

Minutes of Hollesley Parish Council Meeting

Held on 17th June 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Andrew Palmer (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Anne Hardwick, Cllr. Hazel Hughes, and Cllr. Anna Yates

Judi Hallett (Clerk)

3 Members of the Public

2 Representatives from HMP & YOI Hollesley Bay

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):

- Reps from HMP & YOI Hollesley Bay – A update was given by the representatives of the prison: **Recovery Phase for Covid** – stance is to ‘hold the line’, risk assessments at Stage 2, Stage 1 will be BAU; **Purpose of Prison** - purpose is to resettle men, we deal with lots of temporary release for family and work purposes and there are good work opportunities at present; **Marsh Barn** - this has been developed from virtually nothing and is now a really good facility for the community; **MCOSO** – there is obvious concern locally, the project will take place, it is a national project with national funding and not for the prison to determine but we will do this in a controlled and safe way [Comment from Chair: We appreciate you coming along; the prison is part of our community, any grievances we have are not aimed at local staff]
 - i. Q. *You mentioned at the APM an increase in the role at the prison, is this correct and is there any wording we can pass out to residents?* Yes, but it is a long story! All prison buildings were assessed after the Grenfell Tower fire. Two units were found to be constructed of inferior materials so residents had to be taken out of them and they will be demolished this year. In their place will be a larger buildings. At the moment we can take 509 residents. We have lost a total of 104 spaces due to the two buildings being unoccupied so we are now at 415. When rebuilt the 80 bed unit will become 120 and the 24 pods will become 48; therefore the max role will be 583. There will be little visual impact as new building will be in the same place. We will not necessarily be increasing staff; there is an agreed ratio in a closed prison of 40:1 but in an open prison it is much larger, perhaps up to 120:1, although staffing will be reassessed. The site will become a building site in 2 weeks, the buildings will be flattened in 6 – 8 weeks, then planning permission will be sought and the build will start towards end of the year, with completion in 2022.
 - ii. Q. *MCOSO – are there any dates yet?* Integration will be small scale and by the end of year. It will be a controlled integration but numbers will be built on. The numbers depend on numbers of staff but will not exceed our ability to manage the men. Staff will be trained and men will be only taken who can be managed, we will do our very best to manage the population safely.

Chair's initials.....

iii. Q. *What proportion of men resettle locally or go back to their families?* That depends on the individual. We receive men from the Midlands and it is likely that they will return to the Midlands which is similar to non-MCOSO. Parole cases usually end up in Ipswich but they do not take all cases.

- Field behind Spinnyfields – Path not defined, please can the Clerk write to the farmer
- Village Voices – I realise the PC have no jurisdiction over the Village Voices but I would like to express support for the PC. I have contacted the editorial team to raise concerns about some articles in the magazine and I have suggested an apology in next edition would be appropriate. It is our Village Voices and it is being manipulated in a damaging way. I have not specifically asked them to print my letter but I will wait to see if there is an apology in next edition; I am very supportive of PC
- Clerk’s Work with Play Commissioners – I would just like to publicly thank Judi for the work she did with the Ambassadors/Commissioners; it is a pity this significant input was not conveyed in Village Voices
- PC Mobile Phone – I am aware the Clerk gets calls to her landline and personal mobile at all times; has the PC considered a dedicated mobile number for all PC work?
- Play Equipment for Younger Children – I personally feel the equipment for the younger children should be closer to hall

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – *Cllr. Reid was away but continued to send Coronavirus Reports for circulation*
- Cllr. Mallinder – *Cllr. Mallinder’s report had been circulated*

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. John Hardwick (work), Cllr. Jane Baker (previous engagement), Cllr. Carolyn Bevan-Biggs (Away), Cllr. Tina Fletcher (family matter) and Cllr. James Mallinder (work). Cllr. Reid had also offered his apologies.	<ul style="list-style-type: none"> • Accepted
2. 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
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to report Footpath issue
4. To agree Minutes of meeting dated 20 th May 2021	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. A Hardwick, seconded by Cllr. Devine and all present at the meeting agreed they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website

