

Minutes of Hollesley Parish Council Annual Meeting

Held on 18th May 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Jane Baker, Cllr. Trevor Burbridge, Cllr. John Hardwick, Cllr. Peter Jacks (after item 4), Cllr. David Physick, and Cllr. Anna Yates

Judi Hallett (Clerk) 3 Members of the Public Dist. Cllr. James Mallinder (*part*)

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*):

- Pot Hole near Manor Farm entrance – Clerk to report to SCC Highways
- Posts outside property between Holy Corner and Shottisham – Very close to the road and a cyclist could hit them with a pedal - Clerk to report to SCC Highways
- Bushy Lane – Sand still on road – Clerk to report to SCC Highways
- Beating the Bounds – Four residents took part in the Beating of the Bounds on Rogation Sunday (with two lead walkers). Some Dill heaps are now missing and need replacing, this should be done in the winter – Clerk to notify the landowner
- Coronation Expenditure – Explanation required – no further action
- Sink Hole in Rectory Road – Opposite the entrance to Pightles Lane, getting much bigger - Clerk to report to SCC Highways

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid’s report had been circulated
- East Suffolk Council – Cllr. Mallinder reported that he was delighted to be re-elected. The ESC administration would be run as a coalition between the Green Party, the Liberal Democrats and an independent Councillor, with the Conservatives the official opposition, the leader of the Council is likely to be Caroline Topping; it is hoped that many of the environmental policies that were put in place continue; hoping to organise the Joint Parishes meetings again and will speak to the Clerk regarding this.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. <u>To elect a Chair of the Council for 2023/24</u> and signing of the Declaration of Acceptance of Office</p>	<p>Cllr. Devine indicated that he would be willing to stand again, but may have to re-assess his position within the year, due to family commitments. Cllr. Burbridge proposed Cllr. Devine be the Chair. This was seconded by Cllr. Barker and all were in agreement.</p> <p>Cllr. Devine signed the Declaration of Acceptance of Office form.</p>	<ul style="list-style-type: none"> • DofAO to be filed
<p>2. <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. Roger Dawson (Away), Cllr. Carolyn Bevan-Biggs (Away), and Cllr. Andrew Rust (Previous engagement).</p> <p>b) Acceptance of the apologies of Cllrs. Dawson, Rust, and Bevan-Biggs were proposed by Cllr. Burbridge, seconded by Cllr. Yates and all were in agreement</p>	<p>a) Noted</p> <p>b) Noted</p>
<p>3. <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) See item 14. b)</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) Noted</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>4. To co-opt two Councillors and signing of the Declaration of Acceptance of Office Forms</p>	<p>Mr Peter Jacks indicated that he would like to join the Council and gave a quick statement of his time in Hollesley. Mr Jacks' appointment was proposed by Cllr. Devine, seconded by Cllr. Baker and all were in agreement. Cllr. Jacks signed the Declaration of Acceptance of Office and joined the Council.</p>	<ul style="list-style-type: none"> • Clerk to register Cllr. Jacks with ESC

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5. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • See above
6. <u>To elect a Vice-Chair for 2023/24 and the signing of the Declaration of Acceptance of Office</u>	<p>Cllr. Burbridge indicated that he would be willing to step in to Chair a meeting, should the Chair not be present, but that he did not wish to take on the role of Chair ultimately. This appointment was proposed by Cllr. Yates, seconded by Cllr. Barker and all were in agreement.</p> <p>Cllr. Burbridge signed the Declaration of Acceptance of Office.</p>	<ul style="list-style-type: none"> • DofAO to be filed
7. To agree <u>Minutes</u> of meeting dated 20 th April 2023	The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Yates, seconded by Cllr. Devine and all present for all of the meeting agreed they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
8. <u>Election:</u> a) To receive notification of the result of the 2023 District Council Election b) To complete the Declaration of Acceptance of Office for all Hollesley Parish Council Members	<p>a) The Clerk notified all that Cllr. James Mallinder had been re-elected as District Councillor for the Deben Ward.</p> <p>b) These forms were completed by all members present and the Clerk agreed to pass them to anyone not in attendance. The Clerk also confirmed that all Statements of Election Expenses had been completed and would be taken to ESC the following week.</p>	<p>a) None</p> <p>b) Clerk to hold all declarations and take Expenses forms to ESC</p>
9. To confirm following roles:	<p>The following roles within the Council were proposed by Cllr. Yates, seconded by Cllr. Devine and all were in agreement:</p> <p>a) Internal Auditor - Mr Trevor Brown</p> <p>b) Maintenance Officer - Mr Kevin Coe</p> <p>c) Responsible Finance Officer - the Clerk</p> <p>d) Cemetery Maintenance - Mr George Collins</p> <p>e) Litter Picking Officer - Mrs Elaine Curtis</p> <p>f) SALC Representative - Cllr. Peter Jacks</p> <p>g) ESC Community Partnership Representative – <i>deferred to June meeting</i></p> <p>h) Hollesley Village Hall Representative/Trustee - Cllr. Anna Yates</p>	<ul style="list-style-type: none"> • Clerk to notify Mr Trevor Brown of his appointment

