

Minutes of Hollesley Parish Council Meeting

Held on 16th June 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Jane Baker (after 8.02pm), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, and Cllr. Peter Jacks.

Judi Hallett (Clerk) Cnty. Cllr. Andrew Reid 13 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):

- Duck Corner – I have made a number of suggestions to the PC for improvements to Duck Corner and I am interested to hear what the PC have to say on the matter [Cllr. Reid offered financial support for improvements]
- Pavement along Wilford Hollows – This is dangerous as it is very narrow [Clerk agreed to send details of how the issue can be reported on line or via the telephone as the location is outside of Hollesley]
- Speeding Traffic along Lodge Road – I understand that a neighbour has contacted you about reducing the speed limit in Lodge Road to 30Mph and I am here to support that proposal. We often hear screeching brakes and someone did hit a tree not so long ago, farm traffic is often sensible but even the school bus goes too fast, it would be great to have 30Mph along the road
- Speeding Traffic along Lodge Road – I too am here to support this proposal. My family have to ride their horses up and down the road to access bridleways and the speed of the traffic is frightening; there are also high banks in places so you can't step off the road.
- Speeding Traffic along Lodge Road – I wrote to the Council to make this request. I would firstly like to thank the Clerk for taking such swift action on the matter. We feel we are part of the village and we therefore feel we should also be incorporated in the 30Mph speed limit. We realise that it will probably all come down to money in the end but 60Mph is too fast. I have looked up the powers of a Parish Council and you do have the power to provide road signs. At one end is the three way junction at Virtues Corner where there is very little signage and on top of speeding there is lots of sand on the road (I have reported that separately). At the other end there is a 90 degree bend with very little signage and cars have, in the past, missed the bend and gone through the hedge/fence.
- Speeding Traffic along Lodge Road – A 'Speed Survey' has recently been done as part of a Planning Application along the road, can this not be used?

Chair's initials.....

Cllr. Baker joined the meeting at 8.02pm

- Speeding Traffic along Lodge Road – [Cllr. Reid] I have sympathy with you, the Police will also need to be involved in any review and they will look at statistics so it is very important that all incidents are reported. We have to follow a legal process, there are no short cuts. Firstly we will have to have a Traffic Survey and I will pay for that, if the Parish Council decide they wish to proceed. We can then take the matter from there and analyse the results, along with the comments from residents. A recent survey would be accepted, if it met all the required criteria.
- Speeding Traffic along Lodge Road – [Cllr. Burbridge and the Clerk] An explanation was given to all present of the way the Highways are managed and that although the PC can purchase signs they have no authority to actually work on the Highway, the only people who can do that are SCC Highways (the PC can contribute to costs). An explanation was also given of the difference between Suffolk County Council and East Suffolk Council and their remits.
- More Houses along Coronation Avenue – We have heard that East Suffolk Council are planning to build more houses (for Social Housing) at the top of Coronation Avenue. We live there and we would like to know what the plans are and if the road will be improved. We cannot find out who owns the road and we have been repairing the section outside our house for many years [Clerk – *the Parish Council have had no official plans for the new houses and would not comment on them until they are on the Planning Portal. However, I will try to find out more from ESC for you*]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he expanded on the following items: Bus Services in the Wickham Market area; 200,000 trees planted; Platinum Jubilee Events not charged for; Fire and Rescue Service advice on sprinklers in houses;
- 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>a) Apologies had been received from Cllr. Hazel Hughes (Away), Cllr. Anna Yates (Family Commitment) and Cllr. James Mallinder (Work). Cllr. Baker had also indicated she would be late due to work commitments. <i>[For the record, Cllr. Dawson had sent in his apologies but the Clerk had failed to remember to record them]</i></p>	<p>a) Noted</p>
<p>b) To approve apologies</p>	<p>b) Acceptance of the apologies of Cllrs. Hughes, Yates and Mallinder were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement they be accepted.</p>	<p>b) Accepted</p>

Chair’s initials.....

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<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. Public Session</p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • See item 7 • Clerk to speak to ESC about proposed houses in Coronation Avenue
<p>4. To agree <u>Minutes</u> of meeting dated 19th May 2022</p>	<p>The minutes had been circulated to all. Cllr. Jacks raised a question regarding a statement made during the Public Session at the meeting and asked if the Clerk had clarified if the statement was correct. The Clerk advised that she had spoken to the member of the public and had amended the record to reflect his comments more clearly but that it was not the remit of the PC to determine the validity or accuracy of statements made by the Public. The minutes were proposed as correct by Cllr. Burbridge, seconded by Cllr. Devine and all present at the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website
<p>5. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st May 2022</p>	<p>a) The accounts to 31st May 2022 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts .</p>	<p>a) None</p>

