

**Minutes of Hollesley Parish Council Meeting**

Held on 17<sup>th</sup> February 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker (from 8.00pm), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson (after item 3), Cllr. John Hardwick, and Cllr. Anna Yates

Judi Hallett (Clerk)      5 Members of the Public

**Record of Public Session:**

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

- Trees from Woodland Trust – A resident asked the Parish Council if they would consider encouraging residents to plant trees and plant a number themselves. Free trees were currently available through the Woodland Trust (see 14. b))
- Assets of Community Value – Would the Parish Council consider listing The Hollesley Bowls Club and Glebe House? (see 12.)
- Village hall Roof Grant – Is the Parish Council’s position affected by the Village Hall Committee’s continuing stance to not work with them? I think the public should be aware of the situation and the fact that by not working together the public purse has had to pay an additional £8,000 to the Treasury in VAT for the Village Hall Roof. If the Parish Council give a grant of £10k, £8k of this would go straight back to the Treasury and I am very angry about this. Other members of the public also echoed this annoyance (see 10. a)).

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated.

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. <u>Apologies for Absence</u></p> <p>a) To receive apologies</p> <p>b) To approve apologies</p>	<p>a) Apologies had been received from Cllr. Tina Fetcher (Work), and Cllr. Brian Devine (Child Care Duties). Cllr's Mallinder and Baker had also indicated that they would be late due to another meeting and work commitments respectively. Apologies had also been received from Cnty. Cllr. Reid.</p> <p>b) Acceptance of the apologies of Cllrs. Fletcher and Devine were proposed by Cllr. Yates, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement.</p>	<p>a) Noted</p> <p>b) Accepted</p>
<p>2. <u>To receive any</u></p> <p>a) Declarations of Pecuniary Interest</p> <p>b) Declarations of Non-Pecuniary Interest</p> <p>c) Applications of Dispensation on Agenda Items</p> <p>d) Declarations of Gifts or Hospitality received over the value of £25.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>3. To co-opt two Councillors and signing of the Declaration of Acceptance of Office Forms</p>	<p>The Chair asked if any member of the audience wished to be considered for co-option. Mr Roger Dawson indicated he did and notified Council of his experience. The Clerk stated that she had confirmed that Mr Dawson was eligible to be a Councillor. Cllr. Bevan Biggs proposed Mr Dawson's co-option. This was seconded by Cllr. Burbridge and all Councillors were in agreement.</p> <p>Cllr. Dawson signed the Declaration of Acceptance of Office form and joined the meeting.</p>	<ul style="list-style-type: none"> <li>• Clerk to register Mr Dawson with ESC</li> </ul>
<p>4. Public Session</p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> <li>• See various items below</li> </ul>

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<p>5. To agree <u>Minutes</u> of meeting dated 16<sup>th</sup> December 2021 and 6<sup>th</sup> January 2022</p>	<p>The minutes had been circulated and there were no questions or alterations. The December Minutes were proposed as correct by Cllr. Burbridge, seconded by Cllr. Yates and all present at the meeting agreed they were correct. The January Minutes were proposed as correct by Cllr. Bevan-Biggs, seconded by Cllr. Burbridge 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> December 2021 and 31<sup>st</sup> January 2022</p> <p>b) To receive final update on changing to Online Banking</p> <p>c) To review the Internal Controls and Efficiency of our Internal Auditor</p> <p>d) To authorise Clerk's attendance at SALC Councillor Training Courses (total cost of £75</p>	<p>a) The accounts had been circulated to all and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements. It was also agreed that examination of the bank accounts would be an online task from March.</p> <p>b) It was established the Council's Authorisers were in the following position:</p> <ul style="list-style-type: none"> <li>• Cllr. Bevan-Biggs – All set up and can see HPC Accounts</li> <li>• Cllr. Burbridge – Card and Reader received but not logged on as yet</li> <li>• Cllr. Hughes – as above</li> <li>• Cllr. Mallinder - unknown</li> </ul> <p>c) The Clerk had distributed a mail on this subject. After discussion it was agreed that, once the new Financial Regulations were approved (later in the meeting), the Council had sufficient internal controls and that the Internal Auditor was efficient and appropriate.</p> <p>d) The Chair thanked the Clerk for her attendance at these sessions and for the notes that had followed. The Clerk reported that the 3 sessions she had attended so far had been very good and certainly worth the cost. Cllr. Hughes proposed this training be authorised. This was seconded by Cllr. Bevan-Biggs and all were in agreement.</p>	<p>a) None</p> <p>b) Clerk to check with Cllr. Mallinder.</p> <p>c) None</p> <p>d) See item f below</p>

