

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 15th October 2020 ~ 7.30pm
Via Zoom Video Conferencing

Present

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

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder

Cnty. Cllr. Andrew Reid

Three members of the public were present

The Chair welcomed everyone to the meeting.

Record of Public Session:

a) To receive presentation from Sarah Gill re. the Hollesley Carbon Project:

- Sarah explained the concept of the work undertaken by Groundworks East and that there was money available to fund a project to reduce a designated areas Carbon to Net Zero. Hollesley had been chosen as the pilot area because of its size and facilities.
- If the Parish Council wished to support the project, 4 buildings would receive an Energy Audit (buildings to be decided) and then there would be a survey for all residents and a project plan would be produced to help Hollesley become Carbon Neutral. This would also be recognised in the form of an Accreditation.
- Councillors were very enthusiastic about the project and a couple of questions were answered. Sarah was thanked for her attendance and informed the Council would discuss the matter later in the meeting and get back to her.

b) Reports or comment from any member of the public or any other village organisation (notes only):

- Carbon Project – We are very supportive of this initiative.

c) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated. He made further comment on: £300k available for Electric Car Charging Points; Electric Taxi-Buses now on trial; Gullwing Bridge in Lowestoft (*had taken only 102 years to agree!*); Sizewell C application from EDF; adoption of the SCDC Local Plan and a consultation on SCC Boundary changes. There were no questions to Cllr. Reid.

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- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: A Fireworks campaign starting the following week; a consultation on Cycle Paths and Footpaths (he would make a special case for improvements at the Wilford Hollows) and the possibility of Unitary Councils in the future. Q. *Could any local roads be denoted similarly to Felixstowe Road in Martlesham Heath?* Yes, that might be a possibility as it is a relatively low cost option. Q. *Will the footpaths/cycle paths consultation also look at provision for horse riders?* I had not thought of this but there is no reason why it can’t.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Tina Fletcher (at work) and Cllr. Carolyn Bevan-Biggs (Away)	<ul style="list-style-type: none"> • Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	<p>There were two:</p> <ul style="list-style-type: none"> • Cllr. Langdon declared a non-pecuniary interest in item 5. a) • Cllr. Burbridge declared a pecuniary interest in item 6. 	<ul style="list-style-type: none"> • Noted
3. Public Session	<i>See above record</i>	a) None
4. To agree Minutes of meeting dated 17 th September 2020	The minutes had been circulated and there were no questions or alterations. Cllr. Burbridge proposed these be accepted as correct. This was seconded by Cllr. Palmer and all were in agreement.	b) Clerk post on the Website
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/3551/FUL - Construction of a small two storey extension, demolition of existing garage and erection of car port. - Wayside Cottage, Alderton Road, Hollesley</p>	<p>a) Cllr. Langdon took no part in the discussion on this matter. The Councillors made the following comments:</p> <ul style="list-style-type: none"> • The proposed extension is in keeping with the area and not large • The development is well sited on the plot and the extension is modest • Conclusion: No Objection (Prop: Cllr. Burbridge, Sec: Cllr. Devine, Cllrs voted 7 in favour with 1 abstention) 	a) Clerk to write to ESC Planning

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<p>b) DC/20/3526/FUL We are proposing to replace 2 dilapidated wooden wood stores.... with an outbuilding... 2 Shepherds Fold Hollesley</p>	<p>b) The Councillors made the following comments:</p> <ul style="list-style-type: none"> • A small access point remains if this development is permitted, however there is access from the other side • The brickwork and woodwork is mentioned in the application and there are plans to ensure it matches, however the deign of the outbuilding is not really in keeping with the rest of the house, however this is a minor point • Conclusion: No Objection (Prop: Cllr. Burbridge, Sec: Cllr. Langdon, Cllrs voted all in favour). 	<p>b) Clerk to write to ESC Planning</p>
<p>c) DC/20/3705/FUL Construction of 2no. two storey dwellings in place of one dwelling as previously approved C/13/0320) Plot 9, Land At Mallard, Way Off Rectory Road, Hollesley</p>	<p>c) The Councillors made the following comments:</p> <ul style="list-style-type: none"> • I have no objections as these smaller houses are more in keeping with what is needed and they will be more accessible to local people • I have an issue as this is another dwelling being ‘snuck’ through, If agree it is better to have smaller houses for local people but what are the implications for the proportion of ‘Affordable’ houses, what about the S106 agreement, what about CIL funds? • The new design now means cars will be parking one behind the other which will inevitably result in cars parking in the highway and blocking a very small road/turning circle. • Conclusion: Objection on the grounds of inadequate parking and there being no justification for adding a further house to the development (Prop: Cllr. Langdon, Sec: Cllr. Palmer, Cllrs voted all in favour). 	<p>c) Clerk to write to ESC Planning. Cllr. Mallinder to make enquiries as to implications with the Affordable Houses, S106 and CIL</p>
<p>d) DC/20/3706/VOC Variation of Conditions - C/13/0320 - Erection of 16 dwellings and garages and all ancillary works including 5 affordable dwellings - Change of Designs on Plots 10 and 11 Plots 10 & 11, Land At Mallard Way, Off Rectory Road, Hollesley</p>	<p>d) The Councillors made the following comments:</p> <ul style="list-style-type: none"> • Smaller properties on a large plot, only slightly larger footprint but well sited on the plot. • These match what was identified in the Housing Needs Survey. • Conclusion: No Objection (Prop: Cllr. Devine, Sec: Cllr. Palmer, Cllrs voted all in favour) 	<p>d) Clerk to write to ESC Planning</p>

