

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 27th April 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker, Cllr. Trevor Burbridge, Cllr. Brian Devine, and Cllr. Anna Yates

Judi Hallett (Clerk) 2 Members of the Public

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):
 - Jubilee Rickshaw and Beacon – Many thanks for inviting me to carry the Jubilee Beacon. I would also like to nominate a young person who has been helping with the Meet Up Monday sessions
 - Jubilee Trees – Are they in yet? [Yes] and will there be an opening ceremony [Yes, to be discussed later in the minutes]

- b) Reports or comment from ESC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid had offered apologies.
 - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he had offered apologies.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies had been received from Cllr. Roger Dawson (Away), Cllr. Carolyn Bevan-Biggs (Away), Cllr. Tina Fetcher (Unwell), Cllr. John Hardwick (Work), and Cllr. James Mallinder (Previous Appointment). Cllr. Reid had also sent his apologies.	a) Noted

Chair’s initials.....

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b) To approve apologies	b) Acceptance of the apologies of Cllrs. Bevan-Biggs, Dawson, Fletcher, Hardwick and Mallinder were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement they be accepted.	b) Accepted
2. <u>To receive any...</u> a) Declarations of Pecuniary Interest b) Declarations of Non-Pecuniary Interest c) Applications of Dispensation on Agenda Items d) Declarations of Gifts or Hospitality received over the value of £25.00 e) Notifications of Lobbying with reference to any Planning Application to be discussed	a) None b) None c) None d) None e) None	a) None b) None c) None d) None e) None
3. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form	The Chair asked if any member of the audience wished to be considered for co-option but no one stepped forward.	<ul style="list-style-type: none"> Item to remain on Agenda until filled
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> Clerk to obtain details of second Rickshaw rider
5. To agree <u>Minutes</u> of meeting dated 17 th March 2022	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Burbridge, seconded by Cllr. Hughes and all present at the meeting agreed they were correct.	<ul style="list-style-type: none"> Clerk to post on the Website
6. <u>Finance Matters:</u> a) To receive and accept Accounts as at 31 st March 2022 b) To accept Internal Auditor's Report for 2021/22 & 'Annual Internal Audit Report', Part 3 of the AGAR 21/22	a) The accounts had been internally audited and then sent to all for review. They were proposed as correct by Cllr. Yates, seconded by Cllr. Devine and Councillors voted 4 'For' with 1 'Abstention' that they were accepted. The Chair and Clerk signed the official copy. b) The full Internal Auditor's Report for 2021/22 and 'Annual Internal Audit Report' within Part 3 of the AGAR had been passed to all and were published on the Website. Cllr. Hughes proposed their official acceptance. This was seconded by Cllr. Devine and all were in agreement.	a) Documents to be posted on the website b) None

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c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2021/22	c) The Clerk read out each sentence within Section 1 of Part 3 of the AGAR and the Councillors answered in the affirmative to each. Cllr. Burbridge proposed the completion of the form in the affirmative. This was seconded by Cllr. Devine and all were in agreement. The Chair and Clerk signed the official copy	c) Clerk to post on website and forward to PKF Littlejohn LLP
d) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2021/22	d) The Clerk confirmed that the proposed figures were those that matched those suggested by the Internal Audit. Cllr. Hughes proposed the completion of the form as drafted. This was seconded by Cllr. Baker and all were in agreement. The Chair and Clerk signed the official copy	d) Clerk to post on website and forward to PKF Littlejohn LLP
e) To agree Reserve Allocations as at 1 st April 2022	e) The proposed Reserve Allocations had been sent to all and there were no comments. The Clerk pointed out that these were now set out more clearly in to Earmarked, Restricted and General Reserves, as set out by the Internal Auditor. Cllr. Burbridge proposed these be accepted. This was seconded by Cllr. Hughes and all were in agreement.	e) Clerk to post on website
f) To agree the CIL Report for 2021/22	f) The CIL report had been sent to all and was published on the Website. Cllr. Devine proposed its official acceptance. This was seconded by Cllr. Yates and all were in agreement	f) None
g) To agree the Internal Control Statement for year ending 31 st March 2022	g) This document had been circulated to all. The Clerk pointed out that this was a new statement and was based on a template provided by SALC. Cllr. Yates proposed its official adoption. This was seconded by Cllr. Devine and all were in agreement	g) Clerk to post on website
h) To authorise the following Invoices for Payments: i. J Hallett (Three Months Expenses) - £303.75 ii. K N Coe (Maintenance) - £75.00	h) The payments were proposed by Cllr. Devine 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. Burbridge second authorising them.	h) Clerk to set up payments and notify Cllr. Burbridge to request second authorisation.

