

Minutes of Hollesley Parish Council Meeting

Held on 18<sup>th</sup> November 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker, Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Tina Fetcher, Cllr. John Hardwick, Cllr. James Mallinder (after 8.10pm), and Cllr. Anna Yates

Judi Hallett (Clerk) Three Members of the Public Dist. Cllr. James Mallinder

Record of Public Session:

- a) Reports or comment from any member of the public or any other village organisation (notes only):
  - Grit Bin at Virtues Corner – Has been destroyed and needs removing and replacing [see item 6. c)]
  - Village Hall Roof – Has the Parish Council actually seen the quotes for the work to the roof? [item to be discussed at 12. a)]
  - Meadow Close – I believe the Parish Council should write to thank SEH for actually building the Affordable houses in Meadow Close [suggestion to be added to December agenda for discussion]
  - Cherry Trees – Was permission given for the work to be carried out on the Cherry Trees on the Recreation Ground? [Yes]
- b) Reports or comment from ESC and SCC Councillors:
  - Cllr. Reid – Cllr. Reid was not in attendance
  - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Farming Conference to take place tomorrow via Zoom; Attended various events in the area in the past 4 weeks; Sizewell C – This consultation continues and all parties are now working much closer together; Peninsula Parishes Meeting (25<sup>th</sup> Nov) – this should be a good time to work together on various items.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (Work). These were accepted. Cllr. Mallinder had indicated he would be slightly late arriving as he was attending Bawdsey PC meeting beforehand.	<ul style="list-style-type: none"> <li>• Accepted</li> </ul>

Chair’s initials.....

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<p>2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation</p>	<p>The following declarations of interest were noted:</p> <ul style="list-style-type: none"> <li>• Cllr. Burbridge – A pecuniary interest in item 11 a) (additional item) as an employee of BT Openreach</li> <li>• Cllr. Baker – A non-pecuniary interest in item 6. d) as family members attend Just 42 Youth Club</li> <li>• Cllr. Baker – A non-pecuniary interest in item 12. a) as family members were Play Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
<p>3. Public Session</p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> <li>• Clerk to take action as suggested above</li> </ul>
<p>4. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form</p>	<p>There were no members of the public present who wished to be co-opted and the Clerk confirmed she had not been contacted by anyone. The Clerk was asked to keep the item on the agenda for the time being.</p>	<ul style="list-style-type: none"> <li>• Clerk to place on next Agenda</li> </ul>
<p>5. To agree <u>Minutes</u> of meeting dated 21<sup>st</sup> October 2021</p>	<p>The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Yates, seconded by Cllr. Bevan-Biggs and all present at the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31<sup>st</sup> October 2021</p> <p>b) To discuss request from Hollesley Village Hall Committee for grant of £10,000 towards the replacement of the Hall Roof</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 read the answers received from the Hall Chair to the various questions asked. The Councillors discussed the request and felt it was paramount that all due diligence had taken place, especially as the grant was for such a significant amount of public funds.</p> <p>It was confirmed that the Hall Chair had categorically stated that some residents of Hollesley Bay prison would be involved in the work, when she addressed the Community Partnerships meeting a few weeks earlier; this was one of the reasons the company were chosen to carry out the work.</p>	<p>a) None</p> <p>b) Clerk to contact Hall Committee</p>

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<p>c) To discuss purchasing two new Grit Bins</p>	<p>In conclusion the Clerk was asked to request copies of all quotes received for the work and to request a breakdown of how the project would be funded, including the need for the grant from the Parish Council. If these were received, the Council would make a final decision at the December meeting.</p> <p>c) After discussion it was agreed to purchase two new Grit Bins (one to replace the damaged bin at Virtues Corner). This was proposed by Cllr. Hughes, seconded by Cllr. Fletcher and all were in agreement</p>	<p>c) Clerk to purchase bins</p>
<p>d) To discuss the Grants requested for 2022</p>	<p>d) The list of requests had been circulated and, after debate, the following grants were agreed:</p> <ul style="list-style-type: none"> <li>• Just 42 - £1,200</li> <li>• Hollesley Fete Committee - £200</li> <li>• Citizens Advice - £100</li> <li>• Suffolk Accident Rescue Service - £100</li> <li>• Hollesley Welcome Club - £150</li> </ul> <p>These grants were proposed by Cllr. Devine, seconded by Cllr. Hughes and all were in agreement. They would be paid in April 2022</p> <p><i>Cllr. Mallinder entered the meeting at 8.10pm</i></p>	<p>d) Clerk to notify requestors</p>
<p>e) To discuss the draft Budget for 2022/23</p>	<p>e) The draft budget had been circulated and had been reviewed by Cllr. Hughes and the Clerk at a meeting of the Finance Councillors. The Clerk ran through the detail of many elements and answered a number of questions. Councillors agreed to study the proposals with a view to agreeing the budget and Precept proposal at the December meeting.</p>	<p>e) All Councillors to review draft budget</p>