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<p>e) <i>Additional Item</i>- DC/20/3985/FUL - Demolition of existing bungalow. Build new replacement chalet & detached garage. Form new access onto highway. Provide temporary site accommodation (caravan) during construction - Yew Tree Lodge, Lodge Road, Hollesley</p>	<p>e) Although this had only been submitted earlier in the day, sufficient members had reviewed the plans and it was therefore decided to discuss the application. The Councillors made the following comments:</p> <ul style="list-style-type: none"> • I carried out a site visit and feel this design will be much taller than most of the other properties and will be set close to the road and so will dominate the street scene • I have no objections to the slight increase in size (denoted as around 30% on the Design and Access Statement), the present house is in a ‘ramshackle’ state and the new design will improve the appearance of the location • This may be a slightly higher and larger building but it is well positioned on the plot and not forward • Conclusion: No Objection (Prop: Cllr. Palmer, Sec: Cllr. Devine, Cllrs voted 5 in favour with 3 abstentions). The Clerk was asked to comment in the letter that it would have been helpful for the Parish Council to have seen the Pre-Application advice. 	<p>e) Clerk to write to ESC Planning</p>
<p>6. To discuss working with <u>contractors and appropriate Public Liability Insurance</u></p>	<p>Cllr. Burbridge took no part in this discussion.</p> <p>The Clerk confirmed that none of the individual contractors to the Council had PL Insurance and so technically should not be working for the Council. Councillors discussion various options including:</p> <ul style="list-style-type: none"> • HPC meeting the cost of PL insurance for individual contractors • Contractors being formally ‘employed’ by the Council • Payments being made for ‘Expenses’ only • Honorarium payments being made <p>In conclusion it was felt every effort should be made to keep local people in employment and avoid using large commercial companies for the work. The Clerk was asked to investigate the option of paying honorariums/expenses to the Cemetery Maintenance and Litter Picking contractors.</p>	<ul style="list-style-type: none"> • Clerk to research possible options and add to November Agenda.

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7. To discuss the <u>Hollesley Carbon Project</u>	<p>All Councillors were 100% behind this project and felt it would be an excellent venture for the Parish Council to get behind.</p> <p>Cllr. Mallinder proposed HPC sign up to take full part in the pilot. This was seconded by Cllr. Hughes and all Councillors were in agreement.</p> <p>With reference to the fund for Electric Car Charging Points that Cllr. Reid had alluded to, Councillors ask the Clerk to apply for one for the Village Hall.</p>	<ul style="list-style-type: none"> • Clerk to inform Sarah Gill of the Parish Council's decision and to apply for funds for the Electric Car Charging Point.
8. To receive report on the distribution of the <u>VE Day Celebration Bags</u>	<p>The Clerk reported that 110 bags had been taken to Hollesley Primary School and positive feedback had been received from one family.</p> <p>It was agreed that a Grapevine message should request that the parents of any KS1 and KS2 children who do not attend Hollesley Primary get in touch with the Clerk and bags for their children could be hand delivered.</p>	<ul style="list-style-type: none"> • Clerk to prepare Grapevine message and distribute bags
<p>9. <u>Asset Register</u> – To discuss:</p> <p>a) Adoption of October 2020 Register</p> <p>b) Purchase of a replacement Dog Bin for Recreation Ground</p> <p>c) Replacement of Two Grit Bins</p>	<p>a) Adoption of this document was proposed by Cllr. Hughes, seconded by Cllr. A Hardwick and all were in agreement. The Clerk agreed to publish.</p> <p>b) The Clerk reported that the Dog Bin behind the Pavilion was in a poor state and needed replacing (the post was fine). Cllr. Mallinder agreed to fund this bin from his Enabling Communities Budget and was sincerely thanked. The purchase of the bin was proposed by Cllr. Palmer, seconded by Cllr. Langdon and all were in favour.</p> <p>c) It was agreed to replace two grit bins and Cllr. Mallinder agreed to fund one (again he was thanked for this gesture). The purchase of the bins was proposed by Cllr. Hughes, seconded by Cllr. Langdon and all were in favour.</p>	<p>a) Clerk to finalise and publish</p> <p>b) Clerk to purchase bin and claim funds from ESC</p> <p>c) Clerk to purchase bins and claim funds from ESC</p>