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iii. SALC (Annual Subscription) - £462.05		
iv. SC Norse Ltd (Refuse Collection from Hall) - £218.09		
v. Eastern Play Services Ltd (Swing Seats) - £474.30		
vi. E Curtis (3 months litter picking) - £150.00		
vii. Just 42 (Grant) - £1,200.00		
viii. Hollesley Fete Committee (Grant – Payable to Hollesley PCC) - £200.00		
ix. Citizens Advice (Grant) - £100.00		
x. Suffolk Accident Rescue Service (Grant) - £100.00		
xi. Hollesley Welcome Club (Grant) - £150.00		
xii. HMRC Cumbernauld (Clerk’s PAYE) - £408.00		
xiii. Suffolk.Cloud (Website hosting) - £120.00		
xiv. Trevor Brown (Internal Audit) - £170.00		
i) To note Payments made since last meeting: i. None	i) Noted	i) None
j) To note Payments received since last meeting: i. Precept (50%) – £16,950.00	j) Noted	j) None

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<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/1179/FUL - A ground array of 12no. PV panels in the back garden. - Hollesley House, Alderton Road, Hollesley</p> <p>b) DC/22/1326/FUL - Erection of single-storey detached two bedroom dwelling and cart lodge at Land Adjoining Gresley Farm, Lodge Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • These are very small in number and on the ground • There will be very little visual impact to neighbouring properties • Conclusion: No Objection (Prop: Cllr. Burbridge, Sec: Cllr. Devine and all in agreement) <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This application is much more professional than the last, the plans are clear, with good design and minimal impact as it is screened well • I believe this meets the Cluster rules and is not extending the Cluster at all, however, this is not in a sustainable location and it is not well related to the village • It is in-keeping with the area and there is nothing but support from neighbours • It is set well back in the plot however, I fear that if this is permitted it will set a precedent for other development in that area and it will affect the character of the location • The proposed development does not overpower the site • We do not want the cluster expanded • The site is not well related to the village (outside the Physical Limits Boundary) and does not have sustainable or safe pedestrian or cycle access to Hollesley • Conclusion: Objection on the grounds of unsustainable location (Prop: Cllr. Burbridge, Sec: Cllr. Devine, Councillors voted 4 'For' with 1 'Against' the motion. 	<p>a) Clerk to reply to ESC</p> <p>b) Clerk to reply to ESC</p>
<p>8. <u>Project Updates</u> – To receive updates from:</p> <p>a) The Platinum Jubilee - To discuss suggestion from resident that a gift should be purchased for every child in the village to commemorate the Platinum Jubilee</p>	<p>a) Cllrs. commented that there was very little for the children of Hollesley linked to the Jubilee and that previous mugs celebrating Jubilees could be found in many households. There was counter argument that not everyone agreed with the monarchy or the need for such a celebration.</p>	<p>a) Clerk to purchase mugs and ask for grants from Cllr. Mallinder and Reid</p>

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	<p>The Clerk gave details of a company providing mugs, that could be personalised for Hollesley. After discussion, Cllr. Baker proposed that 144 mugs be purchased (at a cost of £874.72 (+ VAT)) and distributed to all under 16 year olds in the village, who wished to have one. Any remaining mugs were then offered for sale (net cost) to residents. In addition, Cllrs. Reid and Mallinder were asked to contribute £300 each from their Locality Budgets. This was seconded by Cllr. Devine and Councillors voted 4 'For' with 1 'Against' the motion.</p>	
<p>9. <u>Hollesley Village Hall:</u> a) Doctors Surgery Lease - To receive update on the draft Lease. b) To receive update on the proposed meeting with the Hall Committee regarding the new 'Hollesley Village Hall CIO' Charity</p>	<p>a) The Clerk reported that there had been no update from either the Hall Committee or the Solicitors b) The Clerk reported that the Council's email had been forwarded to all the Hall Trustees and that the request would be considered at the May meeting of the Trustees.</p>	<p>a) Clerk to chase if no update by the next meeting b) None</p>
<p>10. <u>Recreation Ground:</u> a) To receive news regarding the Play Park Project Phase II and to discuss obtaining updated quote from NGF Play</p>	<p>a) The Clerk confirmed that, since the last meeting, the following point had been clarified by the Play Commission Leads (who were also Trustees of the Village Hall Committee):</p> <ul style="list-style-type: none"> The National Lottery had been contacted with a view to returning the £10,000 grant to enable it to be utilised elsewhere. <p>It was suggested that, now all funding was clear, NGF Play were contacted with a view to providing a new quote for the remaining equipment; this was agreed. An explanation of where the funds would come from was given and the Clerk agreed to provide a full budget, once the quote was received.</p>	<p>a) Clerk to contact NGF Play Ltd</p>

