

Minutes of Hollesley Parish Council Meeting

Held on 21st July 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Tina Fletcher, Cllr. James Mallinder, and Cllr. Anna Yates

Judi Hallett (Clerk) Dist. Cllr. James Mallinder Six 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):

- Pages Hill – There is a tree stump in the bank that has slid down the hill; please could someone contact Mr Leggett to ask for it to be removed? [Clerk to write to Mr Leggett]
- Street Lights on Tank Hill – Is there any news? [Clerk to report again]
- Tank Hill – Please can you ask the Prison if it is possible for the Brambles to be cut on the path on Tank Hill? [Clerk to write to Prison Governor]
- Alderton Road – Flooding between Cedar Farm Entrance and Cedar House – A lady fell off her bicycle trying to avoid this flood the other day and had to be rescued from a ditch by her husband. Please can Mr Leggett be asked to ensure the irrigation does not flood the road and that the road is cleared of the sand that runs on to it and blocks the drains? [Clerk to write to Mr Leggett and Alderton Clerk]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been received only a few minutes before the meeting started and would be circulated after the meeting.
- Cllr. Mallinder – Cllr. Mallinder's report had been circulated and he expanded on the following items: Sizewell C; Attendance at Fetes; Debris on the Road; Environmental Protection; Bawdsey Quay; Planning Enforcement matters, the new Tree at Moorlands, and new Road Markings at Duck Corner.

Chair's initials.....

