

Minutes of Hollesley Parish Council Meeting

Held on 15th July 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Tina Fletcher, Cllr. John Hardwick, Cllr. James Mallinder, and Cllr. Anna Yates

Judi Hallett (Clerk) 2 Members of the Public

The Clerk 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):
 - Update from HMP & YOI Hollesley Bay – Mr Adam from HB had apologised for not being able to attend but had asked the Clerk to pass on a message that there had been little change in the MCOSO integration project and he would hopefully be able to provide an update at the August meeting.

- b) Reports or comment from ESC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had been circulated and the Clerk informed all that she would gladly forward any questions to Cllr. Reid.

 - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Nature First Grants (available throughout the year); Local Planning Applications (at least one contentious application was presently being discussed and it may be an idea for HPC to monitor all local applications in case they had an effect on Hollesley); Changes to Green Bin Collection (no uncooked food in the Green Bin from Sept, more changes to come from Government over next 2 years); Community Partnership Meeting (pleased money for benches was awarded).

| Agenda Item | Resolution / Agreement / Fact | Action |
|---|--|---|
| 1. To appoint a Chair of Hollesley Parish Council and the signing of the ‘Declaration of Acceptance of Office’ form | The Clerk asked for nominations for the position of Chair and Cllr. Mallinder proposed Cllr. Hughes (Cllr. Hughes indicated she would accept the position if selected). Cllr. Burbridge seconded the nomination. | <ul style="list-style-type: none"> • Clerk to notify Village Voices Editor and amend Website |

Chair’s initials.....

| Agenda Item | Resolution / Agreement / Fact | Action |
|--|---|--|
| | <p>The Clerk asked if there were any other nominations or candidates but after short conversation it was decided there was not.</p> <p>Councillors voted all in favour of Cllr. Hughes taking the Chair and the Declaration of Acceptance of Office was signed. Cllr. Hughes took the Chair.</p> | |
| <p>2. To receive Apologies for absence</p> | <p>Apologies had been received from Cllr. Carolyn Bevan-Biggs (Away) and Cllr. Anne Hardwick (Work). These were accepted. Apologies were also noted from Cllr. Reid and Mr Adam of HMP Hollesley Bay)</p> | <ul style="list-style-type: none"> Accepted |
| <p>3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation</p> | <p>There were no declarations of interest.</p> | <ul style="list-style-type: none"> None |
| <p>4. Public Session</p> | <p><i>See above record</i></p> | <ul style="list-style-type: none"> Clerk to monitor all planning applications for the Peninsula and report any other than small developments to the Councillors |
| <p>5. To agree <u>Minutes</u> of meeting dated 17th June 2021</p> | <p>The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Devine, seconded by Cllr. Yates and all present at the meeting agreed they were correct.</p> | <ul style="list-style-type: none"> Clerk to post on the Website |
| <p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30th June 2021</p> <p>b) To receive update on moving to full online banking (see mail of 22nd June)</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 Clerk explained that, if the Council wished to move to online banking with Barclays, they would have to amend their Financial Regulations to allow her to become an ‘authoriser’, to permit her to set up the payments and first authorise. Guidance from SALC had been circulated and this indicated that it was not unusual now for a Clerk to be an authoriser, to allow for online banking.</p> | <p>a) None</p> <p>b) Clerk to contact Lloyds Bank and to set up mandate</p> |

Chair’s initials.....

| Agenda Item | Resolution / Agreement / Fact | Action |
|--|---|---|
| <p>c) To discuss quote from NGF Play for boxing in Zip Wire Platform and Adding Cargo Net</p> <p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. HMRC Cumbernauld (Clerk's PAYE) - £381.80 ii. Arthur J Gallagher (Additional Insurance Premiums) - £90.71 iii. J Hallett (Expenses for past 3 months) - £217.41 iv. SC Norse (Refuse Collection for 3 months) - £211.69 v. Realise Futures (Recreation Ground Benches) - £2,402.34 vi. Hollesley Village Hall (Room Hire) - £106.00 vii. E Curtis (Litter Picking) - £150.00 <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None | <p>The Clerk also advised that Lloyds did allow for an authorised person to have 'create only' access, that that did not allow them to authorise any payments. After discussion Cllr. Mallinder proposed the Council moved the bank account to Lloyds and set up online banking with the Clerk having 'Create only' access. This was seconded by Cllr. Burbridge and all were in agreement.</p> <p>c) The quote from NGF had been circulated to all. After discussion Cllr. Baker proposed the enhancements take place. This was seconded by Cllr. Devine and all were in agreement.</p> <p>d) The payments were proposed by Cllr. Yates, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllrs Burbridge and Mallinder signed the cheques.</p> <p>e) Noted</p> | <p>c) Clerk to contact NGF</p> <p>d) Clerk to distribute</p> <p>e) None</p> |