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. K N Coe (Installation of Grit Bins and Re-alignment of Allotment Barrier) <b>£220.00</b></li> <li>ii. SC Norse Ltd (Old Grit Bin Removal) <b>£120.00</b></li> <li>iii. SC Norse Ltd (Grass Cutting) <b>£2,159.17</b></li> </ul>	<p>e) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Bevan-Biggs second authorising them.</p>	<p>e) Clerk to set up payments and notify Cllr. Bevan-Biggs to authorise</p>
<p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. SC Norse Ltd (3 months refuse collection) <b>£211.69</b></li> <li>ii. E Curtis (Litter Picking for 3 months) <b>£150.00</b></li> <li>iii. Hollesley Village Hall (Hall Hire for Nov, Dec and Jan) <b>£109.88</b></li> <li>iv. SALC (Clerk’s Training) <b>£60.00</b></li> </ul>	<p>f) Noted</p>	<p>f) None</p>
<p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	<p>g) Noted</p>	<p>g) None</p>

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<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/0149/FUL Front extension traditional brick built - Stihlways, The Street, Hollesley</p> <p>b) DC/22/0432/FUL Change of use of 2 x agricultural buildings to Use Class E - Former Dairy Unit, Grove Road, Hollesley</p> <p>c) <i>Additional Item</i> - DC/22/0496/FUL - The erection of a steel modular building (12.095m x 5.890m) to provide welfare facilities for agricultural workers (horse stud grooms) and volunteers .... at Sink Farm , St David’s Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is a very modest extension, the property is set well back and the development will not affect neighbours</li> <li>• I have no issues with this.</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Burbridge, Sec: Cllr. Bevan-Biggs and all in agreement)</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is the latest in a series of applications to change the use class of these old buildings. This is a long building and will be converted in to smaller units</li> <li>• There may be additional traffic movements, it depends on the type of businesses that occupy them, however, they will be an amenity to the community and the refurbishment will improve the visibility of the area.</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Burbridge, Sec: Cllr. Hardwick and all in agreement).</li> </ul> <p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• The staff and volunteers at the Suffolk Punch Trust need these facilities</li> <li>• The building is temporary in nature and is out of the way; it is not visible from the highway</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Yates, Sec: Cllr. Hughes and all in agreement)</li> </ul>	<p>a) Clerk to reply to ESC</p> <p>b) Clerk to reply to ESC</p> <p>c) Clerk to reply to ESC</p>
<p>8. To discuss the <u>Community Governance Review</u> in East Suffolk</p> <p><i>Cllr. Baker joined the meeting at 8.00pm</i></p>	<p>The Clerk had previously circulated information about this consultation and read the pertinent points aloud. As the closing date for comments was not until 1<sup>st</sup> April, it was decided that all Councillors would consider the options and report any suggested alterations to the Clerk for consideration at the March meeting.</p> <p>It was also suggested the Item could be discussed at the next Joint Parishes meeting.</p>	<ul style="list-style-type: none"> <li>• All Councillors to advise Clerk of any suggested amendments.</li> </ul>

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<p>9. <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 Clerk apologised that this item had appeared on the February agenda, when she had been asked to place it on to the March agenda!</p> <p>b) The Chair explained that the group had looked at lots of ideas for a Jubilee celebration but that there was so much already planned that many people were already booked up. After discussion it was agreed that the Parish Council should offer support to the Village Hall Committee for the events they were planning (advising them that the Recreation Ground would be available if needed) and to encourage residents to visit neighbouring villages and organisations planning events. It was also suggested that the dedication of the Jubilee Oak could coincide with events at the Village Hall.</p>	<p>a) Clerk to place on the March agenda</p> <p>b) Clerk to offer support to the Village Hall Committee</p>
<p>10. <u>Hollesley Village Hall – Item c was discussed before item a:</u></p> <p>a) 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 Clerk reminded Council that they had resolved to request of the Hall Committee, an explanation of the errors in the published accounts and that a spreadsheet confirming the financial position had been sent to them from the Hall Chair on 29<sup>th</sup> December 2021. Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• The work is now complete but we were originally told the work could not be done without our funds</li> <li>• The costs did rise and they are now showing clearer reserves for forthcoming projects; I believe the £10k from the PC is required</li> <li>• I am very concerned about making a grant to a charitable organisation that has now admitted errors with its accounts and has not updated the Charities Commission (CC) website once they have been corrected</li> <li>• Can we reduce the amount of grant? [Yes, the amount of any grant you make, to any organisation, is your decision]</li> <li>• Perhaps we should not take any action until the accounts on the CC website are corrected</li> </ul>	<p>a) Clerk to draft letter and all Councillors to respond as swiftly as possible</p>

