

**Minutes of Hollesley Parish Council Meeting**

Held on 20<sup>th</sup> July 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Jane Baker (from 8.02pm), Cllr. Trevor Burbridge, , Cllr. Peter Jacks (from 7.35pm), Cllr. David Physick, Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk)      One Member of the Public      Dist. Cllr. James Mallinder (*part*)      Cnty. Cllr. Andrew Reid (*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*):

- Village Hall CIO AGM – I attended this last night and felt items were bulldozed through, they said they had £40k in the bank but where did that come from? A few years ago they couldn't survive without grant money from the Parish Council; where is their money coming from now? Why did they charge the Parish Council for the use of the hall for the Coronation Celebrations when they have so much in reserve and the event was for the whole village? I have concerns where their money is coming from. I hope the accounts at the AGM of the old Hall Committee show where this money is coming from.
- Black Ditch Footpath – This was put to SCC some years ago, please can the Parish Council chase where it is on the list [Clerk to chase SCC]

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid's report had been circulated and he further reported on:
  - SCC Trading Standards – Work with Felixstowe Port to stop illegal goods entering the country, working closely with national intelligence agencies and also concentrating on rogue traders including builders and landlords
  - Fire and Rescue – HQ moving back to Suffolk but there have been some computer upgrade issues
  - Woodbridge Police – Clerk reported she had been told the office was to close – AR to investigate and report back
- East Suffolk Council – Cllr. Mallinder's report had been circulated and he further reported on:
  - Bawdsey Quay – 4 hour max stay now in place and improving the situation of overnight camping
  - Tank – Tank reported last month was actually a water tank, not an army tank!
  - State of Highways – Meeting with Paul West (SCC head of highways) planned: will speak about sand on roads, signs, hedges, etc.
  - Anglian Water – Seeking meeting with leader of SCC re. Anglian Water re. state of rivers and impact more housing has on facilities

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*Chair's initials.....*

- Sutton Heath Car Boot Sales – Monitoring these (and the advertised camping)
- Fetes – Lots of village fetes attended and a few more to come.
- Joint Parishes Meeting – Planned for 7<sup>th</sup> or 8<sup>th</sup> September – will include working with local farms
- Litter at Shingle Street – Situation is being monitored and I will raise again with ESC Team if needed
- Q – *Why does everything in Local Authorities take so long?* We work as fast as we can
- Q – *Why are farmers allowed to get away with sand on the road? In the construction industry we have to clean the roads constantly.* Much of the issues is contract farmers, we do not have small family run farms any more, there is no link to the village and no accountability. Some farm owners do, do their bit.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Roger Dawson (Away), Cllr. Carolyn Bevan-Biggs (Away), and Cllr. John Hardwick (work). The Clerk clarified the rules on absence from meetings and stated that some Councillors carried out work for HPC and supported her in other ways, outside of the meetings.	a) Noted
b) To approve apologies	b) Acceptance of the apologies of Cllrs. Dawson, Bevan-Bigg and Hardwick were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all were in agreement.	b) Noted
2. <u>To receive any...</u>		
a) Declarations of Pecuniary Interest	a) None	a) None
b) Declarations of Non-Pecuniary Interest	b) Cllr. Yates declared a non-pecuniary interest in item 10 as she worked at the Prison.	b) Noted
c) Applications for Dispensation on Agenda Items	c) None	c) None
d) Declarations of Gifts or Hospitality received over the value of £50.00	d) None	d) None

*Chair's initials.....*

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e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None	e) None
3. To co-opt one Councillor and sign the Declaration of Acceptance of Office Form	The member of the public present did not wish to be co-opted.	<ul style="list-style-type: none"> <li>• Clerk to continue to advertise</li> </ul>
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> <li>• See above</li> </ul>
5. To agree <u>Minutes</u> of meeting dated 15 <sup>th</sup> June 2023	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Yates, 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>
6. <u>Finance Matters:</u> a) To receive and accept Accounts as at 30 <sup>th</sup> June 2023  b) To discuss purchasing a small notice board for the Oak Hill Recreation Ground (750mm x 750mm - approx.. £575.08 + VAT)  c) Purchase of a Basket Ball Back and Hoop (with Net) – approx. £250.00  d) To discuss quote for cutting back Allotment Hedge (£1,350.00)	a) The accounts had been circulated and there were no questions. Cllr. Bevan-Biggs had reviewed the accounts online and confirmed this in an email to all  b) <i>Items b) and c) were taken together.</i> Councillors felt that as these items had been identified by Mr Bracey during the Play Equipment inspections, they should try to find the funds to purchase them. The Clerk informed Council that a £1,500 VAT refund was due to be reclaimed at the end of July. After discussion Cllr. Devine proposed that both the notice board and the basketball back and net be purchased. This was seconded by Cllr. Physick and all were in agreement.  c) <i>See above</i>  d) The Clerk reported a misunderstanding with the cutting of the Allotment Hedge (along The Street), a local woodsman had now offered to cut the hedge back, with no charge, the following week, as a contribution to the village. See item 10	a) None  b) Clerk to order items  c) <i>See above</i>  d) Clerk to monitor

