

Minutes of Hollesley Parish Council Meeting

Held on 20th October 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. John Hardwick, and Cllr. Anna Yates

Judi Hallett (Clerk) Two 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):

- *[Read by the Clerk at the request of the member of the Public who was unable to attend]* Does the parish council know whether removing soil washed off the fields onto the road and also inadequate drainage, is the responsibility of the farm? If so, can a letter be sent requesting the issues are addressed? The road is hazardous from excess soil on the road when dry especially for motorcycles or cycles and virtually impassable from flooding following rain.
- *[Read by the Clerk at the request of the member of the Public who was unable to attend]* I am hoping that the parish council will have received the report back from Birketts solicitors, with sound advice, in time for tonights meeting. The change to the way the village hall is managed to a CIO, is a very, significant village decision and I hope that the report will provide the way to move this forward for the parish council, on what has become an ongoing agenda item
- *[Read by the Clerk at the request of the member of the Public who was unable to attend]* Having followed progress as best I can from Meeting minutes, I am very concerned that the HPC has been forced by others' actions to employ a solicitor to investigate potential misdeeds over the CIO changes. Council were quite correct to so do on the public behalf, but the fact that one individual can cost the Village so much by pursuing her own ends without following the established process set down in the Hall Constitution is unacceptable to me, and would be to most of the village were they to be aware. Can anything be done by HPC to mitigate further expense and bring this individual and possibly her committee to order?

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated and he had offered to take questions outside of the meeting
- Cllr. Mallinder – Cllr. Mallinder's report had been circulated and he had offered to take questions outside of the meeting

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. Tina Fletcher (Work), Cllr. James Mallinder (Away), Cllr. Jane Baker (Covid), Cllr. Hazel Hughes (Away). Apologies had also been received from Cnty. Cllr. Andrew Reid.</p> <p>b) Acceptance of the apologies of Cllrs. Mallinder, Fletcher, Hughes, and Baker were proposed by Cllr. Burbridge, seconded by Cllr. Yates 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 for 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 actions below
<p>4. To receive the resignation of Cllr. Jacks and to discuss co-option process</p>	<p>The Clerk reported that Cllr. Jacks had resigned and that ESC had started the process for an Election to be offered to residents. It was unlikely that an election would be called and in that circumstance co-option would be available to the Council.</p>	<ul style="list-style-type: none"> • Clerk to advertise co-option when instructions received from ESC
<p>5. To agree <u>Minutes</u> of meeting dated 29th September 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. Dawson and all present for all of the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website
<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30th September 2022</p>	<p>a) The accounts to 30th September 2022 had been circulated to all and Cllr. Hughes had verified the actual figures in the bank accounts.</p>	<p>a) None</p>

Chair's initials.....

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<p>b) To acknowledge receipt of Section 3 of Part 3 of the 2021/22 AGAR and the Notice of Conclusion of Audit 2021/22</p>	<p>b) The Clerk reported that both Section 3 of Part 3 of the 2021/22 AGAR and the Notice of Conclusion of Audit 2021/22 had been received from PKF Littlejohn LLP and had been forwarded to the Councillors. The notice had been placed on the central notice board and both had been published on the web-site. Cllr. Yates proposed acknowledgment of receipt of both documents. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<p>b) None</p>
<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for past 3 months) - £467.44 ii. SALC (Payroll for 6 months) - £22.80 iii. Hollesley Village Hall (Hall Hire) - £228.00 iv. HMRC Cumbernauld (Clerk's PAYE) - £446.20 v. E Curtis (3 Months Litter Picking) - £150.00 vi. ES Norse Ltd (Refuse Collection) - £218.09 vii. Peninsula Forestry Ltd (Oak Hill Rec Hegde) - £3,240.00 	<p>c) 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. Bevan-Biggs counter authorising them. Cllr. Bevan-Biggs took the invoices and receipts away to examine after the meeting.</p>	<p>c) Clerk to set up payments and notify Cllr. Bevan-Biggs to request second authorisation.</p>
<p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>d) Noted</p>	<p>d) None</p>