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<p>5. To discuss comments made in the June Edition of the Village Voices by the Chair of the Village Hall Committee</p>	<p>The Chair asked if all had read the article on Page 29 of the June 2021 Village Voices and all confirmed they had. Councillors made the following comments:</p> <ul style="list-style-type: none"> • I feel we should take this opportunity to remind the community what we do do, what our remit is, what we stand for, that we look after public funds, that we are only interested in spending in the most appropriate way for the benefit of the community. We also need to say what we cannot do. We need to showcase ways in which the PC has helped in the past and that we wish to be involved in the future • All our minutes are publicly available, our work is not behind closed doors and we are spending public money. • Maybe we need two articles: a longer one may lose some people. A short piece about the village hall, what we have set aside and are holding for a project and to correct the misleading words in the article. • I did not like tone of the article. They should have come to us. We should not respond publicly as this is as bad as them. There should not be passive aggressive comments in a local magazine; however we should reply directly. • If we don't respond publicly we leave the miss-information out there. Have they acknowledged money that was given? No. The tone of the article was rude. • Our statement needs to be factual and not controversial. • This is the culmination of lots and lots of back and forth, tit-for-tat, this is now a difficult relationship. We need seek advice, perhaps from SALC, and enter in to mediation so that we can work together for the good of the community. I don't think we should make a public statement [opinion amended after discussion]. • I am happy to try to build a relationship with the committee. • Mediation is a good idea, but how quickly could that be enacted? The Hall Committee could set the record straight in VV. • It is obvious that not every member of the Hall committee is involved in the decision making. 	<ul style="list-style-type: none"> • Cllrs. Burbridge and Palmer to draft letter to Hall Committee with Statement.

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	<ul style="list-style-type: none"> • There is clearly misunderstanding and as soon as it is explained I am sure they will make amends. • As holders of public office we have to abide by a Code of Conduct linked to the 7 Nolan Principles, we are acting correctly. Buttons have been pressed. We have to 'read between the lines' and not fall in to a trap. We are accountable for tax payers money, we are being asked to pay for aspirational items; they could have taken out a loan; we have never decided we are just going to hand over £10k. I would like the opportunity to try to reset the relationship. We should ask them to come to mediation. It feels like every months there is a drip, drip, drip of misleading information. We tried to set everything out but their response was nonsense. If they are now asking for help with the Solar panels why not for the roof? • I have had an email to private e-mail from the Chair of the Hall Committee, which also went to a roofing company. My private address has been given out. I am not sure if this was a mistake or intentional, need your opinions on what I should do; it seems the Committee is commissioning the replacement of the roof. • A Business Case was sent to the PC but it was full of errors, money has been requested at various times and they have suggested (in the Village Voices but not directly to the PC) that the Precept should be raised. The PC cannot just hand over thousands of pounds, it has to work with the committee on this project. • £3k was given as standard for years and without question but 2 years ago we amended policy so that a meaningful reason for the grant was requested. • Shall we publish all the info we have on this subject on our website? No, not at the moment. It is better to calm waters and try for mediation. • This situation is causing an awful lot of stress. The PC has done nothing wrong. The Trust Deed has been changed without consultation with us and the Doctors Lease was a joke. I feel we now give them one more chance to sit around the table with us to sort things out; we can't keep turning the cheek. 	

Chair's initials.....

