

**Minutes of Hollesley Annual Parish Council Meeting**

Held on 19<sup>th</sup> May 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Tina Fetcher, Cllr. John Hardwick, Cllr. Peter Jacks (after item 4), and Cllr. Anna Yates

Judi Hallett (Clerk)      8 Members of the Public

*The in absence of Cllr. Hughes, Cllr. Devine took the Chair*

**Record of Public Session:**

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

- DC/22/1603/AGO – I was the estate manager for many years, I tried to build a reservoir in the 1970's but it failed, the walls of this structure will be 2m high at the north end (closest to road) rising to 6 metres at south end, there will be 160,000 cubic meters of water in it, as much as 64 Olympic swimming pools, this will be an eyesore in the summer, we have major concerns. If we hadn't been alerted to this by your Clerk work would have started yesterday; the documentation is minimal and incorrect; there are errors on the plans with land ownership and our house is completely missed off; there is a serious risk of flooding and the impact will be massive for us; the walls of the sea defences are designed to fail in pieces so as to allow water to topple over gradually, there has been no study as to the impact of this development.
- DC/22/1603/AGO – I feel the same as my neighbour; the EA have now been notified and they are going to conduct a full survey; if a surge tide is diverted to the pumping station this could have a catastrophic effect; thanks to the Clerk for alerting us to this situation; *Q. What is the purpose of the reservoir?* To collect water in the winter to be used in the summer
- The Pavement at the bottom of Wilford Hollows is very narrow, please can this be reported?

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid had submitted a report for the APM and this was still relevant
- Cllr. Mallinder – Cllr. Mallinder's had submitted a report for the APM and this was still relevant

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*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. To elect a Chair of the Council for 2022/23 and signing of the Declaration of Acceptance of Office</p>	<p>The Clerk informed Council that although Cllr. Hughes was absent from the meeting, she was prepared to stand as Chair, if there were no other nominations and it was Council's wish.</p> <p>Cllr. Devine asked for nominations for the role of Chair. Cllr. Burbridge proposed Cllr. Hughes. This was seconded by Cllr. Fletcher. There were no further nominations. Councillors voted all in favour of Cllr. Hughes being Chair and the Clerk advised the Declaration of Acceptance of Office would be signed after the meeting. Cllr. Devine remained in the Chair for this meeting</p>	<ul style="list-style-type: none"> <li>Cllr. Hughes to sign Declaration of Acceptance of Office</li> </ul>
<p>2. <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. Roger Dawson (Away), Cllr. Carolyn Bevan-Biggs (Away), Cllr. Hazel Hughes (Away), and Cllr. Jane Baker (Work).</p> <p>b) Acceptance of the apologies of Cllrs. Bevan-Biggs, Dawson, Hughes, and Baker were proposed by Cllr. Fletcher, seconded by Cllr. Burbridge and all Councillors were in agreement they be accepted.</p>	<p>a) Noted</p> <p>b) Accepted</p>
<p>3. <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>4. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form</p>	<p>The Chair asked if any member of the audience wished to be considered for co-option and Mr Peter Jacks stepped forward. Mr Jacks said a few words about his life and connections to Hollesley. Cllr. Fletcher proposed Mr Jacks be co-opted. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<ul style="list-style-type: none"> <li>Clerk to register Cllr. Jacks with ESC</li> </ul>

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	Cllr. Jacks signed the Declaration of Acceptance of Office and joined the meeting.	
5. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> <li>• See item 12. B)</li> </ul>
6. To agree <u>Minutes</u> of meeting dated 27 <sup>th</sup> April 2022	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Burbridge, seconded by Cllr. Yates and all present at the meeting agreed they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
7. To elect Vice-Chairman of the Council for 2022/23 and signing of the 'Declaration of Acceptance of Office'	Cllr. Devine asked for nominations for the role of Vice-Chair. Cllr. Fletcher proposed Cllr. Devine. This was seconded by Cllr. Yates. There were no further nominations. Councillors voted all in favour of Cllr. Devine being Vice-Chair and he signed the Declaration of Acceptance of Office.	<ul style="list-style-type: none"> <li>• None</li> </ul>
8. To confirm following roles: a) Internal Auditor (currently Mr Trevor Brown) b) Responsible Finance Officer (currently the Clerk) c) Cemetery Maintenance (currently Mr G Collins) d) Litter Picking Officer (currently Mrs E Curtis) e) SALC Representative (currently Cllrs. Hughes and J Hardwick) f) ESC Community Partnership Representative (currently Cllr. Hughes) g) Hollesley Village Hall Representative/Trustee (currently Cllr. Yates)	The following appointments were proposed by Cllr. Fletcher, Seconded by Cllr. Devine and Councillors voted 5 'for' with 1 'abstention': a) Internal Auditor - Mr Trevor Brown b) Responsible Finance Officer - The Clerk c) Cemetery Maintenance - Mr G Collins d) Litter Picking Officer - Mrs E Curtis e) SALC Representative - Cllrs. Hughes and J Hardwick f) ESC Community Partnership Representative - Cllr. Hughes g) Hollesley Village Hall Representative/Trustee - Cllr. Yates	<ul style="list-style-type: none"> <li>• Clerk to ask if Cllr. Hughes outside of the meeting if she would consider continuing her positions</li> </ul>
9. To remind Councillors to review their Register of Interests entry on the ESC System	The Clerk reminded all Councillors of their responsibility to review their entry on the ESC Register of Interests system	<ul style="list-style-type: none"> <li>• Clerk to send link to system to allow all Councillors to review their entry</li> </ul>

