

Minutes of Hollesley Parish Council Meeting

Held on 18th August 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. John Hardwick, and Cllr. Anna Yates (from 7.49pm)

Judi Hallett (Clerk) Five 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):

- Zip Wire Seat – It does not look as if this was vandalised, it looks like it broke [Clerk – thank you, two new seats are on order and we are going to ask Norse for their opinion on the original seats]
- Litter at Shingle Street – This is disgusting when I visit on a Monday morning. Sooner or later someone is going to take a picture and send it to the national press. There need to be more bins in this area; are ESC doing their job? [Clerk – thank you. The Shingle Street residents requested that the bins were removed so that people were encouraged to take their litter home with them. The majority of Shingle Street is in Bawdsey so I will place this item on the next HPC agenda and alert Bawdsey PC]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s email had indicated he was presently away.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies had been received from Cllr. James Mallinder (Work), Cllr. Carolyn Bevan-Biggs (Away), Cllr. Jane Baker (Away), Cllr. Peter Jacks (Work) and Cllr. Roger Dawson (Away). Apologies had also been received from Cnty. Cllr. Andrew Reid.	a) Noted

Chair’s initials.....

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b) To approve apologies	b) Acceptance of the apologies of Cllrs. Mallinder, Bevan-Biggs, Baker, Dawson and Jacks were proposed by Cllr. Devine, seconded by Cllr. Burbridge 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. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to mail Bawdsey PC
4. To agree <u>Minutes</u> of meeting dated 21 st July 2022	The minutes had been circulated to all and minor corrections had been noted. The minutes 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
5. <u>Finance Matters:</u> a) To receive and accept Accounts as at 31 st July 2022 b) To authorise the following Invoices for Payments: i. K N Coe (Various Maintenance Jobs) - £265.00 ii. I Smith (Mallard Way Steps) - £36.00 iii. J9 Ltd (Oak Hill Bike Rack) - £60.78	a) The accounts to 31 st July 2022 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts. 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. Burbridge counter authorising them. Cllr. Burbridge examined the invoices and receipts during the meeting.	a) None b) Clerk to set up payments and notify Cllr. Burbridge to request second authorisation.

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<p>iv. PKF Littlejohn LLP (Limited Assurance Review of Accounts) - £360.00</p> <p>v. SC Norse Ltd (Fete Rubbish Collection) - £60.00</p> <p>vi. Baker and King Ltd (Allotment Entrance) - £1,425.60</p> <p>c) To note Payments made since last meeting:</p> <p>i. PortalPlanQuest Limited (Application for Cargo Net) - £263.20</p> <p>d) To note Payments received since last meeting:</p> <p>i. E B Button and Son (Inv HPC0038) - £100.00</p>	<p>c) Noted</p> <p>d) Noted</p>	<p>c) None</p> <p>d) None</p>
<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/2648/FUL - New rapid deployment cells (modular units) to provide 160 bed spaces and ancillary space - HMP Young Offenders Institute Hollesley Bay Colony, Colony Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • These will be modular cells, not visible from the road and on the edge of the Flood Zone. It will result in more traffic through Oak Hill (both staff and visitors) and the Traffic Survey does not appear to take this in to consideration. • This will make the prison more secure and it does offer employment to local people. There is also a lot of investment in buildings and employees so this must surely secure the prison further. • I am concerned at the volume of prisoners that will be on site and that this means a greater risk of absconders 	<p>a) Clerk to reply to ESC</p>

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	<ul style="list-style-type: none"> Conclusion: No Objection (Prop: Cllr. Devine, Sec: Cllr. Hardwick; Councillors voted 3 in Favour and 1 abstaining) <p><i>Cllr. Yates entered the meeting at 7.49pm</i></p>	
<p>7. <u>Highways:</u></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 SCC Lorry Route Report and subsequent correspondence – <i>sent to Councillors on 25th July and 13th August 2022</i></p>	<p>a) The Clerk reported that the replacement Map had been collected from SCC and that the Bin had been moved. Unfortunately the company who were going to laminate the map had ceased trading. However, a printing company in Martlesham had offered to print the map on waterproof paper for a cost of £25. This expense was agreed by all.</p> <p>b) There was no update on this project from SCC.</p> <p>c) The Clerk read extracts from the recent correspondence from SCC Highways regarding the Lorry Review (which had been circulated to all). It was agreed that no further action need be taken on this matter</p>	<p>a) Clerk order waterproof map</p> <p>b) Clerk to monitor project and chase Cllr. Reid</p> <p>c) None</p>
<p>8. <u>Oak Hill Improvements:</u></p> <p>a) To receive update on Oak Hill Actions List</p>	<p>a) The Clerk gave the following updates on the items at Oak Hill:</p> <ul style="list-style-type: none"> Play Equipment on Recreation Ground – see b) below Bus Shelter – mixed reaction from VV article, 2 residents indicated a shelter would be nice but one very against it (too much expense, not needed, would lead to anti-social behaviour in the location). It was reported that the old shelter had been removed due to vandalism of the garage behind it but a new one would be nice for the School Children to use. Councillors also discussed ownership of various parcels of land. After discussion it was agreed that further consultation was needed with Oak Hill residents and the Clerk was asked to draft a new Letter for distribution to all Oak Hill residents 	<p>a) Clerk to draft Letter to Oak Hill residents re. Bus Shelter, speak to Bus Company about ideal place for a shelter and purchase Bench for top of Tank Hill</p>