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	<ul style="list-style-type: none"> • I think we should draft a statement and give the Hall Committee 48 hours to respond to give them a chance to put the record straight. • We should just deal with the issues in the June VV, not bring up all other issues that are concerning us • Putting Solar Panels on the Hall is outside the Trust Deed anyway; they need to stick to what is in the Trust Deed. • Please be very careful what you put in an e-mail; a FOI request could mean your words are in the public domain. <p>In conclusion it was agreed that a public statement would be drafted and sent to all for review and agreement. It would first be sent to the Hall Committee to ask if they wished to 'set the record straight' before the PC published their statement. If published the message would go in the next available Village Voices and on the Grapevine. When communicating with the Committee they would also be strongly encouraged to attend mediation sessions with the PC. This approach was proposed by Cllr. Burbridge, seconded by Cllr. A Hardwick and all were in agreement.</p> <p>After this a fuller statement would be written for publication at a later date, setting out what the PC does and how it controls how it spend public money</p>	
<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st May 2021</p> <p>b) To note that future payments to individuals will have an explanation of the reason for the expenditure on the Accounts Sheets</p>	<p>a) The accounts had been circulated to all and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements.</p> <p>b) The Chair explained that, in future, any payments made to an individual, be them a Councillor or another, would be accompanied with a short explanation of the reason for the payment on the Accounts Spread Sheet (this already appeared on the Minutes). This was accepted as a good idea.</p>	<p>a) None</p> <p>b) Clerk to add explanations to the Spread Sheet</p>

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<p>c) To discuss moving to full online banking (including payments)</p>	<p>c) The Clerk reported that Ufford PC, for whom she was also Clerk, had moved over to online banking successfully in 2020. The process still included the authorisation of any payment and required the Clerk to set up the payments and two authorised Councillors to log on to ‘authorise’ each payment; just as two cheque signatories were required at present. A cheque book would be kept for any payments where BACS payments were not possible. Cllr. Yates proposed the Clerk investigate moving to online banking. This was seconded by Cllr. Devine and all were in agreement</p>	<p>c) Clerk to investigate</p>
<p>d) To discuss raising sum insured for Play Equipment to £50,000</p>	<p>d) The Clerk suggested that as the new Play Equipment was now in place, the insured value should be raised to £50,000. After discussion this was proposed by Cllr. Palmer, seconded by Cllr. Devine and all were in agreement.</p>	<p>d) Clerk to contact Insurance Brokers</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Salary for 3 months) – <i>cheque dated 28th June - £1,443.62</i> ii. SCC Pension Fund (Clerk’s Pension for 3 months) - £523.20 iii. Kingfisher Direct Ltd (Grit Bin) - £189.47 iv. Anglian Water Business (National) Ltd (Allotment Water) - £76.55 v. David Bracey (Recreation Ground Inspection) – 180.00 	<p>e) The payments were proposed by Cllr. A Hardwick, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllrs Burbridge and Hughes signed the cheques.</p>	<p>e) Clerk to distribute</p>
<p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>f) Noted</p>	<p>f) None</p>

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<p>g) To note Payments received since last meeting: i. None</p>	<p>g) Noted</p>	<p>g) None</p>
<p>7. To discuss the following Planning Applications: a) None at time of publishing Agenda b) <i>Additional Item</i> - DC/21/2734/PN3- Prior Notification – Change of Use of an agricultural building to B1 business use – Former Diary Farm, Grove Lane, Hollesley</p>	<p>a) None. b) Councillors made the following comments: <ul style="list-style-type: none"> • [The Clerk confirmed the address on the application had now been amended] • The B1 code they have quoted is no longer in use; surely this should have been picked up by ESC? • We can have no objection, based on the information we have been given. • Conclusion: No objection (Prop: Cllr. Devine, Sec: Cllr. Yates, all in agreement); with note regarding incorrect address and incorrect Usage Code quoted. </p>	<p>a) None b) Clerk to notify ESC Planning</p>
<p>8. <u>Recreation Ground and Village Hall:</u> a) To receive update from the Recreation Ground Working Party</p>	<p>a) The Clerk reported that she had contacted David Bracey (Rpii Inspector) who had agreed to carry out a Recreation Ground Survey and report. This option had been put to all Councillors via e-mail and only positive comments had been received by the Clerk; therefore the inspection was ordered. The inspection was carried out on 10th June and the report was circulated to all earlier in the day (i.e. on 17th June).</p> <p>In the meantime the Clerk and five Councillors had met informally at the Recreation Ground to discuss some known issues and float possible resolutions/ideas. A document capturing these had subsequently been produced by the Clerk and sent to all.</p>	<p>a) Clerk to amend Action List and set up second meeting of the group. Clerk to draft letter to Ms Bathe and Ms Gray and send to all for review before sending on.</p>

