

Minutes of Hollesley Parish Council Meeting

Held on 16th December 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Tina Fetcher, Cllr. John Hardwick, and Cllr. James Mallinder

Judi Hallett (Clerk) Five 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):

- Climate Action Group – two meetings have been held, quiet in between meetings, some members of group have resigned, I will be speaking to Just 42 about what they can do, there was talk of a ‘Big Meeting’ but perhaps it is not a good time now. What plans do the PC have for taking the group forward? [item discussed at 8. a)]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated but the Clerk was asked to check if it was the correct file as it was suspected November’s report may have been resent in error.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Planning Applications and enforcement issues; Walking and Cycling Review.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anna Yates (Work), Cllr. Jane Baker (Work) and Cllr. Brian Devine (Away). These were accepted. Apologies had also been received from Cnty. Cllr. Reid.	<ul style="list-style-type: none"> Accepted

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
	It was noted that Cllr. Anne Hardwick had resigned and the Clerk had notified ESC. ESC had acknowledged receipt of the resignation but the process they are required to follow will not be initiated until January due to staff currently working from home.	
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of Interest and therefore no applications for dispensation.	<ul style="list-style-type: none"> • None
3. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form	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.	<ul style="list-style-type: none"> • Clerk to place on next Agenda
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> • [See item 8. a)]
5. To agree <u>Minutes</u> of meeting dated 18 th November 2021	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Fletcher, seconded by Cllr. Mallinder and all present at the meeting agreed they were correct.	<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 November 2021</p> <p>b) To discuss and decide 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) A member of the public had contacted the Council to say that she had queried the 2019/20 Hall Accounts at their AGM. She had received an explanation of an error but had inadvertently deleted the mail containing the explanation and so could not pass it to the Councillors. Despite three attempts to contact the Hall Chair and the Accountant, to request the mail was re-sent; it had not been, at that time.</p> <p>Councillors made the following comments:</p>	<p>a) None</p> <p>b) Cllr. Burbridge to draft letter to be sent to Hall Committee requesting explanation of the errors in the published accounts.</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> • The 'set aside' money of £10,000 was not a promise of payment, we need to know how much they are short, our funds may not have been needed. We have never made any promise to give them this money, does the Village Hall need it? • Do they need it more than we do? One application said they did need it but the breakdown did not show £10k that was raised by community. Their annual accounts show they have funds without the PC's grant. • Looking at the published accounts they say there is circa £50,000 in the bank, plus other grants to come in ; If the funds were spent on the roof as the quotes suggest, they would be left with around £20k • There are problems with the accounts. The start and end of the recent years are not the same and this needs clarification. Do the PC need the funds more than the Hall Committee, we have projects each year that these funds could be spent on. • I would like PC to contribute to the project but how do we the get through this current situation? Perhaps we could ask for part of the invoice to come directly to us? We can't reclaim VAT on a project that is not ours. It is best our funds do not go in to a 'pot', we should find out what is going on with the accounts, I am happy to give money but we need to know the accounts are correct. • There are numerous errors in the accounts. There were amendments made but we don't fully understand why. • Can't we just contribute anyway? [We need to be able to show we are spending public funds correctly] • We can't suddenly raise the precept, we need clarity of the accounts. • We need to spend public money wisely, should we ask for clarification on the reserves and before we are able to vote we would like current levels in the bank accounts and explanations of various errors in the accounts. Some grants promised are not included. 	

