to attend another meeting.*
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on Litter and the need for additional collections on key days, the bin at Shingle Street had been installed but had then had a hot bar-b-q placed in it and it had been set on fire so was removed; Commercial Waste collection days at the Recycling Centre being discussed; 40 additional Conservation areas created; Green Bin collects are back; working with Town Councils on reopening safely and a possible path between Melton and Sutton Hoo. *Q: Will Green Bins continue to be collected on separate days? Yes, for now to allow for social distancing in the cab. Q. There are rare bees living in the village, can we protect their habitats? Yes, please let me know where these are.*

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Tina Fletcher (at work)	<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 in any agenda items.	<ul style="list-style-type: none"> Noted
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> Clerk to involve previous equipment fund raisers in the new project.
4. Co-option of a Councillor and signing of the 'Declaration of Acceptance of Office' Form	<p>The Chair asked if any members of the public wished to step forward for co-option and Mrs Bevan-Biggs and Mr Barnard both indicated they did.</p> <p>Mrs Bevan-Biggs gave a short speech about her background and her interest in the Council. On reflection Mr Barnard decided not to stand.</p> <p>Mrs Bevan-Biggs' co-option was proposed by Cllr. Hughes, seconded by Cllr. Langdon and all Councillors were in agreement. Cllr. Bevan-Biggs took up position as a Councillor.</p>	<ul style="list-style-type: none"> Clerk to organise completion of the 'Declaration of Acceptance of Office' and registration with ESC
5. To agree Minutes of meeting dated 21 st May 2020	<p>The Clerk apologised for the error on the Agenda, the actual minutes to be approved were from 21st May 2020.</p> <p>The minutes had been circulated and there were no questions or alterations. Cllr. Hughes proposed these be accepted as correct. This was seconded by Cllr. Mallinder and all were in agreement.</p>	<ul style="list-style-type: none"> Clerk post on the Website

Chair's initials.....

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<p>6. To discuss the position of the new Play Park Equipment and the possible relocation of the existing equipment</p>	<p><i>Cllr. Bevan-Biggs dialled out of the meeting for this item</i></p> <p>The Clerk and Cllr. Hughes gave details of the situation and the distress that had been portrayed to them by some of the local residents regarding the potential noise and loss of privacy if the new equipment were to be placed where originally planned. Two alternative options had been discussed with the local residents for the location of the equipment and the favoured location was the far right hand corner of the field, where the children could play and make as much noise as they liked and the equipment would be allowed to expand as and when funds permitted. The Football Manager had been consulted about this option and he was happy that there would still be enough room for 3 football pitches, when they were needed.</p> <p>After discussion Cllr. Hughes proposed that the new equipment be placed in the far right hand corner of the field and that the old equipment be moved as and when funds could be secured. This was seconded by Cllr. Mallinder and all Councillors were in agreement. The Clerk was asked to take a number of actions....</p> <p>It was also agreed that a fence around the area should be considered at a later date.</p>	<p>Clerk to:</p> <ul style="list-style-type: none"> • Inform NGF of the decision and ask them to redraw the plans (with the Football Pitches marked) • Inform the local residents of the situation • Speak with Mrs Barnard to ask her for her opinions on the new equipment and moving of the old
<p>7. <u>To discuss and agree responses to the following Planning Applications:</u> There were no applications to discuss</p>	<p>None</p>	<p>None</p>
<p>8. <u>Prison</u> – To discuss decision of the ICO and document received from the MoJ and to agree next steps as suggested in paper sent on 5th June 2020</p>	<p>The Councillors discussed the decision of the ICO and the paper that had been received from the MoJ. It was confirmed that during the visit to the Prisons Minister the subject of why or how Hollesley Bay was chosen was not discussed. The text regarding the ‘spreading of the residents’ throughout the country was discussed and Councillors felt this had not been achieved by having one prison in Gloucestershire, one in Lincolnshire and one in Suffolk.</p>	<ul style="list-style-type: none"> • Clerk to work with Cllr. Palmer to draft FOI requests to Therese Coffey and the MoJ.

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	<p>It was agreed that having done so much work on the subject, and with a view to supporting the Oak Hill residents who were living so close to the Prison, further questions should be asked; firstly what our MP was told at the time the decision was made and secondly questions to the MoJ regarding the process for assessing the men being housed at Hollesley and what process the MoJ went through to assess the suitability of Hollesley Bay to receive such prisoners.</p> <p>In addition, the Clerk was asked to contact the Governor to see if the regular meetings with Butley PC could resume.</p>	<ul style="list-style-type: none"> • Clerk to ask a further meeting with the Prison Governor could be arranged.
<p>9. <u>Allotments:</u></p> <p>a) To discuss and agree process for registering allotments with the Land Registry</p> <p>b) To discuss estimate to cut common grass areas</p>	<p>a) After discussion it was agreed that the Clerk should obtain an estimate for this work from Suffolk Legal and report back to the next meeting</p> <p>b) After discussion it was agreed that the grass verges in the Allotments provide habitat for wildlife and they should not be cut back. This subject would only be revisited if complaints were received.</p>	<p>a) Clerk to obtain estimate</p> <p>b) Clerk to advise gentleman who quoted for the work.</p>
<p>10. <u>Recreation Ground and Village Hall:</u></p> <p>a) To discuss the position of 'Caretaker' of the Recreation Ground and a possible 'honorary' payment</p>	<p>a) The Clerk explained the extraordinary amount of voluntary work done by Mr Friend and Mrs Montague in looking after the Recreation Ground and Recycling Centre. This was a daily task and often included clearing up, reporting issues and opening the gate for tradesmen. She suggested the Council may wish to initially write and thank both volunteers and furthermore may consider a small gift for them. Cllr. Mallinder suggested a £50 gift voucher for each of them (from a local garden centre), alongside a card. This was seconded by Cllr. Hughes and all Councillors agreed.</p>	<p>a) Clerk to purchase cards and gift vouchers</p>

