

Minutes of Hollesley Parish Council Meeting

Held on 22<sup>nd</sup> December 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker, Cllr. Brian Devine, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Andrew Rust, and Cllr. Anna Yates (from 7.32pm)

Judi Hallett (Clerk) Three 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):

- Deer – There are many more deer in the area than there used to be. There were three knocked down in the space of 2 weeks in early December and it is only a matter of time before one causes a major accident. Please can something be done? [Clerk to speak to Andrew Reid and Police Community Support Officer and encourage residents to drive slowly
- Happy Christmas – I would like to wish all Councillors and the Clerk a Happy Christmas [Thank you 😊]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s was not present at the meeting
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he had offered to take questions outside of the meeting

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies had been received from Cllr. John Hardwick (No reason given), Cllr. Carolyn Bevan-Biggs (Away), and Cllr. James Mallinder (Away). Apologies had also been received from Cnty. Cllr. Andrew Reid.	a) Noted

Chair’s initials.....

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b) To approve apologies	<p>b) Acceptance of the apologies of Cllrs. Mallinder, Hardwick, and Bevan-Biggs were proposed by Cllr. Burbridge, seconded by Cllr. Hughes and all Councillors were in agreement they be accepted.</p> <p>Cllr. Hughes advised the meeting that she had tendered her resignation as both the Chair and a Councillor, with effect from 31<sup>st</sup> December 2022, due to increased work load. Cllr. Hughes was thanked for her time as a Councillor and the Chair.</p>	b) Accepted. Clerk to notify ESC after 31 <sup>st</sup> Dec of Cllr. Hughes' resignation and to place item on to January Agenda
<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>
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> <li>• See above</li> </ul>
4. To agree <u>Minutes</u> of meeting dated 28 <sup>th</sup> November 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. Rust and all present for all of the meeting agreed they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
<p>5. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30<sup>th</sup> November 2022</p>	a) The accounts to 30 <sup>th</sup> November 2022 had been circulated to all and Cllr. Burbridge had verified the actual figures in the bank accounts.	a) Noted

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<p>b) To discuss and agree the budget for 2023/24</p>	<p>b) The Clerk had circulated an amended draft budget and advised Council of the amendments that had been made. The following observations were made:</p> <ul style="list-style-type: none"> <li>• In hard times we have to keep the budget tight and any raise in the expenditure must be justified</li> <li>• With inflation being high, we are bound to experience higher costs next year</li> <li>• I think the Clerk’s suggestion of a 2.5% increase in the Precept request is just about right.</li> <li>• We have eaten in to our reserves over the past few years and perhaps we need to revisit these in early 2023 to ensure they are at the correct level</li> </ul> <p>In conclusion Cllr. Dawson proposed the budget be accepted as revised. This was seconded by Cllr. Yates and all were in agreement</p>	<p>b) Clerk to finalise and circulate. Clerk to add discussion about reserve limits to February Agenda</p>
<p>c) To discuss and agree the Precept Request for 2023/24</p>	<p>c) See discussion above. Cllr. Rust proposed a figure of £35,596 be requested from ESC for the Precept for 2023/24. This was seconded by Cllr. Devine and all were in agreement</p>	<p>c) Clerk to request Precept as agreed</p>
<p>d) To authorise the following Invoices for Payments:</p> <ol style="list-style-type: none"> <li>i. J Hallett (Pay for last 3 months) - <b>£2,040.25</b></li> <li>ii. SCC Pension Fund (Clerk’s Pension for 3 months) - <b>£739.48</b></li> <li>iii. Suffolk County Council (Cont. to Quiet Lanes Project) - <b>£50.00</b></li> <li>iv. Suffolk County Council (Additional Cont. to Quiet Lanes Project) - <b>£50.00</b></li> </ol>	<p>d) 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.</p>	<p>d) Clerk to set up payments and notify Cllr. Burbridge to request second authorisation.</p>

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<p>v. Birketts LLP (Solicitors Fees for Advice regarding Village Hall) - <b>£2,800.80</b></p> <p>vi. Anglian Water Business (National) (Allotments Water) - <b>£29.97</b></p> <p>vii. GeoXphere Ltd (Parish Online Mapping System) - <b>£54.00</b></p> <p>viii. Birketts LLP (Solicitors Fees for Advice regarding Village Hall) - <b>£900.00</b></p> <p>e) To note Payments made since last meeting:</p> <p>    i. None</p> <p>f) To note Payments received since last meeting:</p> <p>    i. Ufford PC (50% of Yellow Book costs) - <b>£66.00</b></p>	<p>e) Noted</p> <p>f) Noted</p>	<p>e) None</p> <p>f) None</p>
<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/4718/FUL - Construction of single storey extension and installation of wood burner/flue. – Duncton, The Street, Hollesley</p>	<p>a) The Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is a very small extension and will have very little impact</li> <li>• The extension is in keeping with the rest of the building and will have no impact on neighbours</li> <li>• Conclusion: <b>No Objection</b> (Prop Cllr. Baker, Sec. Cllr. Devine and all in agreement)</li> </ul>	<p>a) Clerk to send comments directly to ESC</p>