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<p>b) To receive update on Recreation Ground Actions List</p> <p>c) To receive notification of concerns from a resident of Oak Hill and to discuss how the Oak Hill Playing Field can be enhanced</p> <p>d) To discuss Play Park Safety Inspections</p>	<p>b) The Clerk gave the following updates:</p> <p>i. <u>Pavilion Dismantling/Remaining Work</u> – The contractors had been in contact and were due to visit the site next week</p> <p>c) Councillors agreed that the play equipment at Oak Hill Playing Field had been somewhat neglected over the years. After discussion it was suggested that a survey asking for Children’s opinions would be the best way to find out what improvement was needed</p> <p>d) The Clerk notified Council of her concern that the Play Park inspections, contracted to ES Norse, were not being carried out as per the contract (i.e. once a month with an annual RoSPA Check) and that invoices for the work that had been done, had not been received. The Clerk had received evidence of just two checks during 2021. She had contacted David Bracey (a RoSPA Inspector) and he had provided a rough guide to his charges.</p> <p>Councillors concluded that these inspections were very important and that a reliable service was required, especially given the volume of equipment now available. It was resolved to send one final mail to ES Norse, requesting that their service levels be raised, to meet the contract, and that they submit timely invoices. It was also resolved that a full quote for quarterly inspections (with reports) from David Bracey be obtained (incorporating both Play Parks).</p>	<p>b) Clerk to report back once drains had been assessed.</p> <p>c) Clerk to organise a survey and promotion of it.</p> <p>d) Clerk to contact ES Norse and D Bracey</p>
<p>11. <u>Highways:</u></p> <p>a) To discuss list of ‘thoughts’ from a resident of Oak Hill – <i>list forwarded by Clerk on 29th March</i></p>	<p>a) A list of issues reported by a resident of Oak Hill had been circulated to all. The proposed actions were discussed and agreed. The Clerk was asked to proceed with the agreed actions (see Clerk for full list)</p>	<p>a) Clerk to proceed with actions as agreed.</p>

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<p>12. <u>Annual Parish Meeting</u> – To receive details of the format of the 2022 meeting</p>	<p>The Clerk confirmed that a number of speakers would attend the APM on 5th May but that no one wished to lead an item about setting up a Climate Change Committee. It was suggested that the Clerk send out a Grapevine message, asking if anyone was interested in leading this and if Cllr. Mallinder would include a section in his talk about Climate Change.</p>	<ul style="list-style-type: none"> • Clerk to send GV and organise finer details of APM
<p>13. <u>Trees/Hedges:</u> a) To receive update on the planting of the Jubilee Oaks</p>	<p>a) The Clerk reported that herself and Cllr. Dawson had planted the trees, located the water bags and erected the metal tree guards for both trees. It was agreed that there should be a plaque unveiling ceremony at each tree, on 4th June (10.00am at Oak Hill and 10.30am at the Village Hall Recreation Ground). After discussion it was agreed that Cllr. Mallinder would be asked to unveil the plaque at the Oak Hill tree and Revd' Judith Andrews at the Village Hall Recreation Ground tree.</p>	<p>a) Clerk to approach Cllr. Mallinder and Revd' Andrews.</p>
<p>14. <u>Allotments:</u> a) To receive update on the entrance to the Allotments from The Street b) To discuss replacing the bench on the Allotment Path</p>	<p>a) The Clerk reported that, following discussions with a retired builder, he had recommended that railway sleepers/concrete kerbs would be required to keep the bank back at the Allotment entrance. This was agreed to be a good idea and the Clerk was given details of 3 or 4 local tradesmen who could quote for the work. b) Cllr. Devine confirmed he had placed the old bench in the Tree Nursery as it was in a dangerous state. It was agreed that a new bench was required and the Clerk was asked to obtain some quotes and ask if the Community Partnership or AONB would provide grant funding.</p>	<p>a) Clerk to contact tradesmen. b) Clerk to obtain quotes and ask about grants.</p>
<p>15. <u>Cemetery:</u> a) To discuss proposal for an Ashes Burial Area (using the rear of the Memorial Wall) in Hollesley New Cemetery</p>	<p>a) The Clerk had circulated details of a proposal to convert the land behind the Memorial Wall in to an Ashes Burial Area, with plaques mounted on the reverse of the wall. Councillors agreed this would be a good idea and would offer residents a less expensive alternative to purchasing a full size plot. It was agreed that the area first needed clearing and the Clerk was asked to organise a working party.</p>	<p>a) Clerk to organise a working party to clear the land.</p>

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16. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 19 th May 2022)	It was suggested the following items were added to the May agenda: <ul style="list-style-type: none"> • Items carried forward • Election of Chair and officers Date of next meeting will be 19th May 2022 – 7.30pm	<ul style="list-style-type: none"> • Clerk to prepare May agenda.

The meeting was closed at 9.03pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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