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<p>b) Doctors Surgery Lease:</p> <p>i. To discuss 'Engagement' and other documents received from Prettys and to agree to meet half the costs, alone with the Village Hall Committee</p>	<ul style="list-style-type: none"> <li>• I have seen the corrected accounts and I am now satisfied the figures are correct and that the Hall Committee do need the grant from HPC</li> <li>• Giving a grant now could be balanced in later years with reduced grants</li> <li>• This is public money we are spending and we need to be 100% happy we are giving to an organisation that needs it.</li> <li>• Perhaps we should just grant £2,000, the difference between the funds set aside and the VAT paid on the project?</li> <li>• It is so disappointing that the Hall and the PC have not worked together on this project, we could have saved the Public Purse thousands in VAT. We must ensure this does not happen in the future.</li> <li>• It is unacceptable that there have been errors in the accounts, differences in the grant request details submitted at various times and the Hall Committee have not been prepared to work together with the PC. However, I do believe now that they need the funds.</li> </ul> <p>In conclusion Cllr. Burbridge proposed the Council grant to the Hall £10,000. A counter proposal was made by Cllr. Bevan-Biggs that a grant of £8,000 was given. This was seconded by Cllr. Hughes and Councillors voted 4 'For', 1 'against' and 2 'abstaining'. The Clerk was asked to draft a letter to all to review before it was sent giving the Council's decision.</p> <p>b) Comment:</p> <p>i. The Clerk confirmed that all the paperwork from Petty's had been passed to the Councillors on 27<sup>th</sup> January 2022 and that an email had been received from the Hall Committee stating they did not expect the costs to be halved. After discussion it was proposed by Cllr. Burbridge that the Council engage with Pretty's, but on the understanding that there are no costs or other commitments implied. This was seconded by Cllr. Hughes and all were in agreement.</p>	<p>b) See below:</p> <p>i. Clerk to contact Pretty's and Hall Committee</p>

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<p>ii. To discuss the draft Lease and to agree two signatories of the final lease.</p> <p>c) To discuss the published accounts for the Village Hall</p>	<p>It was also agreed that the Council should accept the Village Hall's offer for them to pay the entire bill.</p> <p>ii. The following comments were noted about the draft lease:</p> <ul style="list-style-type: none"> <li>I am concerned that the draft lease speaks only of two parties: The Parish Council and the Doctors; the Hall Committee are not mentioned. Does this mean the rent will be coming to the Parish Council? I suspect the Hall Committee would like the situation as present to continue and therefore this needs to be clear in the lease</li> </ul> <p>Cllr. Hughes agreed to be one of the lease signatories, when it was finally agreed.</p> <p>c) It had been pointed out to the Clerk that there were still grave errors in the published Village Hall Accounts. The following comments were made:</p> <ul style="list-style-type: none"> <li>I have raised issues directly with the Hall Chair and she in turn raised these with their Accountant. The accounts have now been corrected and I am personally happy with them [it was established that these corrected accounts had not been forwarded to all and promised this would happen the next day]. However, the incorrect accounts for 2 separate years are still shown on the Charities Commission Website</li> <li>Only the high level details are shown on the CC website, it is not possible to see the details</li> <li>We need to be 100% certain that the accounts are correct and these errors are concerning.</li> </ul> <p>In conclusion the Clerk was asked to draft a letter to the Hall Chair thanking them for the corrected accounts but advising them that the published accounts on the Charities Commission website were still incorrect and asking when they will be updated.</p>	<p>ii. Clerk to raise concerns about the draft lease to Pretty's and the Hall Committee</p> <p>c) Clerk to draft letter and all Councillors to respond as swiftly as possible</p>



