

Minutes of Hollesley Parish Council Meeting

Held on 17th August 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. John Hardwick, Cllr. David Physick, and Cllr. Andrew Rust

Judi Hallett (Clerk) Six 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*):

- Footpath link from Hollesley FP4 to RB5 – Who has requested this? A path here would be very damaging to the Poplar Park business as this is part of the Cross Country route, used for internationally acclaimed events. A path here would be a health and safety issue and the events would probably have to be cancelled, severely affecting the business [A history of the request and the role of the Parish Council was explained]
- Footpath link from Hollesley FP4 to RB5 – I too am concerned about this request for a further path. There is another path that can be taken. Money is tight for everyone at the moment, why are you spending money on this matter? This will also be very costly for the other parties involved. Is this value for money
- Footpath link from Hollesley FP4 to RB5 – During a previous hearing about another path, it became a very stressful time for many people, why is this happening again? [The Clerk explained that the request for a path had already been sent to SCC Rights of Way Team (back in 2017). The item on the agenda was to discuss if the lack of decision was to be raised with the Secretary of State to ask if they would compel SCC to make a decision on the matter]
- Pavement along Tower Hill Road – This is very overgrown and we are having to walk on the road. [The Clerk explained that the matter had been reported to SCC and they had agreed to cut it back within 20 working days].

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid’s report had been circulated and there were no further questions
- East Suffolk Council – Cllr. Mallinder’s report had been circulated and he further reported on:
 - Flooding – Issues in Bushey Lane and near to the new Silos, these have been reported on to SCC, but ESC road sweepers have been out in the Peninsula [Cllr. Rust indicated he was going to write to Cllr. Reid on this matter]
 - Planning Enforcement – Main issue in Bromeswell at an illegal Camping Site, issues have also been raised about the entrance to the site
 - Joint PCs meeting will be interesting – many items are across parish, good reviews about new parking arrangements at Bawdsey Quay.

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. Peter Jacks (Away), Cllr. Jane Baker (Child care issues), Cllr. Carolyn Bevan-Biggs (Away), and Cllr. Anna Yates (Away).</p> <p>b) Acceptance of the apologies of Cllrs. Jacks, Bevan-Biggs, Baker and Yates were proposed by Cllr. Rust, seconded by Cllr. Burbridge and all were in agreement.</p>	<p>a) Noted</p> <p>b) Noted</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 £50.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) Cllr. Hardwick declared a pecuniary interest in item 7. b) as the land owner of the proposed path</p> <p>b) None</p> <p>c) Cllr. Hardwick completed a 'Request for Dispensation' form and this was discussed at item 7. b)</p> <p>d) None</p> <p>e) None</p>	<p>a) Noted</p> <p>b) None</p> <p>c) See item 7. b)</p> <p>d) None</p> <p>e) None</p>
<p>3. <u>Public Session</u></p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • None
<p>4. To agree <u>Minutes</u> of meeting dated 20th July 2023</p>	<p>The minutes had been circulated to all and minor grammatical 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.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website

Chair's initials.....