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses for previous 3 months) - <b>£365.73</b></li> <li>ii. HMRC Cumbernauld (Clerk’s PAYE) - <b>£477.20</b></li> <li>iii. SC Norse (Grass cutting to 30th June 2023) - <b>£431.83</b></li> <li>iv. Norse Commercial Servs Ltd (Play Inspections 2022/23) - <b>£580.80</b></li> <li>v. Eastwood Tree Services Ltd (Survey on Oak Trees) - <b>£660.00</b></li> <li>vi. SC Norse Ltd (Fete Refuse Collection) - <b>£36.00</b></li> </ul> <p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul> <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	<p>e) The payments were proposed by Cllr. Rust, seconded by Cllr. Yates 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>f) Noted</p> <p>g) Noted</p>	<p>e) Clerk to draw payments and Cllr. Burbridge to counter authorise</p> <p>f) None</p> <p>g) None</p>
<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/2482/FUL - Alterations And Extensions To Existing Residential Dwelling Together With The Erection of A Detached Garage – Greenway, Alderton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is a 50% addition to the existing building but it is on a very large plot and will not affect the one neighbour</li> <li>• It is a larger garage but not taller and there will be no overlooking or loss of amenity.</li> <li>• This development is in-keeping with the present building and surroundings.</li> <li>• Conclusion = <b>No objection</b> – (Prop. Cllr. Burbridge, Sec. Cllr. Jacks and all in agreement)</li> </ul>	<p>a) Clerk to notify ESC Planning Department</p>

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<p>b) DC/23/2523/FUL - Conversion of agricultural building to dwelling and removal of silage clamp at Former Dairy Unit , Grove Road, Hollesley</p> <p>c) DC/23/2701/FUL Single storey front and rear extensions - 76 Oak Hill, Hollesley</p>	<p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is a similar proposal to one last year, that was refused as it is development in the ‘Countryside’ and does not meet any of the exceptions</li> <li>• We did not object last year and I can see no reason to object now.</li> <li>• The removal of the silage clamp will help with drainage in the area</li> <li>• It will be a very small house but it will tidy the area. Potentially it will be used as an Air-B&amp;B</li> <li>• There is an issue of Asbestos on the roof but that will be an issue for the builder.</li> <li>• Conclusion = No objection – (Prop. Cllr. Burbridge, Sec. Cllr. Jacks and all in agreement</li> </ul> <p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• I have no issue with the rear extension but I do fear if the front extension is permitted it will result in the loss of a parking space that will ultimately mean vehicles parking on the road outside the property. This is a tight bend in the close and emergency vehicles may not be able to get by if vehicles were parked on the road.</li> <li>• This road is very narrow anyway. If the bay window was only squared off it would be ok, but this is a further extension to the front.</li> <li>• If permitted, this will set a precedent and may lead to other extensions, resulting in more vehicles being parked on the road.</li> <li>• The front extension will also lead to loss of amenity to the neighbour.</li> <li>• Conclusion = Objection – (Prop. Cllr. Devine, Sec. Cllr. Rust and all in agreement</li> </ul>	<p>b) Clerk to notify ESC Planning Department</p> <p>c) Clerk to notify ESC Planning Department</p>
<p>8. <u>Oak Hill Social Club</u> – To receive update from the Ministry of Justice (MoJ) and report from Clerk on the Community Land Trust interest in the site</p>	<p>The Clerk read an e-mail from the MoJ stating that they were going to place the Oak Hill Social Club on the open market, once the land and buildings had been assessed.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