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10. To remind Councillors to review their <u>Register of Interests</u> entry on the ESC System	The Clerk reminded all Councillors of their responsibility to complete their Register of Interests and offered any assistance required.	<ul style="list-style-type: none"> • Cllr Councillors to review their entry on the register
11. To <u>confirm all Standing Orders and Direct Debits</u> presently set up for the Council	<p>The Clerk reported that the following Bank Standing Orders/Direct Debits were presently set up:</p> <ul style="list-style-type: none"> • Information Commissioners Office - £35.00 – taken in May • Public Works Loan Board – Agreed half yearly payment – taken in June and December (to finish this year) • Anglian Water – payment for water used at allotments (meter read quarterly by Clerk) – taken March, June, September and December <p>Cllr. Burbridge proposed these continue. This was seconded by Cllr. Baker and all were in agreement.</p>	<ul style="list-style-type: none"> • None
12. <u>Councillor Responsibilities</u> – To agree the Councillor Responsibilities for 2023/24	The Clerk ran through the draft ‘Responsibilities’ list and a number of positions were clarified. The Clerk agreed to update the internal Council Directory and re-distribute	<ul style="list-style-type: none"> • Clerk to send Directory to all
<p>13. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30th April 2023</p> <p>b) To agree two further bank signatories</p> <p>c) To consider purchasing Coronation Mugs for all Hollesley Children</p>	<p>a) The accounts had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements.</p> <p>b) Cllrs. Jacks and Physick agreed to be added as Bank Signatories. This was proposed by Cllr. Yates, seconded by Cllr. Devine and all were in agreement</p> <p>c) The Clerk confirmed that she had been contacted by two residents, asking if Coronation Mugs will be purchased for Hollesley Children and Cllr. Baker confirmed she had received many more remarks. The Clerk advised that these were still available, and would be until the end of the year, at an approximate cost of £6.83 (+ VAT) each, with a minimum order of 36.</p>	<p>a) None</p> <p>b) Clerk to complete Bank Mandate</p> <p>c) Clerk to prepare article in the Village Voices</p>

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	<p>After debate it was proposed by Cllr. Baker that an advertisement should form part of the HPC article in the July Village Voices, asking for names of children under 16 who wished to receive a mug. These would be funded by the Parish Council. Anyone else would also be permitted to order one, but would be asked to pay for it. This was seconded by Cllr. Devine and Councillors voted 6 'For' and 1 'Against'.</p>	
<p>d) To declare the Power of Competence for the Council</p>	<p>d) The Clerk explained the 'Power of Competence' and its implications for the Council. Cllr. Yates proposed that the Council was eligible to declare and should do. This was seconded by Cllr. Physick and all were in agreement.</p>	<p>d) Clerk to record on the Accounts</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. WEL Medical Ltd (Defib Pads) - £151.02 ii. Mrs E F Wilson Jackaman (Coronation Celebrations Photographer) - £100.00 iii. Hollesley Village Hall (Hall Hire for Coronation Celebrations) - £150.00 iv. Mrs B E Quinton (Ceilidh Band at Coronation Celebrations) - £250.00 v. G Bathe (Deposit to East Coast Adv and Printing for Coronation) - £77.00 vi. East Coast Adventures (Archery and Axe Throwing for Coronation) - £295.00 	<p>e) The payments were proposed by Cllr. Jacks, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllr. Burbridge viewed the invoices and agreed to authorise the payments the following day</p>	<p>e) Clerk to draw payments and Cllr. Burbridge to counter authorise</p>