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<p>b) To receive update on CIL Payments due on recent development</p>	<ul style="list-style-type: none"> • Bench – Positive comments received, location assessed with neighbouring land owner and suitable site agreed (on Highways Land), land needed clearing and concrete plinths. Purchase and Installation of the bench was proposed by Cllr. Hughes, seconded by Cllr. Yates and all were in agreement. • Pavement between Tank Hill and Prison – No work undertaken as yet • Social Club – MoJ had made contact and correspondence is ongoing with reference to the security at the site and the long term future for the building/land • New Benches and Bulbs – both ordered, both should be delivered in Sept. • Bike Rack – all received, will be installed by the Maintenance Man on his next trip to Hollesley • Hedge – Very difficult to get quotes as such a large hedge (email sent to Councillors explaining), quote from local tree surgeon discussed, two further quotes to be obtained, if possible. • Grass – ESC asked to cut more often and leave Wildlife Area <p>b) The Clerk reported that she had contacted ESC with reference to future CIL money but had not yet had a reply.</p>	<p>b) Clerk to chase ESC CIL Team</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 advice from Birketts and to agree action following receipt of advice.</p> <p>b) Doctors Surgery Lease - To receive update on the draft Lease</p>	<p>a) The Clerk reported the solicitor from Birketts was currently away but that she had promised to get in touch on her return. The following comments were noted:</p> <ul style="list-style-type: none"> • The tone of the correspondence from the Hall’s Solicitor was not welcomed • There has been no motion from the Hall Committee as yet and we have a right to seek legal advice on this matter • We are still expecting a formal ‘consultation’ to be carried out by the Hall Committee and we will have a right to reply to that, if we wish. <p>b) No further updates had been received</p>	<p>a) Clerk to monitor situation</p> <p>b) Clerk to monitor situation and keep on agenda</p>

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<p>c) To receive update on registering Hollesley Village Hall as an Asset of Community Value with ESC</p>	<p>c) The Clerk reported that the application to register the Hall as an Asset of Community Value had been sent to ESC and receipt had been acknowledged.</p>	<p>c) Clerk to monitor the project.</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>c) To discuss quote from S Lord re. work to the trees in the Recreation Ground and Tri-Annual Inspection</p> <p>d) To discuss request from resident to install Adult Gym Equipment on the Recreation Ground and details of experiences from other parishes</p>	<p>a) The Clerk reported that the planning application for the 6m Cargo Net had been submitted, along with additional plans and had been placed on the portal earlier that day.</p> <p>b) The Clerk reported that a site visit had taken place and that a re-quote for the work was expected imminently.</p> <p>c) The Clerk reported that this quote was still awaited.</p> <p>d) The Clerk had forwarded comments received from four Suffolk parishes. Councillors commented that they were using Tax Payers money and that this had to be spent wisely. It was acknowledged that Adult Gym Equipment was used widely in the City but that there were so many other opportunities for exercise in a village such as Hollesley. The consensus of opinion was that, at the present moment, Gym Equipment should not be installed.</p>	<p>a) Clerk to monitor portal and send out Grapevine message</p> <p>b) Clerk to monitor project</p> <p>c) Clerk to chase Mr Lord</p> <p>d) Clerk to draft article for Village Voices</p>
<p>11. <u>Allotments:</u></p> <p>a) To receive update on hedge cutting and Gate Posts</p> <p>b) To discuss purchasing Bench for Allotment Path (AONB Funding refused)</p>	<p>a) With reference to the hedge, please see item 8. a). The Clerk reported that the new gate post and entrance to the Allotments was now all complete.</p> <p>b) Councillors acknowledged that the old bench was heavily used and should be replaced. Cllr. Hughes proposed that a new bench be purchased and installed (Approx. cost £700). This was seconded by Cllr. Devine and all were in agreement</p>	<p>a) None</p> <p>b) Clerk to purchase bench and arrange for installation</p>

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<p>12. <u>Cemetery:</u> a) To receive update on the Ashes Interment Area</p>	<p>a) The Clerk reported that this area had been cleared by a working party from HMP Hollesley Bay and thanks had been sent to the officers and Governor. Mr Collins had agreed to keep this area cut short and to sow grass seed. It was suggested that the Ashes Interment Area (behind the Memorial Wall) should be re-assessed in the spring of 2023 when the grass would have become established. At this time the Cemetery documentation would need to be amended and a charging schedule agreed.</p>	<p>a) Clerk to place item on March 2023 agenda and research costs.</p>
<p>13. To receive <u>agenda items for next meeting and agree date of Next Meeting 15th September 2022</u>)</p>	<p>It was suggested the following items were added to the September agenda:</p> <ul style="list-style-type: none"> • Items carried forward <p>The Clerk reminded Council of the Grant Requests process and suggested she contact receivers of grants over the past three years to set out the process to them. This was agreed.</p> <p>Date of next meeting will be 15th September 2022 – 7.30pm</p>	<ul style="list-style-type: none"> • Clerk to prepare September agenda, contact Grant receivers from previous 3 years and draft article for October Village Voices.

The meeting was closed at 8.25pm

Signed:

Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

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