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<p>10. To confirm all Standing Orders and Direct Debits presently set up for the Council</p>	<p>The Clerk confirmed the following Standing Orders and Direct Debits were set up:</p> <ul style="list-style-type: none"> <li>• Information Commissioners Office - £35 Per Annum</li> <li>• PWLB Loan – Bi Annual Payments</li> <li>• Anglian Water – Quarterly Payments</li> </ul> <p>Cllr. Burbridge proposed these continue. This was seconded by Cllr. Fletcher and Councillors voted 5 ‘for’ with 1 ‘abstention’</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>11. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30<sup>th</sup> April 2022</p> <p>b) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. None</p> <p>c) To note Payments made since last meeting:</p> <p style="padding-left: 20px;">i. Communicorp (Jubilee Mugs) - <b>£1,049.66</b></p> <p>d) To note Payments received since last meeting:</p> <p style="padding-left: 20px;">i. Precept (50%) – <b>£16,950.00</b></p> <p style="padding-left: 20px;">ii. Beal (Cemetery) - <b>£300.00</b></p>	<p>a) The accounts to 30<sup>th</sup> April 2022 had been circulated to all and Cllr. Burbridge had verified the actual figures in the bank accounts .</p> <p>b) There were no payments to authorise.</p> <p>c) Noted</p> <p>d) Noted</p>	<p>a) None</p> <p>b) None.</p> <p>c) None</p> <p>d) None</p>

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<p>12. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/1678/FUL - Change of use of agricultural buildings to workshops under Use Class E (g) at Grove Farm, Grove Road,, Hollesley</p> <p>b) DC/22/1603/AGO - Creation of an Irrigation Reservoir behind Dumboy Cottage, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is the third in the series and the others have all gone through; we have not objected before</li> <li>• This could mean more employment opportunities in the village and the use of redundant buildings. However, the occupants are unknown and it could result in much more traffic through Oak Hill and possibly noise.</li> <li>• A very large concrete pad is proposed for parking, this is not in keeping with the area, especially in the heart of the AONB and next to Marshland</li> <li>• Conclusion: <b>Objection on the visual impact of the large concrete base and the effect this will have on the diversion of fresh water and the resulting impact on the local ecology system</b> (Prop: Cllr. Jacks, Sec: Cllr. Yates and all in agreement)</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• We have heard comments tonight and received many comments via email</li> <li>• This will have a severe impact on this part of the AONB/SSSI, tourism is a great part of Shingle Street and it will be an eyesore</li> <li>• I agree with all the comments put so far and in addition I am very concerned about the impact on fresh water in the area</li> <li>• A surge will happen again and we need assurances that this structure will not make the impact of that surge any worse</li> <li>• [The Clerk read a draft letter, prepared in anticipation of the debate and reports received so far]. One element was added to the draft letter</li> <li>• Conclusion: <b>To raise concerns (as per the draft letter)</b> (Prop: Cllr. Devine, Sec: Cllr. Yate and all in agreement).</li> </ul>	<p>a) Clerk to reply to ESC</p> <p>b) Clerk to reply to ESC</p>