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<p>f) To note Payments made since last meeting: i. Peninsula Forestry (Poplar Trees at Oak Hill Recreation Ground) - £4,080.00</p> <p>g) To note Payments received since last meeting: i. East Suffolk Council (Precept 50%) - £17,798.00</p>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>14. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/1643/AME Non Material Amendment of DC/20/2728/VOC - Variation of Condition(s) 2 and 6 on planning permission DC/20/1003/FUL... at Holstow Lodge, Lodge Road, Hollesley</p> <p>b) DC/23/1500/FUL Retrospective Application - The retention of 92 modular units, of which 80 is accommodation units, at HMP Young Offenders Institute, Hollesley Bay, Rectory Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> The Clerk informed Council there was little point in discussing the application as ESC had already permitted the amendments <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> Cllr. Yates declared a non-pecuniary interest in this item as an employee of the Applicant It is confusing as to whether these units are temporary or not, one building is already up and another is in progress, the prison is expanding so they will require more accommodation. Some of the new residents require more complicated care needs and have mobility issues The Environmental Agency have raised some very valid points about the suitability of these units and I feel we should support their comments Conclusion: Objection on the grounds that the environmental impact of the units needs to be assessed (Prop: Cllr. Burbridge, Sec: Cllr. Devine, all in agreement) 	<p>a) None</p> <p>b) Clerk to respond to ESC</p>

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<p>c) DC/23/1045/FUL - Ground mount solar pv array totalling 2 x 5 panels configured in portrait. The array will be 5.5m x 3.6m (totalling 19.8m2). The elevation will start at around 500mm off ground level and calculated to finish higher up at a 30 degree inclination to around 2.25m meters. The array will sit around 50m away from the house and within the boundary. 6 meters off the boundary line. - Red Lodge, Sutton Road, Hollesley</p> <p>d) DC/23/1609/FUL - Single storey rear extension - Vale Farm, Stebbings Lane, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • These will be at ground level, away from the road and difficult to see. • There has been a lot of tree clearance on site already • I see no issues • Conclusion: No objection (Prop: Cllr. Burbridge, Sec: Cllr. Baker, all in agreement) <p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This is a very small extension when compared to the size of the property and is at the back of the house with little or no impact • The design is in keeping with the rest of the house • Conclusion: No objection (Prop: Cllr. Burbridge, Sec: Cllr. Baker, all in agreement) 	<p>c) Clerk to respond to ESC</p> <p>d) Clerk to respond to ESC</p>
<p>15. <u>Projects List</u> - To discuss draft list and agree priorities</p>	<p>The Clerk read the Projects List and two further projects were added. It was agreed that the list should be revisited (depending on the outcome of items further along the agenda) and re-issued for discussion at the June meeting.</p>	<ul style="list-style-type: none"> • Clerk to revise and re-issue
<p>16. <u>Highways</u>:</p> <p>a) To receive update on proposed new Bus Shelter at Oak Hill</p> <p>b) Quiet Lanes – To receive an update on the Peninsular mini-project (Lodge Road to be included)</p>	<p>a) The Clerk again reported that she had not heard from the Passenger Transport Team; she agreed to chase the matter again.</p> <p>b) The Clerk reported both Mr Chenery and Mr Cassy had indicated that they were preparing for a 'Parish Lead' mini project and that they would provide details as soon as they were available.</p>	<p>a) Clerk to chase SCC and report back</p> <p>b) Clerk to chase in three months</p>

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<p>c) To discuss the barrier at the foot of Tank Hill</p>	<p>c) The Clerk reported that two residents had reported that the removal of the barrier at the foot of Tank Hill made access much easier and one had raised concerns that it now allowed children to exit on to the road without restriction. The Clerk confirmed that the work was only carried out following a site visit where a SCC Engineer agreed that the barrier could be removed. After discussion it was agreed that the Clerk should obtain written agreement from SCC that they agreed to the barrier being removed.</p>	<p>c) Clerk to contact SCC Highways.</p>
<p>17. <u>Hollesley Village Hall:</u> a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To discuss letter received from Stone King on 4th May 2023 and to decide what action to take</p>	<p>a) This item was discussed at length and the following comments were noted:</p> <ul style="list-style-type: none"> • [AN explanation of the situation so far was given to all new Councillors] • I can't see why the Title just can't stay with the PC • The decision to set up a CIO has been taken, there is no going back on that, they feel a letter will reach more people and a meeting is not required • It is not clear in their letter that the legal consultation has taken place. There is disagreement between their solicitors and ours as to whether it is a legal requirement to hold a public meeting • The Hall Committee will find a public meeting very difficult and I suspect they do not want to put themselves in that position where they have to answer difficult questions • We have to think back to the advice we received, are we confident we can sign over the Title and that they have conducted the required consultation? • Should we submit a letter to the Committee? • If we consider they have not complied with the law and we sign over the title then we will be acting against advice we have been given. • The old constitution said there had to be a public meeting but if they just keep that Charity going there is no need for a meeting • Could the PC hold a meeting? • We have tried to engage with them, that is the key, we cannot spend any more tax payers money on legal advice. We have tried but some of them are very difficult to engage with 	<p>a) Cllr. Yates to request an item is added to the next Hall Committee meeting agenda</p>