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<p>d) To discuss amendments to the Village Hall Trust Deed (previously reported to the Trustees)</p>	<p>d) The Clerk reminded Council that, at the October 2021 meeting, it was resolved that the errors in the new Trust Deed would be brought to the Hall Trustees attention by Cllr. Yates and she asked if that had happened yet. It had not as Cllr. Yates had not attended a meeting of the Hall Committee yet. She indicated that it would be brought to the Committee’s attention at the next meeting in March</p>	<p>d) Clerk to provide Cllr. Yates with a hard copy of the differences in the original and new Trust Deeds</p>
<p>11. <u>Recreation Ground:</u> a) To receive news regarding the Play Park Project Phase II</p>	<p>a) The Clerk reminded Council of the decision taken at the December 2021 meeting which was to write “to the Commission Leads 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”, if this had not been communicated by way of a meeting. The Chair confirmed that unfortunately a meeting between herself and the Play Commission Leads had not been organised. Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• We need to conclude this project as we have the money and we want to finish the task</li> <li>• We are at risk of having equipment at three different ages and we will constantly be reviewing it</li> <li>• It would be great to have Phase II in place for the Jubilee</li> <li>• Only the PC can manage this project as we need to control items such as insurance, maintenance, etc. We cannot have a third party involved</li> <li>• We need to be respectful of how this is communicated and to recognise all parties involved in fundraising.</li> </ul> <p>In conclusion it was agreed that the Clerk should draft a letter to the Play Commissioner Leads stating that the funds they held must now be passed to the Parish Council for them to complete the project. If it was not possible to transfer any funds (for example the £10k lottery grant obtained in the name of the Village Hall Committee) then this should be returned to the Lottery Commission.</p>	<p>a) Clerk to draft letter and all Councillors to respond as swiftly as possible</p>

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<p>b) To receive update on Recreation Ground Actions List</p> <p>c) To discuss quote for the replacement of the Half Round Tyres with planting (and rabbit fencing) and a possible grant from Suffolk Coast and Heath AONB Team for this work</p>	<p>b) The Clerk gave the following updates:</p> <ul style="list-style-type: none"> <li>i. <u>Old Play Equipment</u> – Refurbishment had started earlier in the week and was progressing well</li> <li>ii. <u>Pavilion Dismantling</u> – Clerk would arrange a site meeting next week to discuss the pavilion drains</li> </ul> <p>c) The quote from Swanns Nursery had been circulated. It was also reported that the AONB Team had offered some hedging but it was not clear if this would be allocated to Hollesley. Cllr. Baker confirmed that the ‘Rabbit Fencing’ would also protect the hedge from being eaten by deer. In conclusion the Clerk was asked to speak to the AONB Team to see if it was possible to determine if any free hedging was available and Cllr. Baker agreed to try to obtain 2 further quote for this work.</p>	<p>b) Clerk to report back once drains had been assessed.</p> <p>c) Clerk to speak to the AONB Team and Cllr. Baker to obtain further quotes.</p>
<p>12. <u>Assets of Community Value</u> – To consider if the Parish Council wish to re-nominate the Shop/Post Office, Shepherd and Dog Inn and Hollesley Garage as Assets of Community Value</p>	<p>The Clerk explained how the Asset of Community Value designation worked. It was commented that all three assets were very valuable to the village and it was felt these should be re-designated. Cllr. Hughes proposed that the designation of all three assets be re-registered. This was seconded by Cllr. Dawson and all were in agreement.</p> <p>With reference to the Bowls Club and Glebe House, the Clerk was asked to research if these were eligible for registration and to report back to the March meeting.</p>	<ul style="list-style-type: none"> <li>• Clerk to re-register Hollesley Shop/Post Office, Shepherd and Dog Inn and Cranes Garage as Assets of Community Value and to research the other two assets</li> </ul>
<p>13. <u>Spring Clean</u> – To set a date and format for the 2022 Spring Clean</p>	<p>The Clerk suggested the Spring Clean should be organised on Saturday 19<sup>th</sup> March. She offered to organise the whole event with East Suffolk Norse and to advertise it on the Grapevine.</p>	<ul style="list-style-type: none"> <li>• Clerk to organise the event</li> </ul>