| Agenda Item | Resolution / Agreement / Fact | Action |
|---|---|---|
| f) To note Payments received since last meeting: i. Bank Interest - £0.46 and £0.24 | f) Noted | f) None |
| 7. To discuss the Festival of Suffolk 2022 and the Queen's Platinum Jubilee and the suggestion a Celebration Committee should be set up | Cllr. Mallinder announced that an Oak Sapling would be provided to each Parish in Spring 2022, to commemorate the Platinum Jubilee and it was suggested that the planting of other trees might also be possible on the Recreation Ground. After discussion Cllrs. Baker, Yates, Hughes and Fletcher agreed to form a Working Group to discuss possible events. | <ul style="list-style-type: none"> Working Group to meet. |
| 8. To discuss the following Planning Applications: a) None at time of publishing Agenda | a) None. | a) None |
| 9. <u>Recreation Ground and Village Hall:</u> a) To discuss concerns from two parents regarding the safety of the Giant Rope Swing | a) The concerns of two parents with reference to the Giant Rope Swing and Cradle Swing had been passed to Councillors and were discussed at length. The matter had also been discussed by the Recreation Ground Working Party whilst on site earlier in the week. With reference to the Giant Rope Swing, although the concerns of the parents were fully understandable, it was felt the equipment had been installed by an accredited company and inspected by a qualified inspector, who had previously worked directly for RoSPA. It was accepted that there was a chance that any person walking in front of it could be hit, however this risk was the same as any standard swing and that it was the responsibility of parents and guardians to ensure children do not walk in front of moving objects. The suggested 'bars' to prevent children walking close to the end of the rope were considered but it was felt these would then attract children to climb on them and this would be even more dangerous. It was concluded to thank the parents for their concern but not to put in place any adjustments. | a) Clerk to draft a letter to concerned parents for review. Clerk to contact NGF and Mr Bracey regarding Cradle Swing |

| Agenda Item | Resolution / Agreement / Fact | Action |
|--|--|--|
| <p>b) To receive update from the Recreation Ground Working Party and to discuss recommendations made by them</p> | <p>With reference to the Cradle Swing, Councillors felt the design did lead to users being very close to the support frame when swinging vigorously and hands or heads could be bumped. The Clerk was asked to raise this concern with the installation company and the inspector.</p> <p>b) Recreation Ground Working Group had meet on 12th July and 10 recommendations for actions had been passed to all Councillors. These suggestions were discussed and an amendment was made to one. In conclusion Cllr. Burbridge proposed and Cllr. Baker seconded (with all Councillors in agreement) the following actions were taken:</p> <ul style="list-style-type: none"> i. <u>Old Pavilion</u> - Purchase 3 'No Climbing' signs (300mm x 400mm), self-adhesive vinal to be stuck to metal (supplied by Cllr. Devine), cost approx.. £5.00 each ii. <u>Old Pavilion</u> – Write to last known organisers of Football Club giving them 30 days to collect the items belonging to the Football Club, stating if not collected the items will revert to the ownership of the Parish Council and will either be sold, passed on to another Football Club or binned iii. <u>Concrete Posts along Gorselands Boundary</u> – Write to all properties abutting the boundary to inform residents the posts will be removed and to ask them to ensure their fence is not linked in any way to any of the posts (give a reasonable time for any work to take place) iv. <u>Concrete Posts along Gorselands Boundary</u> – Clerk to obtain quotes for the work v. <u>Dogs on Site</u> – Resolve to allow dogs on the Recreation Ground but ONLY on a lead and not within 5m of any piece of Play Equipment, starting from 1st September 2021 (this being a 6 month trial and being reviewed at the February 2022 meeting) vi. <u>Signage</u> – To remove all confusing signs regarding dogs on the Recreation Ground vii. <u>Notice Boards</u> – To purchase two notice boards, one for next to the Iron Gate and a second next to the Brick Wall. Each 8 sheets of A4, displaying all | <p>b) Clerk to take steps to complete all agreed actions as quickly as possible.</p> |