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9. <u>80<sup>th</sup> Anniversary of D-Day</u> – To discuss celebrations for June 2024	The Clerk had circulated details of a Beacon Lighting event planned for 6 <sup>th</sup> June 2024. After discussion it was agreed that the Council should spend no public money on this event but that the Clerk should ask for ideas for a suitable celebration in the next Village Voices article.	<ul style="list-style-type: none"> <li>• Clerk to place article in the next VV</li> </ul>
10. <u>HMP &amp; YOI Hollesley Bay</u> – To receive information regarding working with the Prison and Prisoners	Cllr. Yates reported that the Governor of HMP & YOI Hollesley Bay was keen for prisoners to take part in maintenance tasks within the village, hedge cutting, verge trimming, etc.. The Councillors listed a number of projects and the Clerk agreed to produce a map of potential tasks.	<ul style="list-style-type: none"> <li>• Clerk to produce map and pass to Cllr. Yates.</li> </ul>
11. <u>Highways:</u> a) To receive update on proposed new Bus Shelter at Oak Hill  b) To review the Footpaths in the Village  c) To discuss regular cutting of Council’s hedges  d) To discuss passing a resolution to ask SCC to reduce the speed limit in all Suffolk Villages to 20 Mph	a) The Clerk reported that an application for funding had been submitted to ESC Community Partnerships Team, but it was unable to help due to the site being SCC land. The Clerk was asked to pursue funding from Cllrs. Reid and Mallinder and then the Big Lottery.  b) It was clarified that by ‘footpaths’ this item referred to ‘pavements’. Cllr. Baker asked if one of the tasks carried out by the prisoners could be the clearing of Pavements of overgrown turf. The Clerk was also asked to send a ‘Hedges Notice’ to the owners of the property on the corner of Duck Corner (near bus shelter) as their hedge obscured vision from the junction.  c) It was hoped that the Council’s hedges could be maintained by the Prison working parties (see item 10)  d) After discussion Cllr. Burbridge proposed HPC formally lobby SCC to allow individual Suffolk Villages to reduce the speed limit in their village, where required. This was seconded by Cllr. Devine and all were in agreement	a) Clerk to pursue other funding options.  b) Clerk to deliver hedge notice  c) Clerk to work with Cllr. Yates  d) Clerk to write to SCC Highways.

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<p>12. <u>Hollesley Village Hall:</u>                      a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive an update</p>	<p>a) Cllr. Yates reported on the recent meetings of the Hall Committees and the fact that they had voted to instruct their solicitor to take over the Title for the Hall, from the Parish Council. It was envisaged that the solicitor would be writing to the Parish Council in the coming weeks and the Council would then need a special meeting to discuss the content of the letter from the Solicitor.                      Comments made by Councillors:</p> <ul style="list-style-type: none"> <li>• Maybe we could appeal but that would mean a long running legal battle and we need to remember we are spending parishioners money</li> <li>• How are the Hall Committee able to fund all these solicitors fees, and still have £40k in the bank? Cllr. Yates confirmed she had no idea how the Committee had so much money or how they were funding the project costs.</li> </ul>	<p>a) Clerk to forward any letters received immediately and organise a meeting if required.</p>
<p>13. <u>Recreation Ground:</u>                      a) To discuss report on the Oak Trees                       b) To receive update on toilet at Shed</p>	<p>a) The Clerk reported that the report on the Oak Trees would be released once payment to Eastwood Trees was authorised. However, the gentleman who had conducted the survey had indicated that there was no emergency work needed                       b) The Clerk provided details of the first quote for the Toilet Shed. It was agreed that the matter should be put on hold until CIL funding was available.</p>	<p>a) Clerk to forward report when it arrived                       b) Clerk to place on Agenda once CIL funding was forthcoming.</p>
<p>14. To receive <u>agenda items for next meeting and agree date of Next Meeting 17<sup>th</sup> August 2023</u>)</p>	<p>It was suggested the following items were added to the July agenda:</p> <ul style="list-style-type: none"> <li>• Items taken forward</li> </ul> <p>Date of next meeting will be <b>17<sup>th</sup> August 2023</b></p>	<ul style="list-style-type: none"> <li>• Clerk to prepare August agenda</li> </ul>

The meeting was closed at 9.35pm

Signed: .....

Date: .....

Chair

*Judi Hallett*  
 Clerk to Hollesley Parish Council

*Chair's initials.....*