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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>Those who had had time to read the Survey commented that there was lots in it and that some items were more urgent than others. It was decided that the Clerk would update the Actions List, based on the items in the Survey and then would organise another meeting of the Recreation Ground Group (possibly at Oak Hill Rec) with a view to presenting some suggestions to Full Council at the July meeting.</p> <p>It was decided to be appropriate to advise Ms Bathe and Ms Gray of the work of the Working Group and the recent Survey and that any celebrations or work on Phase II of the project would be put on hold until some of the more urgent issues were resolved.</p> <p>The Clerk reminded Councillors of the recent information she had passed on to them regarding the insurance cover and that it did not cover those under 16 or over 90. Councillors agreed that, as all the Play Commissioners were under 16, they would not be covered by the Council's insurance & that this fact must be portrayed to their parents. As the contact details for the Commissioners were held by Ms Bathe & Ms Gray & they had not been prepared to pass them to the Clerk, it was agreed that the letter to Ms Bathe and Ms Gray would include an explanation of the insurance situation & a request that they inform the parents of the Commissioners that their children were not covered by the PC's insurance.</p> <p>b) The Clerk reported that she had heard nothing further from the Village Hall Committee.</p> <p>On a second matter, the amended Trust Deed had been forwarded by the Chair of the Hall Committee, indicating that '<i>The constitution was amended to confirm a month for the AGM</i>'. Upon closer analysis the Clerk had found various other differences between the three versions of the document she had and was asked to provide the Councillors with details of these differences.</p>	<p>b) Council to await new draft lease from Hall Committee. Clerk to provide analysis of two versions of the Trust Deed.</p>

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<p>c) To discuss request from Caravan Club to use the Recreation Ground</p>	<p>c) Cllr. Burbridge remembered the subject of Caravans using the Recreation Ground and Hall being discussed a number of years previously. The Clerk was asked to look up the minutes. Councillors made the following comments:</p> <ul style="list-style-type: none"> • Are we insured for Caravans parking on the Rec? What if a tree falls on a caravan? • A group have previously parked too close to each other and too close to the Play Equipment. Any agreement would need guidelines • It might be a small income for the Council and Hall but not if the additional cost of the insurance is more than the income! 	<p>c) Clerk to review old minutes and inquire if Caravans are insured to stay on the field. Clerk to advise Caravan Club of situation and keep updated</p>
<p>d) To discuss employing a Caretaker for the Recreation Ground</p>	<p>d) The Clerk reported that since the passing of Cllr. Friend, small but vital jobs, that he used to undertake at the Recreation Ground on an almost daily basis, were now going undone or being carried out by other volunteers (namely Mrs Montague). Examples were sweeping of the area under the Bottle Banks, collecting rubbish, reporting vandalism, etc. The Clerk suggest the Council may wish to consider seeking an official 'Caretaker' for which an honorarium could be paid annually. After discussion it was agreed that the new Litter Picker should be asked to concentrate efforts on the Recreation Ground and the matter would be revisited at the July meeting</p>	<p>d) Clerk to speak to Mrs Curtis</p>
<p><i>It was agreed by all that Standing Orders should be suspended in order that the meeting be concluded</i></p>		
<p>e) <i>Additional Item</i> – To discuss Representative from HPC on the Village Hall Committee</p>	<p>e) Cllr. Hughes advised that, although she had agreed to be the HPC Representative Trustee on the Village Hall Committee at the May meeting, she now had reservations as she was concerned at the 'personal' liability she would be taking on. The guidance from the Charity Commission was ambiguous and although she would 'act in good faith' she was aware that all Trustees were equally liable and that potentially her house, job and whole way of life would be at risk.</p>	<p>e) Cllr. Hughes to write to Ms Bathe with concerns</p>