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<p>b) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Pay for previous 3 months) - £1,686.64 ii. SCC Pension Fund (Clerk’s Pension for previous 3 months) - £611.25 iii. East Coast Property (UK) Ltd (Rubbish clearance at allotments) - £180.00 <p>c) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>d) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. M Potter (Cemetery Headstone) – £100.00 ii. F Masters (Cemetery Plaque) - £100.00 	<p>b) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Burbridge counter authorising them.</p> <p>c) Noted</p> <p>d) Noted</p>	<p>b) Clerk to set up payments and notify Cllr. Burbridge to request second authorisation.</p> <p>c) None</p> <p>d) None</p>
<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/2038/FUL - Alterations and extension at Shinglebank, Rectory Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This is a long plot with the proposed extension to the rear and a front Cart Lodge that almost mirrors that of the neighbouring property. In principle the extension is in proportion and will not make the house any larger than the neighbouring properties. However, I do have concerns about the Roof Terrace. This will overlook the neighbouring property & cause loss of privacy & amenity 	<p>a) Clerk to reply to ESC</p>

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<p>b) <i>Additional Item - DC/22/1678/FUL – Additional Plans for reduction in Concrete Base</i></p>	<ul style="list-style-type: none"> • There have been no objections from neighbours [so far] but I too have concerns, we have to ask ourselves if it is reasonable for such a structure that will overlook the neighbouring property • In some circumstances it is possible to use ‘obscured glass’ where a window overlooks a neighbour but this will not be possible in this case. • I too have these same concerns • Conclusion: Objection on the grounds that the Roof Terrace will cause loss of privacy and amenity to the neighbouring property (Prop: Cllr. Burbridge, Sec: Cllr. Jacks and all in agreement) <p>b) Councillors had been sent amended plans for a reduction in the volume of concrete for this proposed development and commented that this was a vast improvement.</p>	<p>b) Clerk to reply to ESC</p>
<p>7. Highways (<i>discussed after item 3</i>):</p> <p>a) To discuss suggestions from a resident for improvements to Duck Corner (including the Bus Shelter)</p> <p>b) To discuss request from resident to request a reduction in the Speed Limit on Lodge Road, to 30 Mph</p> <p>c) <i>Additional Item – Pavement between Tank Hill and HMP Hollesley Bay</i></p>	<p>a) The Clerk read a short report on possible action that could be taken. It was felt some items would be minimal expense (a new map and notice board and moving the bins) but that purchase of a Telephone Box for the purpose of the Library would be costly (approx.. £4k). however, a suitable cabinet or shelving might be an option. After discussion Cllr. Jacks agreed to survey the area and report back to the Council at the July meeting with ideas and possibly costings.</p> <p>b) Having heard the comments from the members of public and the offer from Cllr. Reid to pay for the Traffic Survey (£365.00) it was proposed by Cllr. Burbridge that the Survey was requested. This was seconded by Cllr. Devine and all agreed.</p> <p>c) The Clerk reported that Cllr. Reid had contacted her that day to ask for pictures and measurements of the pavement between Tank Hill and HMP Hollesley Bay as it was possible a fund could be utilised to improve this.</p>	<p>a) Cllr. Jacks to work with the Clerk on proposals</p> <p>b) Clerk to request the Survey</p> <p>c) Clerk to monitor</p>

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<p>8. <u>Project Updates</u> – To receive updates from:</p> <p>a) <u>Oak Hill Improvements</u> – To receive update on various items to improve the amenities at Oak Hill</p>	<p>a) 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"> • Recreation Ground Survey – Delivered on 1st June, 16 replies so far, Clerk to send final reminder via GV for replies to be back by 30th June • Bus Shelter in Centre of Area – After discussion it was decided to consult residents through the HPC Article in the August Village Voices and discuss the matter again in September • Bench at top of Tank Hill - After discussion it was decided to consult residents through the HPC Article in the August Village Voices and discuss the matter again in September • Pavement between 1 Woodbridge Walk and Oak Hill – Due to be cut by SCC by 22nd June [<i>actually cut on 17th June</i>]. Clerk to chase if SC Norse will add it to their schedule when they cut the Recreation Ground • Pavement between HMP Hollesley Bay and Tank Hill – See item 7. c) above 	<p>a) See over</p>
<p>9. <u>Hollesley Village Hall:</u></p> <p>a) To discuss letter from Stone King LLP with reference to the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO.</p>	<p>a) E-Mails from Stone King LLP had been passed to all Councillors and the new CIO Trust Deed had been included in these (which the Clerk agreed to re-send). It was concluded that, until the current Village Hall Charity and the new CIO Charity had authorised the transfer of the Assets and the Charities Commission had also authorised the transfer, the Parish Council were not in a position to say whether they would or would not transfer the Trust.</p> <p>Concern was raised that there were significant differences in the new and old Trust Deeds and all were asked to raise these with the Clerk, in order that one document of concerns could be compiled. Concern was also raised that, under no circumstances should the building and land be able to be sold off for any other purpose other than that that it presently is. [It was felt that the wording of the new Trust Deed would protect against this].</p>	<p>a) Clerk to send holding letter to Stone King, to promote the article in the July VV on the Grapevine and compile list of questions/concerns raised by residents and Councillors</p>

