

Minutes of Hollesley Annual Parish Council Meeting

Held on 20th May 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Andrew Palmer (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Tina Fletcher, Cllr. Anne Hardwick, Cllr. John Hardwick, Cllr. Hazel Hughes, and Cllr. James Mallinder.

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder

3 Members of the Public

The Chair welcomed everyone to the meeting.

Record of Public Session:

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

- Allotment Registration with the Land Registry – Has this been completed and if not, why not. [The Clerk was asked to place the item on the June agenda]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – *Cllr. Reid had reported at the Annual Parish Meeting which had occurred earlier in the evening*
- Cllr. Mallinder – *Cllr. Mallinder's had reported at the Annual Parish Meeting which had occurred earlier in the evening*

Agenda Item	Resolution / Agreement / Fact	Action
1. To elect a Chair of the Council for 2021/22 and signing of the Declaration of Acceptance of Office	<p>Cllr. Hughes stepped down as Chair. The Clerk asked if anyone wished to be considered for the position of Chair. Cllr. Devine proposed Cllr. Palmer and Cllr. Palmer indicated he would be willing to take on the position. Cllr. Burbridge seconded the nomination. There were no further nominations and Councillors voted all in favour of Cllr. Palmer's election to the Chair.</p> <p>Cllr. Palmer took the Chair, the Declaration of Acceptance of Office was signed at the end of the meeting.</p>	<ul style="list-style-type: none"> • Clerk to amend website

Chair's initials.....

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2. To receive Apologies for absence	Apologies had been received from Cllr. Jane Baker (previous engagement) and Cllr. Anna Yates (family matter).	<ul style="list-style-type: none"> Accepted
3. 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"> None
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> Clerk to place registration of the Allotments on the June agenda
5. To agree Minutes of meeting dated 22 nd April 2021	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Hughes, seconded by Cllr. Devine and all agreed they were correct.	<ul style="list-style-type: none"> Clerk to post on the Website
6. To elect Vice-Chairman of the Council for 2021/22 and signing of the 'Declaration of Acceptance of Office'	<p>Cllr. Hughes was asked if she wished to be considered for the position but she declined due to work commitments.</p> <p>Cllr. Fletcher proposed Cllr. Devine as Vice-Chair and Cllr. Devine indicated he would be willing to take up the position. This proposal was seconded by Cllr. Bevan-Biggs and all were in agreement; the Declaration of Acceptance of Office was signed at the end of the meeting.</p>	<ul style="list-style-type: none"> Clerk to amend website
7. To confirm following roles: <ul style="list-style-type: none"> a) Internal Auditor b) Responsible Finance Officer c) Cemetery Maintenance d) Litter Picking Officer e) SALC Representative f) ESC Community Partnership Representative g) Hollesley Village Hall Representative/Trustee 	<ul style="list-style-type: none"> a) Internal Auditor - Mr Trevor Brown b) Responsible Finance Officer - The Clerk c) Cemetery Maintenance - Mr G Collins d) Litter Picking Officer - Mrs E Curtis e) SALC Representative(s) Cllr. J Hardwick f) ESC Community Partnership Representative - Cllr. Hughes (with Cllr. Mallinder as back-up as he Chairs the meeting) g) Hollesley Village Hall Representative/Trustee – Cllr. Hughes <p>The above appointments were proposed by Cllr. A Hardwick, seconded by Cllr. Burbridge and all were in agreement.</p>	<ul style="list-style-type: none"> Clerk to advise third parties (a – f) Cllr. Hughes to speak with Hall Committee Chair regarding her appointment as Trustee on behalf of the Parish Council Actions as per minutes over