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<p>f) To receive update on changing to Lloyds Bank and to discuss upgrading to Online Banking with Barclays again</p>	<p>f) The Clerk had previously distributed a screen shot that indicated that Lloyds Bank were still not taking on new customers so the PC could not move their accounts to them. The Clerk recommended that the Council reviewed the situation again as she was now happy to be an authoriser (if the Council wished) and she felt the Council would have a greater level of security with their funds as all appointed Councillors would have the ability to view the accounts at any time of the night or day. Cllr. Burbridge asked if it was possible to increase the authorisation rules to ‘Three to Sign’ and the Clerk agreed to investigate. After discussion, Cllr. Fletcher proposed that the Council should move to full online banking with Barclays (if the amendment to ‘three to sign’ was possible or not); this was seconded by Cllr. Devine and all were in agreement</p>	<p>f) Clerk to complete mandate for signing.</p>
<p>g) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. E Curtis (Litter Picking Aug/Sept/Oct) - <b>£150.00</b></li> <li>ii. S C Norse Ltd (Litter and Dog Bins) - <b>£1,042.44</b></li> <li>iii. G Collins (Cemetery Maintenance for 2021) - <b>£1,000.00</b></li> </ul>	<p>g) The payments were proposed by Cllr. Devine, seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. Cllrs Burbridge and Bevan-Biggs signed the cheques.</p>	<p>g) Clerk to distribute</p>
<p>h) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. S C Norse Ltd (Waste Collection – reissue of 102447) - <b>£28.91</b></li> </ul>	<p>h) Noted</p> <p>i) Noted</p>	<p>h) None</p> <p>i) None</p>
<p>i) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. ESC (CIL Funds) - <b>£145.43</b></li> <li>ii. F Masters () - <b>£150.00</b></li> <li>iii. 2 x Allotment Payments - <b>£119.53</b></li> </ul>		

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<p>7. To discuss the following Planning Applications:</p> <p>a) Appeal AP/21/0061/REFUSE – Refusal of DC/20/4151/OUT - Land Between The Entrance To The Sandlings Caravan Park And Rondebosch , Lodge Road, Hollesley, Suffolk</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• [Cllr. Burbridge had previously circulated two e-mails containing details of research he had carried out on this application and he expanded on this]</li> <li>• There are some elements of the appeal where it may be hard to argue but others where we have a very strong case; especially when it comes to protecting the AONB</li> <li>• We must support ESC in contesting this appeal as, if this development is permitted it will be the start of a massive amount of development in this area.</li> <li>• Thank you very much Cllr. Burbridge for all the research you have done so far [echoed by all]</li> <li>• Conclusion: Agreement to write to the Inspector to give further evidence of why the appeal should be rejected. (Prop: Cllr. Burbridge, Sec: Cllr. Devine and all in agreement)</li> </ul>	<p>a) Cllr. Burbridge to draft a letter and Clerk to circulate to all for review</p>
<p>8. <u>Climate Emergency</u> – To discuss declaring a Climate Emergency</p>	<p>It was felt that, if declared, the Parish Council would need to have means of taking action by which to influence Carbon reduction and make a real difference; it can't be just words. The PC would need to review all its policies and put in place an achievable action plan; taking into account that it is not a big Carbon producer in the first place.</p> <p>After discussion it was agreed that this matter should be taken up by the 'Peninsula Climate Action Group' (see below)</p>	<ul style="list-style-type: none"> <li>• Clerk to speak to Cllr. A Hardwick</li> </ul>
<p>9. <u>HMP &amp; YOI Hollesley Bay</u> – To discuss latest letters from MoJ and ICO with reference to MCOSO at HMP Hollesley Bay</p>	<p>The latest letters had been circulated to all and were published on the HPC website. After discussion it was agreed that the matter had been taken as far as it could be. Some information had been disclosed but not as much as had been hoped. It was however noted that relations with the Prison had greatly improved.</p> <p>In conclusion Cllr. Mallinder proposed no further action be taken on this subject. This was seconded by Cllr. Bevan-Biggs and Councillors voted 8 'For' with 1 'Abstention' on the motion.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