| Agenda Item | Resolution / Agreement / Fact | Action |
|---|--|---|
| <p>c) To discuss request from Caravan Club to use the Recreation Ground</p> <p>d) To discuss employing a Caretaker for the Recreation Ground</p> <p>e) To discuss erecting a plaque to commemorate the work of the Play Commissioners</p> | <p>the necessary notices about dogs, litter, ownership, location, etc. (approx.. cost £2,500)</p> <p>viii. <u>Flood Lights</u>– Arrange for two far lights to be taken down and disposed of, along with a third already on the ground and electricity from remaining light (next to Pavilion) to be disconnected</p> <p>ix. <u>Containers</u> - Purchase 3 ‘No Climbing’ signs (300mm x 400mm), self-adhesive vinal to be stuck to metal (supplied by Cllr. Devine), cost approx.. £5.00 each</p> <p>x. <u>Litter Bins</u> – Investigate with Norse possibilities for at least one more bin as close to the new Play Equipment as possible</p> <p>c) The Clerk had circulated an e-mail detailing the insurance cover in place from the PC’s insurers and the insurance the Caravan Club would need to have in place. It was agreed that the Parish Council and Hall Committee would need to work together on this matter and the Clerk agreed to draw up guidelines that the hall Committee could ‘tag on to’ their own rules for if and when a Caravan Club used the Hall and Recreation Ground. It was also agreed that any fee charged for each van should go to the Hall Committee.</p> <p>d) The Clerk reported that she had carried out one or two minor tidying jobs around the Bottle Banks and was in the processes of clearing the path along the main driveway. It was agreed to monitor the situation and review in 6 months.</p> <p>e) It was agreed that it would be a very nice idea to acknowledge the work of the Play Commissioners but that any plaque should not be free standing and probably should not be attached to any piece of play equipment as it may invalidate the warranty. In conclusion it was agreed the safest place for a suitable plaque would be inside the new Notice Board. The Clerk was asked to request a draft of the wording from Ms Bathe and Ms Gray and to advise them of the position and ideal size of the plaque [calculated after the meeting best to be A5 – Landscape]</p> | <p>c) Clerk to circulate draft guideline for the use of the Recreation Ground and circulate. Clerk to notify Hall Committee to Council’s decision and that guideline would be forthcoming.</p> <p>d) Clerk to place on the January 2022 Agenda</p> <p>e) Clerk to request draft wording of plaque and to advise placement in the notice board</p> |

| Agenda Item | Resolution / Agreement / Fact | Action |
|---|--|---|
| f) To appoint a Representative Trustee on the Hollesley Village Hall Committee | f) A number of Councillors still had concern over Trustees Liability Insurance being covered by the Hall’s Insurance policy and it was felt that it was essential for anyone stepping up to the position of Trustee to be 100% happy that the cover was in place. After discussion the Clerk was asked to request a copy of the Hall’s Insurance documentation that could then be passed on to any prospective PC Representative | f) Clerk to request Insurance documentation |
| g) 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 | g) The Clerk informed Council that she had chased the Hall Committee for details of the lease of the Doctors Surgery and had been informed that it was in the hands of the Solicitor and the Parish Council would be updated once the work was completed. | g) Clerk to diarise for September meeting |
| h) To discuss if the Parish Council wishes to pursue the differences in the new Hall Trust Deed when compared to the old | h) A copy of the amended Trust Deed and the original had been passed to all Councillors. It had been noted that there were a number of differences between the two documents, some minor but some major, including the date of the document, altered words, missing words, details of the original signatories missing and a heading of ‘Constitution’ on the new document. Councillors were concerned that this legal document had been fundamentally altered and it was agreed that these differences should first be pointed out to the Hall Chair, in order that the appropriate amendments could be made. Should there be no acknowledgement of the Parish Council’s concerns, the matter would be brought before Council again and consideration made to alert the Charities Commission to the Council’s concerns. | h) Clerk to highlight differences in the two documents to the Hall Chair. |
| i) <i>Additional Item</i> – Request from resident to use Recreation Ground for Mobile Pizza Van on Tuesday evening and All day Saturday | i) After discussion Council felt that this may provide a service to Hollesley residents and the surrounding villages. However, it was felt this proposal must be put before the Hall committee before any decision was made. If the Hall Committee were not against the proposal, the gentleman would be offered a 6 month trial. | i) Clerk to raise matter with Hall Committee and offer a trial period of there were no objections. Clerk to get key to iron gate cut. |