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<p>b) To discuss quote for reducing height of 8 trees along North boundary to allow more light in for neighbouring properties <i>(if quote received)</i></p> <p>c) <i>(Additional Item)</i> – Reopening of the Hall</p>	<p>b) Item deferred until July meeting as quotation for the work had not been received</p> <p>c) Cllr. Mallinder reported that the Hall Committee were working hard to follow guidance for the re-opening of the hall where appropriate.</p>	<p>b) Clerk to place item on July agenda</p> <p>c) None</p>
<p>11. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p> <p>b) To approve development of the Hollesley Graveyard Database – as demonstrate on 4th June by developer</p> <p>c) To adopt the Unintentional Discrimination Plan - <i>as distributed on 12th June</i></p> <p>d) To adopt the Reburial Of Remains Statement - <i>as distributed on 12th June</i></p> <p>e) To adopt the Exhumation Of Remains Statement - <i>as distributed on 12th June</i></p> <p>f) To adopt statement relating to Hollesley Inhabitants Buried Outside The Village- <i>as distributed on 12th June</i></p>	<p>a) Cllr. Langdon gave a comprehensive update on the project and was thanked for all her work</p> <p>b) Cllr. Hughes proposed that the Database be approved and populated with live data. This was seconded by Cllr. Coyne and all Councillors were in agreement.</p> <p>c) Items c to f were taken together. The Clerk confirmed each statement had been sent to all Councillors. Cllr. Hughes proposed they be adopted. This was seconded by Cllr. Palmer and all Councillors were in agreement</p> <p>d) As above</p> <p>e) As above</p> <p>f) As above</p>	<p>a) None</p> <p>b) Clerk to liaise with Cllr. and Mr Langdon</p> <p>c) Cllr. Langdon to incorporate in to appropriate documentation</p> <p>d) As above</p> <p>e) As above</p> <p>f) As above</p>

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<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss the New Village Sign, purchase of a seat and closure of the project.</p> <p>b) Mallard Way Orchard- To discuss repositioning the seat closer to the pavement</p>	<p>a) After discussion it was agreed to purchase a brown bench at 1.8 m long, from Realise Futures. The Clerk suggested she obtain a definitive total price (as there may be a discount for returning customers) and then seek a grant from Cllrs. Reid and Mallinder for the total cost.</p> <p>b) It was felt this request was very difficult to accommodate as moving the bench may solve one problem but create another. The Clerk was asked to take pictures of the situation and report back to the next meeting</p>	<p>a) Clerk to obtain price and seek grants. Clerk to purchase suitable bulbs to plant around bench.</p> <p>b) Clerk to take pictures</p>
<p>13. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at April 2020 and check Bank Statements</p> <p>b) To agree one or two new cheque signatories to be added</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (3 months' salary) - £1,404.80</p> <p>ii. SCC Pension Fund (Clerk's Pension for 3 months) – £527.68</p> <p>iii. HMRC Cumbernauld (Clerk's PAYE) - £371.40</p> <p>d) To note Payments made since last meeting:</p> <p>i. ICCM 9Subscription) - £95.00</p> <p>ii. Anglian Water Business Ltd (Allotments) - £44.92</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Mallinder agreed to review the Bank Statements when signing the cheques</p> <p>b) Cllrs. Hughes and Bevan-Biggs agreed to be cheque signatories and the Clerk was asked to draft a new Bank Mandate for signing.</p> <p>c) 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. Mallinder and Cllr. Palmer for signing.</p> <p>d) Noted</p>	<p>a) Clerk to take statements to Cllr. Mallinder</p> <p>b) Clerk to draft mandate and take for signing.</p> <p>c) Clerk to distribute</p> <p>d) None</p>

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e) To note Payments received since last meeting: i. Bank Interest - £5.26	e) Noted	e) None
14. To receive agenda items for next meeting and agree date of Next Meeting (16 th July 2020)	The following items were suggested added to the July agenda: <ul style="list-style-type: none"> • Speeding Tractors along The Street and possibility of asking farms to observe a voluntary 20MPH maximum speed whilst in the 30MPH zone • Relationship between the Hall Committee and the Parish Council Date of next meeting will be 16th July 2020 – 7.30pm – via Zoom Video Conferencing	<ul style="list-style-type: none"> • Clerk to prepare July agenda

The meeting was closed at 9.09pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....