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<p>10. <u>Project Updates</u> – To receive updates from:</p> <p>a) Hollesley Climate Action Group</p> <p>b) The Platinum Jubilee Committee</p> <p>c) Management of Visitors to Shingle Street</p>	<p>a) Cllr. J Hardwick reported on behalf of Cllr. A Hardwick, stating that the group were now called the Peninsula Climate Action Group and they would be holding their next meeting in January. It was also suggested that the group could operate across the Deben Parishes and that it would be discussed at the Group Parishes meeting on Thursday 25<sup>th</sup> Nov.</p> <p>b) Cllr. Hughes reported that she had spoken to a Committee Member of the Fete but, after discussion with other members of the Committee, it had been thought not appropriate to combine the two events next year. However, it was understood that the Hall Committee were planning an event on the Friday of the Celebration week-end and it was hoped this could be extended in to the week-end with further events. A Memory Box (or Time Capsule) was briefly discussed and Cllr. Mallinder reminded Council that a Tree would be available to them to plant.</p> <p>c) The Clerk reported that she had completed a few background tasks relating to ideas floated at the last meeting of the residents of SS and herself and the HPC Chair but that numbers of visitors to SS had dropped off and there seemed to be no urgency in making any solid suggestions.</p>	<p>a) Clerk and Cllr. Mallinder to mention at Joint Parishes Meeting</p> <p>b) Cllr. Hughes to speak to Chair of the Hall Committee</p> <p>c) None</p>
<p>11. <u>Allotments</u> – To acknowledge receive of forms from Barker Gotelee with reference to registering the Allotments with the Land Registry and to nominate a Councillor to sign them</p> <p><u>11. a) Additional Item</u> – To discuss request from BT Openreach to lay a cable under the ground at the Allotments</p>	<p>The Clerk had previously circulated the draft statement to be issued to the Land Registry. Cllr. Fletcher proposed that Cllr. Hughes be the signatory on behalf of the Council. This was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p><i>Cllr. Burbridge left the meeting</i></p> <p>The Clerk explained that, in the last 48 hours, she had been contacted by BT Openreach requesting permission to bury a cable between School Lane and the property called ‘Long Acres’, crossing land belonging to the Parish Council beside Allotments 7 and 8.</p>	<ul style="list-style-type: none"> <li>• Clerk to take all papers to Barker Gotelee after the Chair had signed them.</li> <li>• Clerk to notify BT Openreach</li> </ul>

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	<p>After discussion Cllr, Yates proposed that permission be granted, with the proviso that the path was reinstated to the current standard at least. This was seconded by Cllr. Devine and all present were in agreement.</p> <p><i>Cllr. Burbridge re-entered the meeting</i></p>	
<p>12. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive news from the Clerk of available funding to complete the Play Park Project</p> <p>b) To receive update on Recreation Ground Actions List</p> <p>c) To discuss replacement of the Half Round Tyres with planting</p>	<p>a) The Clerk explained that she had been in negotiations with ESC Planning and Communities Teams and had received confirmation that the funds currently being held in the S106 pot for ‘Sport’, could in fact be used to complete the Play Park Equipment project on the Recreation Ground, if the Parish Council wished.</p> <p>The Council agreed that this would be excellent use of the funds and would make the Play Park a Hub for the local community and surrounding villages. After discussion it was agreed that the Clerk should write to the Play Ambassadors Leaders (Ms Bathe and Ms Gray) to request the funds raised at previous events. She should then request an updated quote for the remaining Play Equipment and draw up a funding plan for the Council to discuss at the December or January meeting.</p> <p>b) The Clerk gave the following updates:</p> <ol style="list-style-type: none"> <li>i. <u>Old Play Equipment</u> – Still waiting for this work to take place – chased today</li> <li>ii. <u>Pavilion Dismantling</u> – As above</li> </ol> <p>It was agreed that no further action could take place until the drains under the Pavilion were assessed.</p> <p>c) Cllr. Baker reported that herself (and the Clerk) had measured the area that would need hedging. She had also examined the list of possible plants from ESC, keeping in mind the probability that deer would eat the young plants if they were not protected. After discussion it was agreed that Cllr. Baker should speak to Swanns Nursery to ask for advice and a possible quote to carryout the work.</p>	<p>a) Clerk to request Funds from Play Ambassador Leaders, obtain updated quote and produce funding plan</p> <p>b) Clerk to report back once drains had been assessed.</p> <p>c) Cllr. Baker to speak to Swanns Nursery</p>