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<p>13. <u>Project Updates</u> – To receive updates from:</p> <p>a) The Platinum Jubilee - To receive update on the unveiling the plaques for the Jubilee trees</p> <p>b) <u>Oak Hill Improvements</u> – To receive update on various items to improve the amenities at Oak Hill</p>	<p>a) The Clerk reported that Revd’ Judith Andrews and Cllr. James Mallinder had agreed to unveil the Jubilee Oaks. This had been advertised in the Village Voices and a reminder would be sent out on the Grapevine a couple of days before.</p> <p>The Clerk also advised that the Jubilee Mugs had arrived. 108 (3 boxes) had been taken to the School for distribution and the remaining would be advertised for children who do not attend Hollesley Primary School</p> <p>b) The list of actions to improve Oak Hill had been sent to all and the following was discussed/agreed:</p> <ul style="list-style-type: none"> <li>• To seek ownership details of the hardstanding opposite 51 Oak Hill</li> <li>• To deliver the Recreation Ground Questionnaires on 1<sup>st</sup> June (with GV message and message in VV)</li> <li>• To advise the original requestor of the plan to place just one bench in the location</li> </ul> <p>Once all ownership was established it was agreed that a consultation would be needed of Oak Hill residents to ascertain if the shelter/bench was required.</p>	<p>a) Clerk to send GV for Oak Unveiling and availability of Mugs</p> <p>b) See over</p>
<p>14. <u>Hollesley Village Hall:</u></p> <p>a) Doctors Surgery Lease - To receive update on the draft Lease.</p> <p>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 had circulated a mail from the Hall Chair indicating there was no update from the Solicitors on the Lease</p> <p>b) The Clerk had circulated a mail from the Hall Chair indicating the May meeting of the Trustee of the Hall had not occurred yet and comment would be made after the meeting.</p>	<p>a) Item to remain on Agenda</p> <p>b) Item to remain on Agenda</p>

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<p>15. <u>Recreation Ground:</u></p> <p>a) To receive quote from NGF Play and to discuss budget for project drawn up by the Clerk</p> <p>b) To receive update on Recreation Ground Actions List</p> <p>c) To discuss placing a Clothes Bank at the Recreation Ground</p>	<p>a) The Clerk reported that she had met with Mr John Reader on the Recreation Ground on 18<sup>th</sup> May. He had agreed to re-quote for Phase II of the equipment and this would take approximately 2 weeks. He had however warned that prices of materials had gone up around 30% so the quote would be considerably more than 3 years ago</p> <p>b) The Clerk reported that unfortunately a scheduled meeting with Eastern Play Services had had to be cancelled at the last minute due to illness of a family member of the gentleman from EPS. She would re-organise this as soon as possible.</p> <p>c) Details of this facility had been circulated to all. Cllr. Yates indicated that there was a bin at the prison that potentially could be used by members of the public.</p>	<p>a) Clerk to distribute quote once received.</p> <p>b) Clerk to report back once drains had been assessed.</p> <p>c) Cllr. Yates to investigate</p>
<p>16. <u>Allotments:</u></p> <p>a) To receive quotes for work to the entrance to the Allotments from The Street</p> <p>b) To receive update on replacing the bench on the Allotment Path</p>	<p>a) A quote for this work had been received from a local tradesperson. The Clerk explained that she had asked two other local people if they would like to quote but they were both too busy for such a small job. After debate Cllr. Jacks proposed the quote was accepted. This was seconded by Cllr. Burbridge and all were in agreement.</p> <p>b) The Clerk reported that she had completed an application to the Suffolk Coast and Heaths AONB Team for funding for a Realise Futures Bench. The outcome of this will be known in July.</p>	<p>a) Clerk to notify builders</p> <p>b) None.</p>
<p>17. <u>Cemetery:</u></p> <p>a) To receive update on the Ashes Interment Area</p>	<p>a) The Clerk reported that she had cleared an area around the Memorial Wall but had been unable to co-ordinate diaries for a Working Party. It was suggested that Mr Collins be asked to clear the area. Cllr. Yates indicated that she knew of a local resident who worked at the Prison, who may be able to recruit residents of the prison to assist with the task</p>	<p>a) Cllr. Yates to further investigate</p>

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18. Documentation – To review and Adopt: a) Reserves Policy (May 2022) b) Asset Register (May 2022) c) Model Councillor Code of Conduct 2020 d) Standing Orders (April 2022)	The Chair listed all documents and all present confirmed they had reviewed them. Cllr. Burbridge proposed they be adopted en mass. This was seconded by Cllr. Devine and all were in agreement.	<ul style="list-style-type: none"> <li>• Clerk to finalise and place on website</li> </ul>
19. To receive <u>agenda items for next meeting and agree date of Next Meeting 16<sup>th</sup> June 2022</u> )	It was suggested the following items were added to the June agenda: <ul style="list-style-type: none"> <li>• Items carried forward</li> </ul> Date of next meeting will be <b>16<sup>th</sup> June 2022</b> – 7.30pm	<ul style="list-style-type: none"> <li>• Clerk to prepare June agenda.</li> </ul>

The meeting was closed at 8.56pm

Signed: .....  
 Chair

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

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Chair's initials.....