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	<p>It was reported that the Charities Commission Website indicated that the Trust Document for the Hall was “amended on 15 Oct 2020”. The PC had not been previously aware of this amendment. It was agreed that</p> <ul style="list-style-type: none"> • Cllr. Burbridge would endeavour to download the amended document from the CC website and send to all. • If this was not possible the Clerk would ask the Hall Committee for a copy of the amended document • Cllr. Hughes would ask the Hall Committee about insurance covering personal liability of Trustees • Cllr. Palmer would forward the CC ‘Guide for Charity Trustees’ to Cllr. Hughes. 	
<p>8. To remind Councillors to review their Register of Interests entry on the ESC System</p>	<p>The Clerk reminded all Councillors that it was their sole responsibility to ensure their ‘Register of Members Interests’ was up to date and she advised an annual review.</p>	<ul style="list-style-type: none"> • Clerk to sent link to register to all
<p>9. To confirm all Standing Orders and Direct Debits presently set up for the Council</p>	<p>The Clerk reported that there was only one SO set up on the Council’s bank account, for £35 annual for the subscription to the Information Commissioners Office. Cllr. A Hardwick proposed this continue. This was seconded by Cllr. Hughes and all were in agreement.</p>	<ul style="list-style-type: none"> • None
<p>10. <u>Finance Matters:</u> a) To receive and accept Accounts as at 30th April 2021 b) To agree Reserve Allocations as at 1st May 2021</p>	<p>a) The accounts had been circulated to all and there were no questions. The Clerk apologised for the late circulation. Cllr. Burbridge agreed to examine the Bank Statements.</p> <p>b) Clerk had suggested re-aligning some reserve allocations, following receipt of CIL funds and reduced expenditure last year. The suggested figures were read and Cllr. Mallinder proposed they be adopted, with an understanding that they could be amended at any time. This was seconded by Cllr. A Hardwick and all were in agreement. It was reported that young people were climbing on the old Pavilion as well as the Containers. The Clerk was asked to add this issue to the June agenda.</p>	<p>a) None</p> <p>b) Clerk to add issue with Pavilion and containers to June agenda</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. NGF Play Ltd (Final Payment for Play Equipment) - £40,246.89 ii. Ufford Parish Council (Use of Zoom Account for 1 year) - £48.00 iii. Suffolk County Council (1/3 the cost of the Traffic Surveys) - £307.20 iv. Huck Nets UK Ltd (Football Goal Nets) - £250.79 	<p>c) The payments were proposed by Cllr. Devine, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement that they be paid. Cllrs Burbridge and Hughes signed the cheques.</p>	<p>c) Clerk to distribute</p>
<p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>d) Noted</p>	<p>d) None</p>
<p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. ESC (Precept – 50% + Tax Base Grant) - £16,579.00 ii. Bolton Bros (Recycling Credits) - £56.88 iii. ESC (S106 Grant Funds for Play Equipment) - £31,738.12 	<p>e) Noted</p>	<p>e) None</p>

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<p>11. To ratify responses made to the following Planning Applications (comments taken via e-mail):</p> <p>a) DC/21/1831/FUL - Revision of application reference DC/20/3526/FUL which has been approved. Replacing 2 wood stores with an outbuilding to store bicycles & garden equipment, with a log store at the rear of the structure - 2 Shepherds Fold, Hollesley</p> <p>b) <i>Additional Item</i> - DC/21/2415/FUL- Alterations and Extensions to existing dwelling – Lodge Cottage, Lodge Road Hollesley</p>	<p>a) The Clerk reported that she had made a comment of ‘No Objection’ to ESC, as per the e-mail instructions from the Councillors. This decision was proposed for ratification by Cllr. Palmer, seconded by Cllr. Fletcher and all were in agreement.</p> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This development is extensions at both ends of the current dwelling and is single story to the front and 2 storey to the rear but there is no loss of privacy to any neighbours • There appears to be no issue with the access to the property. • It is a quirky, individual house and I have no objections to the proposals • Conclusion: No objection (Prop: Cllr. Burbridge, Sec: Cllr. Devine, all in agreement) 	<p>a) None</p> <p>b) Clerk to notify ESC Planning</p>
<p>12. Play Park Equipment – To Discuss continuation of Programme in future</p>	<p><i>Members of the Public and the Clerk were requested to leave the meeting.</i></p> <p>[Item discussed to remain confidential with discussion and decisions not in the public domain]</p> <p><i>Members of the public and the Clerk were invited back in to the meeting</i></p>	<ul style="list-style-type: none"> • Chair to clarify decision in a private e-mail to all Councillors and notify the Clerk of the decision made in writing.