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. John Hardwick (Emergency Family Matter), Cllr. Carolyn Bevan-Biggs (Away), Cllr. Jane Baker (Family Commitment), Cllr. Peter Jacks (Away) and Cllr. Roger Dawson (Away). Apologies had also been received from Cllr. Andrew Reid.</p> <p>b) Acceptance of the apologies of Cllrs. Hardwick, Bevan-Biggs, Baker, Dawson and Jacks were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all Councillors were in agreement they be accepted.</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 (See 6. a))</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 list above
<p>4. To agree <u>Minutes</u> of meeting dated 16th June 2022</p>	<p>The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Devine, seconded by Cllr. Burbridge 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 30th June 2022</p>	<p>a) The accounts to 30th June 2022 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts .</p>	<p>a) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for previous three months) - £280.98 ii. HMRC Cumbernauld (Clerk's PAYE) - £446.00 iii. Peter S Jacks (Bus Shelter Book Case and Pin Board) - £70.91 iv. SC Norse Ltd (Refuse Collection from Village Hall) - £218.09 v. SC Norse Ltd (Play Park Inspections) - £580.80 vi. E Curtis (Litter Picking for previous 3 months) - £150.00 	<p>b) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Hughes counter authorising them. Cllr. Hughes examined the invoices and receipts during the meeting.</p>	<p>b) Clerk to set up payments and notify Cllr. Hughes to request second authorisation.</p>
<p>c) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>c) Noted</p>	<p>c) None</p>
<p>d) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Barclays Bank (Interest) – £1.39 ii. Barclays Bank (Interest) - £0.91 	<p>d) Noted</p>	<p>d) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<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"> • [Cllr. Mallinder declared a non-pecuniary interest in this matter and did not take part in the debate or voting] • This is a resubmission of an application we discussed last month, the roof terrace is now not on the plans however there are two full length windows (presumably with clear glass) overlooking the neighbouring property and skylights that are also low and will allow overlooking • The roof is now pitched, which is an improvement • There have be a number of comments on the portal about loss of privacy • Conclusion: Objection (on the grounds that the windows and skylights would result in loss of privacy for the neighbouring property). (Prop: Cllr. Burbridge, Sec: Cllr. Hughes; Councillors voted 5 in agreement with 1 abstention) 	<p>a) Clerk to reply to ESC</p>
<p>7. Highways:</p> <p>a) To receive updates to improvements to Duck Corner</p> <p>b) To receive update on request for a reduction in the Speed Limit on Lodge Road, to 30 mph</p> <p>c) To discuss cutting the hedge alongside the Allotments, on The Street</p>	<p>a) The Clerk reported that the new Book Case and Pin Boards were now in place; that the replacement Map was on order from SCC and that the Bin was due to be moved shortly. The Clerk was asked to thank Cllr. Jacks for all his work.</p> <p>b) The Clerk reported that the request for a Speed Survey to be undertaken had been made to SCC and the results were awaited.</p> <p>c) It had been reported at the Fete that the hedge alongside the Allotments (along The Street) was overgrown and it was making visibility from the exit difficult. The Clerk suggested asking the Maintenance Man if he would cut it back and this was agreed (ideally in September).</p>	<p>a) Clerk to monitor outstanding work and write to Cllr. Jacks</p> <p>b) Clerk to monitor project</p> <p>c) Clerk to speak to Kevin</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>d) To discuss making more Public Rights of Way accessible to people in wheelchairs</p>	<p>d) Cllr. Devine explained that this matter had also been brought to his attention at the Fete. It was explained that a local person in a wheelchair, found it difficult to use the footpaths to walk his dog and therefore was allowing his dog to chase a ball on the Recreation Ground. Councillors discussed the footpaths and it was felt that many did not lend themselves to being suitable for wheelchairs due to the nature of the land they were on. In conclusion it was agreed that an article should be placed in the Village Voices asking everyone with a hedge that affronted the highway to ensure it was cut back to allow wheelchairs and buggies to use it safely.</p>	<p>d) Clerk to draw up VV Article</p>
<p>8. <u>Oak Hill Improvements:</u> a) To receive update on Oak Hill Actions List</p> <p>b) To discuss results from Oak Hill Recreation Ground Survey and discuss next steps</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"> • Play Equipment/Recreation Ground – see b) below • Bus Shelter and Bench – Awaiting publication of the August Village Voices and comments thereafter • Pavement between 1 Woodbridge Walk and Oak Hill – Now cut. ES Norse never responded to emails and therefore it is concluded they do not want the work. Issue to be reported when grass gets long – item to be closed • Pavement between Tank Hill and Prison – Awaiting work from SCC, Clerk to obtain update from SCC Highways and ask if Tank Hill can be cut, cc Cllr. Reid <p>b) The Clerk reported that 21 replies had been received to the Oak Hill Questionnaires, approx.. 25%. A summary of the comments had been sent to all, along with a suggestion of actions that could be undertaken. After discussion the following actions were proposed by Cllr. Yates, seconded by Cllr. Hughes and all were in agreement. Clerk to:</p> <ul style="list-style-type: none"> • Check that ES Norse cut the grass as regularly as the Village Hall Recreation Ground and if not, request that this is done. Also to request that a strip is left as a wild flower meadow 	<p>a) Clerk to chase work to pavement between Tank Hill and Prison</p> <p>b) See over</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> • Purchase 2 benches, the same models as were purchased last year for the VH Rec (to a maximum cost of £2,000 net) • Contact Ministry of Justice to ask what is happening with the Social Club • Obtain quotes for cutting back the hedge • Purchase basic bike rack and have installed by Mr Coe • Contact ESC Planning to ask for an estimate of the CIL money from the developments at Dairy Close and Glebe House • Purchase a net of daffodils for planting in the Autumn <p>It was also agreed that an update should be placed in the next Village Voices article.</p>	