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss and Agree the draft Budget for 2022/23</p>	<p>In conclusion, Cllr. Burbridge agreed to draft a letter to be sent to the Village Hall Committee asking for further clarification. This was proposed by Cllr. Burbridge, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement.</p> <p>c) The Clerk confirmed there had been no suggested amendments to the draft budget since the November meeting. [See discussion at point d)] After discussion regarding the Precept request, Cllr. Bevan Biggs proposed the budget be accepted (with small amendments required following the Precept increase). This was seconded by Cllr. Hughes and all were in agreement.</p>	<p>c) Clerk to finalise Budget Document</p>
<p>d) To discuss and Agree the Precept Request for 2022/23</p>	<p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> • The draft suggested no increase at all but figures released today suggest inflation is over 5%, should we increase it a little? • Grants are usually obtained but they may not always be there • We have to be very careful about increasing the precept, we are in very difficult times and people are really struggling, we cannot increase it only to give it away to other organisations • Perhaps we need only a very small increase <p>In conclusion Cllr. Burbridge proposed the Precept amount requested was £33,900, approx.... 1.5% increase. This was seconded by Cllr. Mallinder and all Councillors were in agreement.</p>	<p>d) Clerk to request agreed amount</p>
<p>e) To receive update on changing to Online Banking</p>	<p>e) Instructions had been passed to all four signatories and they were encouraged to call Barclays as soon as possible.</p>	<p>e) Councillors to complete registration process.</p>
<p>f) To discuss making a grant to the Royal British Legion</p>	<p>f) After discussion Cllr. Mallinder proposed a grant of £50.00 be made to the Royal British Legion. This was seconded by Cllr. Hughes and all were in agreement.</p>	<p>f) Clerk to draw additional cheque for signing.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>g) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (3 months' salary) - £1,443.42 ii. SCC Pension Fund (Clark's 3 months pension contributions) - £523.20 iii. Barker Gotelee (Allotment Registration with LR) - £673.20 iv. SC Norse Ltd (Dog Bin at Oak Hill) - £295.86 v. GeoXphere Ltd (Mapping System) - £48.00 <p>h) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. Kingfisher Direct Ltd (Grit Bins) - £330.94 <p>i) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Allotment Payments (Various) - £158.71 	<p>g) The payments were proposed by Cllr. Hughes, seconded by Cllr. Fletcher and all Councillors were in agreement that they be paid. Cllrs Mallinder and Bevan-Biggs signed the cheques.</p> <p>h) Noted</p> <p>i) Noted</p>	<p>g) Clerk to distribute</p> <p>h) None</p> <p>i) None</p>
<p>7. To discuss the following Planning Applications:</p> <ul style="list-style-type: none"> a) DC/21/5217/FUL - Rear single storey extension - 58 Mallard Way, Hollesley, Hollesley, Suffolk 	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • These are new houses, semi-detached. This is a modest rear extension, not back too far. 	<p>a) Clerk to reply to ESC</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> Conclusion: No objection (Prop: Cllr. Bevan-Biggs, Sec: Cllr. Burbridge and all in agreement) 	
<p>8. <u>Project Updates</u> – To receive updates from:</p> <p>a) Hollesley Climate Action Group</p> <p>b) The Platinum Jubilee Committee</p>	<p>a) The Chair clarified the position that had been agreed at the November meeting. It was felt that an ‘open meeting’ with residents was required but that with current Covid-19 infections being so high, this was ill-advised at present. It was felt best to revisit the item in the spring when an outdoor meeting could be arranged.</p> <p>b) The Chair confirmed that she had exchanged emails with the Hall Committee and that an ‘It’s a knock out’ event had been considered. They had decided to have a meeting after Christmas, but it was felt that with so much going on, perhaps it was best to support other events on the Peninsula?</p>	<p>a) Clerk to place on the March agenda</p> <p>b) Chair to report back to the January meeting</p>
<p>9. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive news regarding the Play Park Project Phase II</p>	<p>a) The Clerk wished to make a statement, stating that she was very disappointed at how difficult it was to work with the Play Commissioner Leads and that this was putting the conclusion of the project at risk and delaying progress. Councillors made the following comments:</p> <ul style="list-style-type: none"> We need an integrated plan, we cannot have third parties running part of the programme [Chair] I have heard from the Commission Leads via my private email address, they do not wish to be part of PC’s project. They have discussed the situation with the parents of the Commissioners and they wish to fund raise the £16,582 +vat required for the 6m Matrix. They reported that the Village Hall Committee had become the ‘umbrella’ organisation to apply for the Lottery Grant (£10,000 had been received) and they will continue to raise the required funds, suggesting the Parish Council raise the remaining funds (suggested to be £35,543). 	<p>a) Chair to arrange meeting with the Commissioners Leads, acting on behalf of the Village Hall Committee</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> • We spoke about this at the last meeting. It is not just the purchase of the equipment and the installation, it is all the other things like the increase in insurance and maintenance costs, these all need to be taken in to consideration • [Chair] I have not responded yet. I suggest we meet and talk it through. They have had the lottery funding and it will be a great shame to have to give this back. • It is not impossible for lottery funding to be adjusted and to be officially re-assigned to HPC, thus allowing the VAT to be refunded; but they [the Commissioners Leads, acting on behalf of the Village Hall Committee] would need to do this. • If the Commissioners Leads, acting on behalf of the Village Hall Committee, do not give us the money they have raised then they will need to pay VAT on this element of the project and this is just wasting money. • If they were to run just the Matrix element of the project there could be endless issues: we would need to give permission for them to build and then they would need to hand the equipment over to us, what if there were issues with the installation, who would manage this. • We need one project, that is run by the Parish Council. We want to get the project completed and they could take months to raise the additional money when we already have it. <p>In conclusion it was agreed that the Chair would seek a meeting with the Commissioners Leads, acting on behalf of the Village Hall Committee, to request that all the money they currently have, is passed to PC for the PC to complete the project and add any necessary funds. It was further agreed that if this instruction could not be passed to the Commissioners Leads, acting on behalf of the Village Hall Committee, by way of a civil coffee meeting, then the instructions would be put in writing to them. This decision would be made at the January meeting.</p>	