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<p>d) To appoint a Representative Trustee on the Hollesley Village Hall Committee</p> <p>e) To receive update on communications sent to Hall Committee regarding Doctors Lease</p> <p>f) Dogs - To receive an update from the Clerk and to discuss suggestion from a member of the public</p>	<p>d) Cllr. Yates reported that she had attended the last meeting of the Hall Committee and was willing to stand as a Representative Trustee on that Committee. This appointment was proposed by Cllr. Hughes, seconded by Cllr. Baker and all were in agreement</p> <p>e) The Clerk reported that still no instructions from the Hall’s solicitor had been received to date, and the Hall Chair had again been alerted to this.</p> <p>f) After discussion it was agreed to monitor the situation and continue to remind residents of the new rules in the Village Voices.</p>	<p>d) Clerk to notify Hall Committee</p> <p>e) Clerk to telephone solicitor if no contact was made.</p> <p>f) Clerk to monitor and place article in Jan Village Voices</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To consider and discuss list of comments received of persistent issues with Lorries</p> <p>b) To receive reports of tractors mounting verges along Alderton Road</p>	<p>a) A list of the comments received from residents had been circulated by the Clerk. After discussion it was agreed to suggest that the section of The Street from Fox Hill to Duck Corner be designated as 20mph for all vehicles. The Clerk reported that support from Cllr. Reid would be required and she agreed to speak with him.</p> <p><i>It was proposed by Cllr. Burbridge that Standing order 3. x) be suspended to allow the meeting to conclude. This was seconded by Cllr. Baker and all were in agreement.</i></p> <p>b) Details of a recent incident of a tractor mounting a verge outside a Hollesley property had been circulated. Cllr. Mallinder reported that this subject would be discussed at the forthcoming meeting of the Deben Parish Councils but that any individual incident was a private matter between the homeowner and vehicle involved.</p>	<p>a) Clerk to contact Cllr. Reid.</p> <p>b) Clerk to ensure this item was on the Joint Parishes Agenda.</p>

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<p>14. <u>Documentation</u> – To review and/or adopt the following documents:</p> <ul style="list-style-type: none"> <li>a) TOR for Cemetery Maintenance for 2022</li> <li>b) FOI Procedure</li> <li>c) Sickness and Absence Policy</li> <li>d) Safeguarding Children and Vulnerable Adults Policy</li> </ul>	<p>All four policies/documents had been circulated and all Councillors confirmed they had read them. Cllr. Mallinder proposed they be adopted. This was seconded by Cllr. Hughes and all were in agreement.</p>	<ul style="list-style-type: none"> <li>• Clerk to finalise and publish</li> </ul>
<p>15. To agree dates for 2022 Meetings</p>	<p>It was agreed that the meetings in 2022 should take place on the third Thursday of each month at the Village Hall, starting at 7.30pm</p> <p>The Clerk advised the Councillors that the Hall Hire Costs were now £8.25 per hour without heating and £13.25 with heating. After further discussion it was agreed to continue to meet in the Hall, for at least the whole of 2022.</p>	
<p>16. To receive <u>agenda items for next meeting and agree date of Next Meeting</u> (16<sup>th</sup> December 2021)</p>	<p>It was suggested the following items were added to the December agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward</li> <li>• To discuss and agree Budget for 2022/23</li> <li>• To discuss and agree Precept Request for 2022/23</li> </ul> <p>Date of next meeting will be <b>16<sup>th</sup> December 2021</b> – 7.30pm – at Hollesley Village Hall</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare December agenda.</li> </ul>

The meeting was closed at 9.46pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

*Chair's initials.....*