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<p>b) Doctors Surgery Lease - To receive update on the draft Lease</p>	<p>The Clerk confirmed that the July Village Voices would contain details of the request from Stone King and that she would compile all comments for the Councillors to consider at their July meeting.</p> <p>It was also suggested that the Hall should be registered as an Asset of Community Value and the Clerk agreed to add this to the next Agenda.</p> <p>b) No further updates had been received</p>	<p>b) Clerk to retain on Agenda</p>
<p>10. <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 receive update on use of the Clothes Bank at HMP Hollesley Bay</p>	<p>a) The Quote for Phase II of the Play Equipment installation had been passed to all, along with the budget. It was felt that all involved in the project had worked very hard and that as much of the equipment should be installed as possible. However, it was acknowledged that further fundraising would be needed due to a sharp rise in the costs when compared to the original quote.</p> <p>After discussion Cllr. Baker proposed that all the additional equipment be ordered, with the exception of the Junior Climber. This would then be part of a Phase III at a later date. This was seconded by Cllr. Devine and all were in agreement. The Clerk was asked to order the equipment, once the S106 funds had been confirmed.</p> <p>b) The Clerk reported that, once again, no site visit had taken place. It was agreed to give the company one more month to start the remaining items on the list and then an alternative option would be sought.</p> <p>c) After discussion it was proposed by Cllr. Baker that a Clothes Bin should be installed. This was seconded by Cllr. Bevan-Biggs and all were in agreement.</p>	<p>a) Clerk to contact Sarah Shinnie and NGF Play</p> <p>b) Clerk to report back once drains had been assessed.</p> <p>c) Clerk to order Clothes Bin</p>

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<p>d) To discuss if HPC would like to have a stand at the Hollesley Fete</p> <p>e) To discuss use of the Hollesley Recreation Ground by Caravan Clubs (booked by Hollesley Village Hall Committee)</p>	<p>d) Cllr. Devine volunteered to ‘man’ the Parish Council stall at the Fete. It was suggested that attendees could be asked about the Oak Hill Recreation Ground, placing a bench at the top of Tank Hill and having a Bus Shelter at Oak Hill</p> <p>e) Details of an incident between users of the Village Hall and members of a Caravan Club using the Recreation Ground over the Platinum Jubilee Week-end had been circulated to all, along with a report from the Hall Committee Chair and letters of apology to various parties. Councillors made the following comments:</p> <ul style="list-style-type: none"> • Guidelines have previously been sent to the Hall Committee stating that no more than one quarter of the Grounds were to be occupied by Caravans; this was definitely exceeded • There should never have been permitted two events at the same time, even if it was an emergency and both parties agreed • My children no longer want to come over to the field in case someone shouts at them • The Children could not play on the far side of the field because the caravans were blocking the view for parents • This situation grieves me greatly, how can you restrict access to a Recreation Ground for residents, especially children? I don’t think Caravans should be allowed back • If they are permitted on the field the rules set by the Council should be adhered to and a member of the Hall Committee should be responsible. • If the Caravans come back a member of the club should be made to sign that they agree to abide by the rules and a definite area (i.e. one quarter of the field) should clearly be defined. <p>In conclusion, it was agreed that the Council would still permit Caravans to use the field, for the benefit of the Village Hall, on the understanding that all the rules set out in the Parish Councils mail of 21st July 2021 were followed, with an additional rule that a member of the visiting Caravan Club signed to say he/she would ensure the rules were followed.</p>	<p>d) Clerk to advise Mr Austerfield</p> <p>e) Clerk to write to Village Hall Committee</p>

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11. <u>Cemetery:</u> a) To receive update on the Ashes Interment Area	a) Cllr. Yates had sent a written report on this matter to the Clerk . She had requested that an official request for assistance was sent to the Prison Governor, whereupon, it was felt certain that assistance to clear the site could be arranged.	a) Clerk to write to the Prison Governor
12. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 21 st July 2022)	It was suggested the following items were added to the June agenda: <ul style="list-style-type: none"> • Items carried forward Date of next meeting will be 21st July 2022 – 7.30pm	<ul style="list-style-type: none"> • Clerk to prepare July agenda.

The meeting was closed at 9.33pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....