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<p>14. <u>Trees/Hedges:</u></p> <p>a) Platinum Jubilee Oak – To decide on a suitable planting location for the Platinum Jubilee Oak and if a Metal Tree Guard and/or Water Bag is required</p> <p>b) To consider request from resident for tress to be obtained from the Woodland Trust</p> <p>c) To receive notification of work to hedges at HMP Hollesley Bay</p> <p>d) To discuss planting of hedgerow and trees along Boyton Road where vehicles have damaged</p>	<p>a) The Clerk reported that the tree had been picked up and was currently at her house. Councillors discussed appropriate deer fencing, watering bags and mulch bags. Cllr. Hughes suggested the tree could be planted in the NE corner of the Recreation Ground, along with other smaller trees and potentially some seating to make a quiet/reflection area. It was agreed that this would be a good location as it was open to everyone to visit, but that the tree must not be planted too close to the boundary to allow it to grow for as long as possible without affecting neighbouring properties.</p> <p>b) Councillors felt this was a very good idea and the Clerk was asked to send a Grapevine message asking residents if they were interested in acquiring a tree for their garden and to order trees for the Recreation Ground</p> <p>c) Cllr. Yates gave details of works to hedging around HMP Hollesley Bay, in order to improve security</p> <p>d) In the absence of Cllrs. Mallinder and Devine, Cllr. Hughes explained that a ‘layby’ had been created along Boyton Road and that vehicles were parking in it overnight; causing residents concern. It was agreed that the Clerk should contact the neighbouring land owner (thought to be CSA Farms) to see if the layby was on their property. And at the same time to report the issue to SCC Highways.</p>	<p>a) Clerk to arrange a site visit to assess the location and then to write to neighbours to request their opinions.</p> <p>b) Clerk to send GV Message</p> <p>c) None</p> <p>d) Clerk to contact CSA Farms and SCC Highways</p>
<p>15. <u>Allotments:</u></p> <p>a) To discuss recent adjustments to the entrance to the Allotments to allow access for powered mobility scooters and possible re-ordering of signs on The Street</p>	<p><i>Standing Order 3. x. was suspended in order for the business of the meeting to be concluded.</i></p> <p>a) The Chair explained the situation that the rear barrier of the Allotment gate had been adjusted and as a result had caused concern to many parents that the new angle invited children to continue through it and on to the road. This work had been authorised by the Clerk in good faith but she apologised that approval from Full Council had not been obtained.</p>	<p>a) Clerk to contact Maintenance Officer as soon as possible.</p>

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<p>b) To discuss method of clearing items left on Plot by previous tenant</p>	<p>The Clerk also reported that site meetings with residents and the owner of the mobility scooter now recommended the rear barrier was placed back in its original position and that the bank next to the entrance was dug out so that this was flat. The implementation of this suggestion was proposed by Cllr. Burbridge, seconded by Cllr. Baker and all were in agreement.</p> <p>b) The Clerk had advised Councillors of the situation on one of the Allotment Plots and estimates for the work needed had been supplied. After discussion it was concluded that the plot needed to be brought back in to a usable state and that not carrying out the clear-up work may result in further rubbish being placed on the plot. It was suggested that the previous tenant could be asked to meet some of the clear-up costs but this was felt doubtful.</p> <p>Cllr. Hughes proposed the expenditure (£300 net in total) be incurred in order to bring the plot back to use. This was seconded by Cllr. Yates and all were in agreement.</p>	<p>b) Clerk to contact new tenant to advise of decision.</p>
<p>16. <u>Documentation</u> – To review and/or adopt the following documents:</p> <p>a) Financial Regulations (January 2022) – <i>send to Councillors on 12<sup>th</sup> January 2022</i></p> <p>b) Standing Orders (August 2020) – <i>send to Councillors on 12<sup>th</sup> January 2022 - review only</i></p> <p>c) Code of Conduct (Jan 2016) - <i>send to Councillors on 12<sup>th</sup> January 2022 – review only</i></p>	<p>a) These had been sent to all and there were no questions. Cllr. Burbridge proposed they were adopted. This was seconded by Cllr. Hughes and all were in agreement.</p> <p>b) Councillors confirmed these had been reviewed. The review was proposed as complete by Cllr. Hughes, seconded by Cllr. Bevan-Biggs and all were in agreement.</p> <p>c) In light of so many Councillors being absent, it was agreed that the Clerk would write to all Councillors asking them to confirm they had reviewed the Code of Conduct.</p>	<p>a) Clerk to finalise and post on the website.</p> <p>b) None</p> <p>c) Clerk to send mail to all Councillors</p>

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17. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (17 <sup>th</sup> March 2022)	It was suggested the following items were added to the March agenda: <ul style="list-style-type: none"> <li>• Items carried forward</li> </ul> Date of next meeting will be <b>17<sup>th</sup> March 2022</b> – 7.30pm	<ul style="list-style-type: none"> <li>• Clerk to prepare March agenda.</li> </ul>

The meeting was closed at 9.43pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair's initials.....