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<p>10. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive update on the Play Park Equipment project</p> <p>b) To receive update regarding placing a Tetra Pak collection bin at the Recreation Ground</p> <p>c) To receive an update on Football at the Recreation Ground</p>	<p>a) The Clerk reported that NGF were looking to either install in late November or possibly leave the installation until Spring 2021 (due to the short days in November). Councillors felt a Spring 2021 installation would be best and the Clerk was asked to suggest this to NGF and notify ESC that the S106 funds would not be required at present.</p> <p>b) Cllr. Mallinder reported that it was proving very difficult to find a company prepared to provide Tetra Pak recycling facilities and that Bawdsey were experiencing a huge number of cartons being placed in their collection bin. It was agreed to see if the Hollesley Carbon Project would generate any ideas for the recycling of such materials</p> <p>c) The Clerk reported that the container was still full with items and the Goals on the Recreation Ground had not been moved. She was asked to contact the Manager again to receive an update on the situation.</p>	<p>a) Clerk to contact NGF Play and ESC</p> <p>b) None</p> <p>c) Clerk to monitor situation and report back</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>a) Cllr. Langdon gave a report on the document she had been working on, which had been passed to a local Stonemason for comments and would be passed out for review after the meeting, with a view to agreeing it at the November meeting. The core documentation was also being put together as a single pack and the next stage would be to run through some scenarios to ensure the content was complete. Cllrs. Hughes and Devine agreed to take part in this exercise – Clerk to organise a suitable date for all.</p>	<p>a) Cllr. Langdon and Clerk to continue with project</p>
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss if purchase of a second SID is required.</p>	<p>a) After discussion it was agreed that a second SID was not required. However, a number of Councillors expressed an interest in purchasing a Speed Gun and it was agreed that this should be on the next agenda.</p>	<p>a) Clerk place purchase of a Speed Gun on the November Agenda</p>

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<p>13. <u>Housing:</u></p> <p>a) To receive update on sale of ‘Discounted’ houses in Mallard Way</p>	<p>a) The Clerk reported that she had spoken to the developer that morning and as far as they were concerned, all 5 properties were sold to local people, mortgages had been agreed on 4 and 1 was still to be approved. It was hoped that the first families would move in in early November.</p> <p>The Clerk suggested that she place a card through the door of any occupied property, inviting the new owners to contact her so that a positive news story could be provided to the Village Voices editor for publication (hopefully in the January edition).</p>	<p>a) Clerk to monitor situation</p>
<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at August 2020 and check Bank Statements</p> <p>b) To discuss purchase of a net of Daffodil Bulbs for the Village</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (Expenses and Allowances for 3 months) - £274.14</p> <p>ii. SALC (Payroll and Planning Webinar) - £52.80</p> <p>iii. SC Norse Ltd (Refuse Collection) - £206.39</p> <p>d) To note Payments made since last meeting:</p> <p>i. None</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Hughes agreed to review the Bank Statements when signing the cheques.</p> <p>b) This was agreed and Cllr. Langdon agreed to be the central point for collection by residents.</p> <p>c) The payments were proposed by Cllr. Hughes, seconded by Cllr. Palmer and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Hughes and one other for signing.</p> <p>d) Noted</p>	<p>a) Clerk to take statements to Cllr. Hughes</p> <p>b) Clerk to liaise with Cllr. Langdon.</p> <p>c) Clerk to distribute</p> <p>d) None</p>

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e) To note Payments received since last meeting: i. Interest - £0.59	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) Any other matters	<p><i>It was agreed to suspend Standing Orders, in order to conclude the meeting.</i></p> a) Meetings: <ul style="list-style-type: none"> • Meeting with Governor Newnes – Cllr. Hughes reported on a very productive and welcoming meeting with Governor Newnes, where new Coffee Roasting facilities had been demonstrated and details of a number of commercial training opportunities. It was felt that local prepared food deliveries might provide a window of opportunity. b) Other matters discussed were: <ul style="list-style-type: none"> • The Clerk confirmed no response had been received from Dr Coffey MP with reference to the letter sent to her regarding the Prison. • Cemetery Training – It was agreed that Cllr. Langdon could attend the two training course she had requested (total of £270) – Prop: Palmer, Sec: A Hardwick, all in agreement • Letter to Local Farms – It was agreed that a letter to local farm, prepared by Boyton PC should be supported. 	a) None b) Clerk to deal
16. To receive agenda items for next meeting and agree date of Next Meeting (19 th November 2020)	The following items were suggested added to the November agenda: <ul style="list-style-type: none"> • Items taken forward from this meeting • Grants and Budget for 2021/22 Date of next meeting will be 19th November 2020 – 7.30pm – via Zoom VC	<ul style="list-style-type: none"> • Clerk to prepare November agenda

The meeting was closed at 9.38pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair’s initials.....