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	<ul style="list-style-type: none"> • They can take the matter completely out of the Parish Councils hands and apply to the Charity Commission (CC) to have the title moved across to them. • This is so frustrating that the two groups are not working together • It appears they have empowered a sub committee to sort it out and they do not even have to take options back to the full committee • Most of our issues with the constitution have been addressed • I think we have done enough and spent enough public money on this. The onus is now on them. They will have to provide the evidence to the CC that they have conducted themselves correctly. • It is too late, they are already running with the CIO • We have a representative, why do we not ask for an agenda item to be placed on their next agenda, calling for a Public Meeting? <p>In conclusion, it was agreed that Cllr. Yates would request an item be added to the next Hall Committee meeting agenda, requesting a public meeting to discuss this matter.</p> <p><i>Cllr. Burbridge proposed that Standing Order 3. X) was suspended to allow the meeting to conclude. This was seconded by Cllr. Devine and all were in agreement</i></p>	
<p>18. <u>Recreation Ground:</u></p> <p>a) To receive report from Peninsula Forestry with reference to condition of 3 oak trees on the Recreation Ground and to discuss action to be taken</p>	<p>a) A report from Peninsula Forestry had been circulated to all. It was further reported that a second opinion had been sort, due to the high cost of the proposed works, and that that opinion had indicated the trees were not required to be felled. It was appropriate to stop vehicles parking under two of the trees and for the others to be monitored. It was further reported that a third opinion was being sought (as per Standing Orders) and that advice would be passed to all Members when received. It was agreed to discuss the matter at the June meeting.</p>	<p>a) Clerk to arrange third opinion and place on to June agenda</p>

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<p>b) To discuss the issue of no toilet facilities being available to Wickham Market Youths for Football on a Saturday morning (from Sept 2023)</p> <p>c) To discuss the new signage regarding dogs on the Recreation Ground</p>	<p>b) After discussion, the Clerk was asked to obtain a couple of quotes for a toilet to be set up in a shed next to the new shed. The facilities would not be open to the public but just open when the Football teams were playing. It was noted that it was disappointing that the Hall facilities could not be used as it could be a lucrative agreement for the Hall.</p> <p>c) The Clerk thanked the Councillors for their contribution to the draft text for the signs. It was agreed to use the wording "PLEASE KEEP YOUR DOG ON A LEAD AT ALL TIMES AND DO NOT TAKE IT WITHIN 5 METRES OF A PIECE OF PLAY EQUIPMENT Thank you, Hollesley Parish Council". This was proposed by Cllr. Devine, seconded by Cllr. Physick and all were in agreement.</p>	<p>b) Clerk to obtain quotes</p> <p>c) Clerk to obtain prices for signs before purchasing</p>
<p>19. <u>Allotment Registration</u> – To receive further correspondence from Barker Gotelee/Land Registry and to decide whether to continue with the registration or not</p>	<p>After discussion it was agreed that, having spent £500 already, the Council should continue in their quest to have the Allotments registered with the Land Registry. This was proposed by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement.</p>	<ul style="list-style-type: none"> • Clerk to contact Barker Gotelee with all required information
<p>20. <u>Cemetery</u> – To review charges – <i>document sent to all on 10th May 2023</i></p>	<p>The Clerk had previously circulated an analysis of the Cemetery fees charged by the Parish Council, by the St Edmundsbury Diocese and Woodbridge and Ipswich Town Councils. She had also produced details of income and expenditure over the past five years and details of both.</p> <p>After discussion, it was agreed a price rise of 10% (rounded to the nearest £5) would be applied to all charges, from 1st July 2023. This was proposed by Cllr. Devine, seconded by Cllr. Physick and all were in agreement.</p>	<ul style="list-style-type: none"> • Clerk to publish all new costs
<p>21. <u>Documentation</u> – To review the following documents:</p> <p>a) Asset Register (May 2023)</p> <p>b) Standing Orders (May 2023)</p> <p>c) Financial Regulations (May 2023)</p>	<p>a) All confirmed this document had been read. Cllr. Devine proposed it be adopted. This was seconded by Cllr. Yates and all were in agreement</p> <p>b) As above</p> <p>c) As above</p>	<p>a) Clerk to finalise and publish</p> <p>b) As above</p> <p>c) As above</p>

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22. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 15 th June 2023)	It was suggested the following items were added to the June agenda: <ul style="list-style-type: none"> • Review of Footpaths • Regular cutting of hedges Date of next meeting will be 15th June 2023	<ul style="list-style-type: none"> • Clerk to prepare June agenda

The meeting was closed at 9.49pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....