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<p>b) To receive update on draft Lease for use of part of Hollesley Village Hall by the Peninsula Practice for continued use of the Doctor’s Surgery</p>	<p>b) The Clerk reported that she had heard nothing further from the Village Hall Committee following the reply she made to them on 23rd April 2021.</p> <p>A full discussion on the past working practices of the relationship between the Hall Committee, the Doctors and the Parish Council was held and the following specific comments were noted:</p> <ul style="list-style-type: none"> ➤ It appears that the law may not have been complied with, in that a Charity must get ‘market value’ for property it rents out. In not increasing the rent for the Doctors Surgery for the vast majority of the 21 year term of the previous lease, the Hall Committee have broken the law. It is important that this is known and the PC decide what it should do, if anything. Should this perhaps be raised with the Charity Commission for them to take the matter forward? ➤ An ‘express’ term in the original lease indicated that the rent from the Doctors should come to the Parish Council. It appears as if a further ‘agreement’ was made to allow the money to go to the Hall Committee but this is not permitted as it is an ‘express’ term in the lease. ➤ The Surgery is a very valuable asset to the village and we do not want to lose their services because of historical errors made ➤ Perhaps we need to get proper advice? ➤ We must now look forward and ensure the new lease is fully compliant and operates within the law. The new lease should perhaps be drafted by a solicitor and there must be agreement as to where the income goes. 	<p>b) Council to await new draft lease from Hall Committee</p>
<p>c) To receive update on discussions with the Hall Committee regarding management of the surrounding land</p>	<p>c) The Clerk reported that she had been very busy and had not had time to review all the documentation or set up the meeting as requested. She would try to get to the task in mid-June or early July.</p>	<p>c) Clerk to re-visit item and plan meeting</p>

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d) To discuss installing CCTV at the Recreation Ground	d) This item had been placed back on the agenda following postponement from the winter. It was decided this item should also be considered by the Working Party	d) Working Party to consider
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To receive update on the establishment of an Emergency Committee</p> <p>b) To discuss Tree Preservation Orders and if any TPO's should be requested on trees in the village.</p> <p>c) To receive report on damaged Grit Bin and offer from Anglian Water</p>	<p>a) The Clerk reported that two people had volunteered to be part of the Emergency Committee. She would formally establish it in June and advertise its availability in the July VV.</p> <p>b) The Clerk advised that for a tree, or trees, to be considered for a TPO they must be 1) Specimen Examples, 2) in public view and 3) under threat. Councillors were asked to consider if there were any trees in the village that met this criteria and let her know.</p> <p>c) The Clerk reported that Anglian Water had admitted accidentally damaging the Water Tower Grit Bin, during emergency work to repair a leak, and had offered to pay for a new Bin.</p> <p><i>All Councillors agreed to suspend Standing Orders to allow the meeting to conclude</i></p>	<p>a) Clerk to establish list</p> <p>b) Councillors to consider appropriate trees</p> <p>c) Clerk to order bin</p>
15. Hollesley Zero Carbon Project – To discuss comments to provide to Programme Lead:	Councillors felt the survey results were very useful and it was very good to have an expert opinion around items such as insulation and solar panels. It was acknowledge that there were no actions for the PC.	<ul style="list-style-type: none"> • Clerk to wite to Miss Gill
16. To discuss resident's request to provide water for the Mallard Way Orchard	The Clerk explained that a neighbour of the Mallard Way Orchard had offered to place a Water Butt in the corner of the orchard in order that rain water from his garage could be collected in it. Councillors felt this was an excellent idea and he was thanked for his offer. Cllr. Fletcher offered a possible Water Butt for the project.	<ul style="list-style-type: none"> • Clerk to thank resident and offer to pay any expenses.

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17. HMP & YOI Hollesley Bay – To discuss letters received from Dr Coffey MP regarding MCOSO offenders held at the prison	<p>The Clerk raised concern that the recent letters from Therese Coffey MP and the Prisons Minister continually referred to ‘Young Offenders’ who were MCOSO being held at HMP & YOI Hollesley Bay and did not mention adults.</p> <p>The Clerk was asked to revisit the letters and draft a reply for circulation and comment before being sent off</p>	<ul style="list-style-type: none"> • Clerk to draft letter
18. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (17 th June 2021)	<p>The following items were suggested added to the June agenda:</p> <ul style="list-style-type: none"> • Items carried forward <p>Date of next meeting will be 17th June 2021 – 7.30pm – at Hollesley Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare June agenda

The meeting was closed at 9.50pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....