Agenda Item	Resolution / Agreement / Fact	Action
<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>d) To receive update on the Doctors Lease at the Hall</p> <p>e) To discuss questions raised by resident regarding insulation depths on the Village Hall Roof</p>	<p>b) The Clerk gave the following updates:</p> <ul style="list-style-type: none"> i. <u>Old Play Equipment</u> – Still waiting for this work to take place, materials unavailable at present ii. <u>Pavilion Dismantling</u> – As above <p>It was agreed that no further action could take place until the drains under the Pavilion were assessed.</p> <p>c) Cllr. Baker had submitted a written report to the Council and the quotes from Swanns Nursery were awaited. Cllr. Baker was thanked for her work to date. Cllr. Mallinder reported that funding may be available from ESC, the AONB Team and the Community Partnership group; this could even be a project organised by the Climate Change Action Group.</p> <p>d) The Clerk reported that, for a third month, there were still no instructions from the Hall’s solicitor and a telephone call to the offices had not been returned. Councillors discussed who’s responsibility it was for ensuring this agreement was in place and it was felt to be the Village Hall Committee’s. It was agreed to discuss this again in January.</p> <p>e) Cllr. Burbridge had previously circulated an analysis of the proposed insulation depths. It was felt that this met the current Building Regulations but could have been much better. However, it was also acknowledged that the level of insulation in the walls was unknown. It was suggested that, if the residents wish to know more detail, they write directly to the Hall Committee at the published email.</p>	<p>b) Clerk to report back once drains had been assessed.</p> <p>c) Clerk to chase Swanns if quote not received.</p> <p>d) Clerk to place on January agenda.</p> <p>e) Clerk to advise residents of suggested course of action.</p>
<p>10. <u>Allotments:</u></p> <p>a) To receive an update on the registration of the Allotment Land with the Land Registry</p>	<p>a) The Clerk reported that the paperwork had been submitted to the Land Registry and their reply was awaited. She had however been informed that this could take many months due to a back-log at the Land Registry.</p>	<p>a) Clerk to monitor</p>

Agenda Item	Resolution / Agreement / Fact	Action
b) To discuss request from resident to adjust the entrance to the Allotments to allow access for powered mobility scooters	b) The Clerk had distributed information on this subject, along with pictures. It was noted that the exit/entrance is used by many young children and that nothing should be done that encourages them to run on to the road. After discussion it was agreed that the Clerk should engage with the Maintenance Man to ask for suggestions and to speak to SCC Highways about longer term improvements to this entrance/exit.	b) Clerk to speak to Maintenance Man and SCC Highways
11. <u>Documentation</u> – To review and/or adopt the following documents: a) Asset Register (December 2021)	a) This document had been circulated and there were no questions. Cllr. Hughes proposed it was adopted, this was seconded by Cllr. Fletcher and all were in agreement.	a) Clerk to finalise and post on the website.
12. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (20 th January 2022)	It was suggested the following items were added to the January agenda: <ul style="list-style-type: none"> • Items carried forward Date of next meeting will be 20th January 2022 – 7.30pm – at <u>Hollesley Bowls Club</u>	<ul style="list-style-type: none"> • Clerk to prepare January agenda.

The meeting was closed at 8.43pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....