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	<p>Councillors had been made aware in previous correspondence that the Committee were exploring the option of amending the Charity in order that there was no personal liability to any of the Trustees but it was not know where this option stood. Cllr. Yates had also expressed an interest in being part of the Hall Committee to represent the PC and it was explained that this would mean being a Trustee, you can't be in the Committee without being a Trustee.</p> <p>In conclusion it was agreed that Cllr. Hughes would write to Ms Bathe with details of her concerns.</p>	
<p>9. Cover for Clerk's absence – To discuss cover for the Hollesley Grapevine in the Clerk's absence</p>	<p>After discussion Cllr. A Hardwick agreed to be the emergency cover for the Grapevine, when the Clerk was away.</p>	<ul style="list-style-type: none"> • Clerk to liaise with Cllr. A Hardwick
<p>10. Register of Interests – To receive a gentle reminder of responsibility to complete it</p>	<p><i>This item was deferred until the July meeting</i></p>	<ul style="list-style-type: none"> • Clerk to place on July agenda
<p>11. <u>Highways and Footpaths:</u></p> <p>a) To receive update on the establishment of an Emergency Committee</p> <p>b) To receive an update and discuss Community Speed Watch for the Parish.</p>	<p>a) The Clerk reported that there were now 5 residents on the Committee (including herself). She asked if any Councillor would like their details added. Cllrs. Palmer and Devine agreed to be added with others indicating they would reply via e-mail.</p> <p>b) After discussion it was agreed that the Community Speedwatch needed relaunching and would need a new co-ordinator (Cllr. Palmer had served 4 years). Although it had brought great benefit it had also brought personal grievance to some of the volunteers.</p>	<p>a) Clerk to finalise establishment of the committee and publish details</p> <p>b) Clerk to re-launch and request a new Lead for the Group.</p>

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<p>c) To discuss suggestion from resident that a number of ‘Specimen Trees’ should be planted around the village, possibly in conjunction with the ‘Plant a Tree for the Jubilee’ celebrations in 2022</p> <p>d) To discuss length of grass along Pavement at Woodbridge Walk (Oak Hill)</p> <p>e) <i>Additional Item</i> – Grass at Oak Hill Playing Field</p>	<p>c) <i>This item was deferred until the July meeting</i></p> <p>d) An e-mail had been received from a resident of Oak Hill complaining of the long grass on the pavement from Woodbridge Walk to Oak Hill. She had also indicated that many residents of Oak Hill felt the area was forgotten about. The Clerk had informed the resident of the cutting schedule SCC had advertised but he resident had felt this was not up to the required standard for a heavily used path. After discussion it was agreed that the Council should draft policies on how they deal with issues raised to them, but that are outside of their control; such as highways matters.</p> <p>e) Cllr. Yates indicated that the grass at Oak Hill Playing Field had not been cut recently and that residents were cutting it. Clerk to contact SC Norse.</p>	<p>c) Clerk to place on July agenda</p> <p>d) Clerk to draft policies</p> <p>e) Clerk to contact SC Norse</p>
<p>12. Allotments – To discuss registering the Allotments with the Land Registry</p>	<p>The Clerk read the minutes from the September 2020 meeting which suggested the Councillors of that time felt the expense of registering the Allotments was not proportionate to the risk of having them unregistered; especially as there was no threat to the ownership. Cllr. Palmer agreed to investigate the Cobbold Family History (the original owners of the land) to see if anything would assist any registration.</p>	<ul style="list-style-type: none"> • Cllr. Palmer to investigate the previous ownership, once the matters relating to the Recreation Ground were resolved.
<p>13. HMP & YOI Hollesley Bay – To receive notification of an increase in resident numbers at HMP & YOI Hollesley Bay</p>	<p>This item had been covered in the Public Session</p>	<ul style="list-style-type: none"> • None

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14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (15 th July 2021)	The following items were suggested added to the June agenda: <ul style="list-style-type: none"> • Items deferred from this meeting Date of next meeting will be 15th July 2021 – 7.30pm – at Hollesley Village Hall	<ul style="list-style-type: none"> • Clerk to prepare July agenda

The meeting was closed at 10.02pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....