| Agenda Item | Resolution / Agreement / Fact | Action |
|--|---|---|
| <p>10. <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>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) To discuss requesting a further Dog Bin and Sign along Postman’s Walk at Oak Hill (next to the Garages)</p> | <p>a) The Clerk reported that this was now all set up and registered with the SCC Joint Emergency Committee. A test of communications would be carried out every 6 or 7 months</p> <p>b) The Clerk informed Council that she was prepared to be the SCW Co-ordinator, but only as part of her role and not as a volunteer. This was agreed to be a good idea and that potentially one of the 6 new volunteers may be prepared to take on the role in the future.</p> <p>c) Councillors agreed this was an excellent idea and it was suggested that it be combined with the Platinum Jubilee commemorations. The Working Group agreed to add it to their list of events.</p> <p>d) The Clerk reported that, once again, it had been a battle to have the pavement opposite the entrance to the Suffolk Punch Trust cut and the overgrown weeds, nettles and brambles were causing users (including children) to walk on the road. The Clerk was asked to raise the matter with Cllr. Reid.</p> <p>e) It was agreed to be a very good idea to place a dog bin next to the garages in Postman’s Walk, if permission could be obtained from the landowner. Cllr. Devine proposed this expenditure (approx.. £200.00). This was seconded by Cllr. Yates and all were in agreement.</p> | <p>a) None</p> <p>b) Clerk to contact Police and Rendlesham PC and to set up first session</p> <p>c) Clerk to inform resident</p> <p>d) Clerk to raise issue with Cllr. Reid</p> <p>e) Clerk to contact owner of land and then ES Norse</p> |
| <p>11. Allotments</p> <p>a) To discuss registering the Allotments with the Land Registry and information provided by the Clerk in her e-mail of 28th June 2021</p> | <p>a) After discussion Cllr. Hughes proposed Barker Gotelee were instructed to register the Allotments with the Land Registry (at an estimated cost of £500 - £750). This was seconded by Cllr. Devine and all were in agreement.</p> | <p>a) Clerk to contact Barker Gotelee</p> |

| Agenda Item | Resolution / Agreement / Fact | Action |
|---|--|---|
| <p>b) To discuss tidying the Allotment Path</p> <p>c) To discuss installing further water tanks at the Allotments</p> | <p>b) Cllr. Devine agreed to trim the bank along The Street, if others were available to monitor traffic. It was agreed that Cllr. Devine’s availability would be advertised to all once known and anyone available would be present and would also pull weeds from the Allotment Path.</p> <p>c) The Clerk reported that, having asked all Tenants if further tanks were required, there had been no requests.</p> | <p>b) Cllr. Devine to notify all of his availability</p> <p>c) None</p> |
| <p>12. <u>Hollesley Zero Carbon Project</u> – To discuss setting up a Climate Change Action Group to assess the Zero Carbon Project Report and establish a Plan of Action</p> | <p>It was agreed that a Climate Change Action Group was required and the Clerk was asked to issue a Grapevine message asking for volunteers.</p> | <ul style="list-style-type: none"> Clerk to send GV message |
| <p>13. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (19th August 2021)</p> | <p>The following items were suggested added to the August agenda:</p> <ul style="list-style-type: none"> Items carried forward <p>It was agreed that social distancing should continue during Parish Council meetings, whilst Covid-19 infections remained so high and the Clerk was asked to inform the Hall Committee</p> <p>Date of next meeting will be 19th August 2021 – 7.30pm – at Hollesley Village Hall</p> | <ul style="list-style-type: none"> Clerk to prepare August agenda. Clerk to advise Hall Committee of Social Distancing requirements. |

The meeting was closed at 9.10pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....