<p>9. <u>Hollesley Village Hall:</u></p> <p>a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive comments from residents and Councillors and discuss reply to Hall’s Solicitor.</p>	<p>a) The Clerk reported that 11 residents had contacted the Parish Council with comments regarding the proposed new CIO (all had been passed to Councillors in one document) [All correspondence from the Hall’s Solicitors is available from the Clerk]. The following comments were noted:</p> <ul style="list-style-type: none"> • The current Hall Charity will need to do a full consultation and until then we should not consider this matter • It is not clear if the solicitor is acting for the current Charity of the new CIO • We cannot take instructions from the solicitor; we cannot take instructions until there has been a clear motion and there has been a consultation with the residents • The Hall need to come back to us when there is a legal instruction to transfer the title • My worries include the makeup of the new CIO committee, they have the power to approve Trustees, or not, they can say who is permitted to be on the Committee and who is not. There is no list of Representative Groups who would have a Trustee on the new CIO (the original Trust Deed has this). Are the Parish Council going to be permitted to have a Rep Trustee on the new CIO, why has our current representative not been included in the Trustees of the new CIO? 	<p>a) Clerk to contact Birketts Solicitors</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) Doctors Surgery Lease - To receive update on the draft Lease</p> <p>c) To consider registering Hollesley Village Hall as an Asset of Community Value with ESC</p>	<ul style="list-style-type: none"> • From what I can make out they will be permitted to have a ‘Committee of one Trustee’, that is not a committee and that could be very dangerous • They are also permitted to take a wage, surely that is not right? • A neighbour of mine has requested details about becoming a new Trustee and has informed me there is to be a ‘vetting process’; but there are no details of that process. <p>In conclusion Cllr. Hughes proposed that qualified legal advice was sought, as this matter was very important. This was seconded by Cllr. Fletcher and all were in agreement.</p> <p>b) No further updates had been received and the Clerk was asked to obtain an update from the Hall Committee</p> <p>c) After short discussion it was agreed that this was an excellent idea and the Clerk should make enquiries as to the process.</p>	<p>b) Clerk to request an update</p> <p>c) Clerk to start process of registration.</p>
<p>10. <u>Recreation Ground:</u></p> <p>a) To receive update on Phase II of the Play Park Project</p> <p>b) To receive update on Recreation Ground Actions List</p>	<p>a) The Clerk reported that, having received written confirmation that the S106 funds were allocated to Hollesley PC, the order for the equipment had been placed with NGF and the invoice for the 30% deposit was awaited. It was agreed this would be paid as soon as it arrived. The Clerk had also asked ESC for advice as to whether Planning Permission was needed for the 6M Cargo Net; if it was required, it was agreed the Clerk should apply as soon as possible.</p> <p>b) The Clerk reported that, once again, no site visit had taken place but that contact had been made with the contractors and she was hopeful of a site visit shortly.</p>	<p>a) Clerk to monitor project</p> <p>b) Clerk to chase contractors</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss moving over to David Bracey for Play Park Inspections (Quarterly and Annual</p> <p>d) To discuss Tri-Annual Oak Tree Inspection</p> <p>e) To discuss request from resident to install Adult Gym Equipment on the Recreation Ground</p>	<p>c) After discussion, and having received the invoice for the 2021/22 inspections, it was agreed to remain with ES Norse for a further year. However, the Clerk was asked to be notified when the next inspection would be carried out, and insist reports were sent to her, especially the Annual RoSPA reports</p> <p>d) The Clerk was asked to obtain quotes for a full survey to be carried out, using the previous Tree Surgeon if he was prepared to carry out just a survey at this stage.</p> <p>e) This was another subject that had been brought up at the Fete. After discussion the Clerk was asked to seek experiences of other villages/towns who had installed the equipment.</p>	<p>c) Clerk to speak to contact at ES Norse</p> <p>d) Clerk to obtain quotes</p> <p>e) Clerk to contact SALC to ask for an article in the next e-bulletin</p>
<p>11. <u>Cemetery:</u></p> <p>a) To receive update on the Ashes Interment Area</p> <p>b) To discuss the issue of Deer entering the Cemetery and the possibility of updating the fence</p>	<p>a) The Clerk reported that she had written to the Prison Governor and he had agreed to a small working party helping out with the clearance work. Cllr. Yates had an update on the situation in that a working party would be able to clear the area between the entrance Gate and the Bench on Wednesday 3rd August. The Clerk agreed to be present and to ensure all facilities were available to the workers and to alert Mr Collins to the event.</p> <p>b) The Clerk reported that deer were often entering the Cemetery and eating the fresh flowers. It was agreed that before a new fence was considered, a message should be sent out on the Grapevine and in VV asking visitors to the Cemetery to ensure they closed the gate. The Clerk was also asked to obtain a sign stating "Please Close the Gate"</p>	<p>a) Clerk to attend work party and speak to Mr Collins</p> <p>b) Clerk to arrange VV and Grapevine adverts and purchase a sign</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>12. <u>Documentation</u> – To receive, adopt or respond to the following documents:</p> <p>a) Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document</p> <p>b) Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule</p>	<p>a) Cllrs. Burbridge and Mallinder reported that they had scanned this document but not had a chance to review all the amendments from the original. The Clerk advised that comments had to be in by 8th August and asked that anyone with time to review the contents let her have their views beforehand.</p> <p>b) The Clerk reported that none of the amendments in this document were linked to Hollesley and it was therefore agreed no comment was necessary.</p>	<p>a) Councillors to get views to Clerk ASAP</p> <p>b) None</p>
<p>13. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 18th August 2022)</p>	<p>It was suggested the following items were added to the August agenda:</p> <ul style="list-style-type: none"> • Items carried forward <p>Date of next meeting will be 18th August 2022 – 7.30pm</p>	<ul style="list-style-type: none"> • Clerk to prepare August agenda.

The meeting was closed at 9.05pm

Signed:

Chair

Date:

Judi Hallett

Clerk to Hollesley Parish Council

Chair's initials.....