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<p>7. <u>Highways:</u></p> <p>a) To discuss replacing the Litter Bin on Fox Hill (costs between £365 and £402)</p> <p>b) To discuss request from Hollesley Good Neighbours Scheme volunteers for the Council to consider placing a bus shelter on the new hard standing at Stores Corner</p> <p>c) To discuss various requests for HPC to explore requesting a regular bus service from Hollesley to Woodbridge</p>	<p>a) After discussion it was agreed not to replace this bin for the present time but to analyse the volume of litter in the area.</p> <p>b) After discussion Councillors agreed this suggestion should be explored alongside the possible Bus Shelter opposite the entrance to the Old Circle at Oak Hill.</p> <p>c) The Clerk reported that a very productive meeting had taken place between herself, two representatives from SCC and the manager of the CATS Bus Service. It was thought that a regular CATS Bus could be timetabled for a Tuesday and a Thursday, on a three month trial. The details were still being worked out but it was hoped the trial could start from mid-February.</p>	<p>a) Cllr. Yates to check old Bin Base is not dangerous</p> <p>b) Clerk to add item to Oak Hill List</p> <p>c) Clerk to liaise with the CATS Manger and advertise the service.</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"> <li>• Bus Shelter – Reply from the Suffolk Punch Trust still awaited. Clerk and Cllr. Yates to hold a site visit to assess if any additional land would be required</li> <li>• Bench – Bench purchased, Clerk to contact Vinci in new year.</li> <li>• Officers Club – Clerk to send previous emails from MoJ to Cllr. Yates as she could make enquiries as to where the matter was at.</li> </ul>	<p>a) See list over</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 update from Birketts and to agree action following receipt of advice.</p>	<p>a) A final letter from Birketts to Stone King had been sent and an acknowledgement from SK had been received. Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• We are potentially waiting now for contact from Stone King</li> </ul>	<p>a) Clerk to write to Hall Committee</p>

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<p>b) To discuss sharing the Recreation Ground Notice Board with the Hall Committee</p>	<ul style="list-style-type: none"> <li>• Would it not be a good idea to write to the Hall Committee and suggest a meeting?</li> </ul> <p>In conclusion, the Clerk was asked to write to the Hall Committee to suggest a meeting was set up in the new year.</p> <p>b) The Clerk suggested to Council that the notice board at the entrance to the Hall/Recreation Ground driveway, be shared by both the Parish Council and the Hall Committee. After a couple of questions were asked and answered, Councillors felt this was an excellent idea and requested that the Clerk make it so.</p>	<p>b) Clerk to empty board, replace backing paper and pass keys to Hall Committee</p>
<p>10. <u>Recreation Ground:</u></p> <p>a) To receive update on Recreation Ground Project, including quote to finish the project</p> <p>b) To consider request from Hollesley Village Hall Committee to allow use of the Recreation Ground for four separate Caravan Rallies (totalling 13 nights) in 2023</p>	<p>a) The Clerk reported the sad news that the company who had started the recreation Ground project had advised her that they had gone in to receivership. Work had been completed to a satisfactory standard and an invoice (from the receivers) for the work completed, calculated to be in the region of £6,000, was awaited.</p> <p>In order to allow the project to be completed an estimate had been received from East Coast Property Ltd and had been sent to the Councillors. After a short discussion Cllr. Yates proposed that the quote be accepted. This was seconded by Cllr. Devine and all were in agreement.</p> <p>b) Councillors were in total agreement of the principle of the Recreation Ground being used by the Hall Committee to raise an income for the Hall by allowing caravans to occupy the land for these nights. However, it was pointed out that a covenant on the land appeared to prevent this. It was agreed that the Clerk should contact the St Edmundsbury Diocese (previous owners of the land) to ask if they were in agreement that the land could be used as requested.</p>	<p>a) Clerk to instruct Mr Fisk to carry out the work as soon as possible.</p> <p>b) Clerk to contact the St Edmundsbury Diocese</p>

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11. <u>Allotments:</u> a) To receive update on Bench for Allotment Path	a) In line with item 9. a) above, the Clerk was still awaiting news from Vinci	a) Clerk to monitor project
12. <u>Documentation:</u> a) To discuss the renewal of 13 Public Space Protection Orders (PSPOs) in the East Suffolk district	a) Councillors fully supported the renewal of these orders	a) Clerk to respond to ESC
13. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 19 <sup>th</sup> January 2023)	It was suggested the following items were added to the January agenda: <ul style="list-style-type: none"> <li>• Items carried forward</li> <li>• Review of Adult Gym Equipment</li> <li>• Lack of Affordable Houses at Shepherds Pyghtle</li> </ul> Date of next meeting will be <b>19<sup>th</sup> January 2023</b> – 7.30pm	<ul style="list-style-type: none"> <li>• Clerk to prepare January agenda</li> </ul>

The meeting was closed at 8.59pm

Signed: .....  
 Chair

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

Chair's initials.....