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<p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. East Suffolk Council (Precept) - £16,950.00 ii. Howsham Memorials (Cemetery) - £100.00 iii. ESC (Section 106 Funds for Play Park) - £36,149.16 iv. Astco (Clothing Bank) - £87.00 	<p>e) Noted</p>	<p>e) None</p>
<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/3829/FUL - Change of use of silage clamps to outside storage (B8) - Former Dairy Unit, Rectory Road (Sic), Hollesley – <i>This is in Grove Lane, Hollesley</i></p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • A large area, outside, not used for many years, used for storage at present and will support the businesses on site • This is good use of the site with no infrastructure change • I have no objections, it will support the local businesses • Conclusion: No objection (Prop: Cllr. Devine, Sec: Cllr. Burbridge, Councillors voted all in favour) 	<p>a) Clerk to reply to ESC</p>
<p>8. <u>Highways</u>:</p> <p>a) To receive update on request for a reduction in the Speed Limit on Lodge Road, to 30 mph</p>	<p>a) The Clerk had circulated to all Councillors (and offered to deliver a hard copy to the original requestor) a report compiled by SCC Highways, following a week long monitor of Lodge Road. The report found that the average speed of vehicles was 30 or 31Mph and that therefore, SCC would not support a move to reduce the speed limit to 30Mph. SCC had suggested that if the PC wished to take the matter further a ‘report’ could be commissioned in to the possibility of additional signage; the cost of the report would be £750.00. The Clerk reported that the original requestor of the reduction was presently away and he had asked if discussion on this matter could be delayed until November, after he had had time to have a site meeting with the Clerk to discuss options. This was agreed.</p>	<p>a) Clerk to arrange site visit with residents and to place matter on November agenda. Clerk to also enquire of SCC the powers that a Parish Council did have in these circumstances.</p>

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<p>b) To discuss management of litter at Shingle Street</p> <p>c) To discuss issue of sand on the road at Virtues Corner</p>	<p>b) An update had been received from Cllr. Mallinder, indicating that there was no longer an issue (with many fewer visitors at present). However, this would be monitored by himself, in conjunction with the residents of Shingle Street.</p> <p>c) The Clerk reported that a very concerned resident had raised the issue with her (and the matter had been raised in the public Session). SCC had indicated that this was a 'highways cleaning' issue, and had thus referred the Clerk to ESC. ESC had indicated that a highways sweeper would be deployed. In recent days the Clerk had noted additional temporary signage from both directions. Councillors agreed the present situation was very dangerous. After discussion the Clerk was asked to write to both Cedar Farms and Cllr. Reid to ask for a more permanent solution to the issue.</p>	<p>b) None</p> <p>c) Clerk to write to both Cedar Farms and Cllr. Reid</p>
<p>9. <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"> • Bus Shelter – The Clerk read an email from the SCC Passenger Transport Manager (available from the Clerk) – Councillors acknowledged the plight of the children waiting for the school bus, but also the local residents who had made it very clear that they did not want a bus shelter close to their property. After further discussion the Clerk was asked to write to the Suffolk Punch Trust to see if, in principle, they would be willing to allow part of their land to be used for a shelter (opposite the entrance to the Old Circle) • Bench –Vinci (the company working at the Prison) have now confirmed that they will purchase and install the bench at the top of Tank Hill – Clerk to retain on radar until project complete • Pavement between Tank Hill and Prison – SCC confirmed that this is NOT on the schedule but have agreed to chase Cllr. Reid about any special projects • Social Club – No further update • Bike Rack – still to be installed by the Maintenance Man on his next trip to Hollesley (awaiting Dog Bin for Duck Corner before maintenance can be carried out) 	<p>a) See list over</p>

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	<ul style="list-style-type: none"> Hedge (around Rec) – 95% complete, will be finished next week and some trees still awaited Brambles along Tank Hill – Cut by employee of R H and R Paul; with additional work to the pavement side cut by a team from HMP Hollesley Bay. 	
<p>10. <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/update from Birketts and to agree action following receipt of advice.</p>	<p>a) Councillors confirmed that they wished the matter to be held in open session. The Clerk had circulated a full report from Birketts two days previous. Councillors made the following comments:</p> <ul style="list-style-type: none"> This report should be in the public domain and I suggest published on our website The report sets out all the evidence clearly and gives clear recommendations for next steps, our residents need to be able to see what has happened and what action we have taken We have to be open, transparent and honest with residents There has been no consultation with residents or HPC from the Hall Committee and they have ignored numerous calls to meet to discuss the matter The report makes it clear that the process the Hall Committee have followed to date is not correct and we have a duty to residents to ensure the correct process is followed There is confliction as to whether or not the old charity will be closed The new CIO Constitution greatly restricts membership and then allows only those members to say who can and cannot join the Committee, this is not like the present Trust Deed The Hall and the land it sits on needs to be secure for all residents I suggest we act as the Solicitor has suggested and allow her to contact the Hall’s Solicitors directly. I realise we have to act on the advice but is it worth going to the Hall Committee first, with our report and trying to resolve this without the further need for solicitors 	<p>a) Please see conclusions over...</p>

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<p>b) Doctors Surgery Lease - To receive update on the draft Lease</p>	<ul style="list-style-type: none"> • We have tried so many times to engage with the Hall Committee, I think we should leave it with the solicitors now • The latest meeting of the Hall Committee took place on a Sunday with just 2 days' notice; this left no time for our representative to consult with us or receive instructions from the group she represented; this must have been the same for the other Reps. <p>In conclusion the following actions were proposed by Cllr. Burbridge:</p> <ol style="list-style-type: none"> i. The Clerk publish the full report from the Solicitors on the HPC Website and advise residents, through the Grapevine and an article in the next Village Voices, of its whereabouts ii. Clerk to contact Birketts to ask them to take the action as suggested in 7.3 of the report iii. Clerk to write to Hall Committee, advising them of the existence of the report (sending the link) and that we have requested our solicitors contact theirs, in line with the recommendations on page 16. <p>These proposals were seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>b) No further updates had been received</p>	<p>b) Clerk to monitor situation and keep on agenda</p>
<p>11. <u>Recreation Ground:</u></p> <p>a) To receive update on Recreation Ground Actions List</p>	<p>a) The Clerk reported that EPS should be on site on 9th November to start the work on the Village Hall Recreation Ground.</p>	<p>a) Clerk to monitor project</p>

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<p>b) <i>Additional Item</i> – Request for Two Cherry Trees (adjacent to 18 Gorselands) to be pruned</p>	<p>b) Cllr. Bevan Biggs declared a non-pecuniary interest in this item as a neighbour of the property. The Clerk had received a request from the resident of 18 Gorselands, requesting she be permitted to prune the two Cherry Trees on the Recreation Ground, close to her property. She had indicated that work would be carried out by the same tree surgeon who had cut back the other 8 trees adjacent to numbers 14 and 16 Gorselands. After short discussion Cllr. Devine proposed this be permitted, as long as the trees were not cut any lower than the others. This was seconded by Cllr. Yates and all were in agreement.</p>	<p>b) Clerk to advise property owner.</p>
<p>12. <u>Allotments:</u> a) To receive update on Bench for Allotment Path</p>	<p>a) In line with item 9. a) above, Vinci had now confirmed that they would purchase and install the bench.</p>	<p>a) Clerk to monitor project</p>
<p>13. <u>December 2022 Meeting</u> – To discuss request from Clerk to amend the date of the December 2022 meeting to 22nd December 2022</p>	<p>The Clerk requested that the December meeting be moved from 15th December to 22nd December 2022, as she would unfortunately not be able to attend a meeting on 15th. After discussion Councillors agreed to this</p>	<ul style="list-style-type: none"> • Clerk to amend advertised calendar of dates.
<p>14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 17th November 2022)</p>	<p>It was suggested the following items were added to the November agenda:</p> <ul style="list-style-type: none"> • Items carried forward • Draft Budget 2023/24 • Grant Requests <p>Date of next meeting will be 17th November 2022 – 7.30pm</p>	<ul style="list-style-type: none"> • Clerk to prepare November agenda

The meeting was closed at 8.36pm

Signed:

Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....