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<p>5. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st July 2023</p> <p>b) To discuss purchasing and installing a Dog Bin at Hollesley Upper Common Car Park (approx.. cost £250.00)</p> <p>c) To discuss making a grant to the 2023 British Legion Poppy Appeal</p> <p>d) To discuss work to tree T3 at the Recreation Ground, to remove the deadwood (first quote £450.00)</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. East Suffolk Council (Election Costs) - £100.98 ii. E Curtis (Litter Picking) - £150.00 iii. PKF Littlejohn LLP (External Audit) - £504.00 	<p>a) The accounts had been circulated and there were no questions on the day. Cllr. Bevan-Biggs had reviewed the accounts online and confirmed this in an email to all. Cllr. Physick had suggested a couple of amendments, to bring the accounts up to modern day standards and he had agreed to work with the Clerk on these suggestions.</p> <p>b) The Clerk informed Council that this matter had been debated in the past and it had been felt that dog mess could be flicked into the undergrowth on the Commons. During the debate it was suggested that a bin would be a good idea, but that it should be put on the projects list. However, in conclusion Cllr. Burbridge proposed that a bin was purchased and installed now (from East Suffolk Services). This was seconded by Cllr. Devine and the Councillors voted 4 For with 2 Abstentions.</p> <p>c) The Clerk had circulated a list of different wreaths that were available to purchase. After discussion Cllr. Devine proposed that a donation of £50 was made to the Royal British Legion, this was seconded by Cllr. Devine and Councillors voted 3 For, 1 Against and 2 Abstentions.</p> <p>d) Council acknowledged receipt of the Tree Survey (see item 10. a)). After discussion, due to the urgency of the work required to this tree, the quote was accepted the Clerk was asked to order the works be carried out promptly.</p> <p>e) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Physick and all Councillors were in agreement that they be paid. Cllr. Burbridge viewed the invoices and agreed to authorise the payments the following day. Cllr. Physick queried why some payments seemed to be authorised twice, once when purchase was agreed and again when the payment was made. Cllr. Burbridge explained that often the purchase price was only estimated when purchase was agreed.</p>	<p>a) Cllr. Physick to work with Clerk</p> <p>b) Clerk to order bin from ESS</p> <p>c) Clerk to organise grant</p> <p>d) Clerk to accept quote and order works</p> <p>e) Clerk to draw payments and Cllr. Burbridge to counter authorise</p>

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<p>iv. East Suffolk Services Ltd (Waste at Rec and Village Hall) - £238.38</p> <p>v. K N Coe (Maintenance) - £125.00</p> <p>vi. Fenland Leisure Products Ltd (Tape for Rope Ladder Repairs) - £31.60</p> <p>vii. CommuniCorp (Coronation Mugs) - £295.20</p> <p>viii. Notice Board Company (UK) Ltd (Notice Board for Oak Hill Rec) - £754.80</p> <p>ix. J Hallett (Payment for Basket Ball Back and Net for Oak Hill) - £224.43</p> <p>f) To note Payments made since last meeting:</p> <p> i. None</p> <p>g) To note Payments received since last meeting:</p> <p> i. Garnham (Cemetery) - £300.00</p>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/2864/FUL - Extension to existing bungalow including a single garage and dormer window serving roof space. Construction of ancillary detached outbuilding to replace existing. Installation of ground mounted photovoltaic panels and air-source heat pump and relocation of oil tank.</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • There is lots to consider in this application, the annex is close so unlikely to be used as a separate dwelling, the array of panels is small, the new skylight does not overlook anyone, the plot is large and the proposed development, although much larger than the existing, is in proportion; the building is single storey • There have been no letters of objection from neighbours • This is a large plot, I have no objections • I agree, the annex is very close and unlikely to be a separate dwelling 	<p>a) Clerk to notify ESC Planning Department</p>

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<p>c) To discuss continual obstruction of the highway (pavement) outside Hollesley Shop</p>	<ul style="list-style-type: none"> • Where is the benefit in this path? It will mean I can no longer run my business as I won't know when someone is on the path. The last inquiry was very stressful for many people • We are not discussing the merits of the path, but if HPC should ask the Secretary of State to compel SCC to make a decision • I think this needs to be decided • The path will be in the middle of the Cross-Country route and it will be an insurance nightmare <p>In conclusion, Cllr. Burbridge proposed the matter was raised with the Secretary of State for a decision to be made, this was seconded by Cllr. Rust and Councillors voted 4 For, 0 Against and 2 Abstentions</p> <p>c) Council debated the issue of parking outside the shop. On one hand the pavement needed to be left for pedestrians but if large vehicles were parked solely on the road, they would block the highway for other large vehicles and cause a traffic jam. In conclusion the Clerk was asked to write to Morrisons, requesting that deliveries were made very early in the morning, before the shop was open.</p>	<p>c) Clerk to contact Morrisons</p>
<p>8. <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) The Clerk confirm that there had been no further correspondence, either from the Hall Committee or their Solicitors.</p>	<p>a) Retain on agenda until matter resolved.</p>
<p>9. <u>Allotments</u> – To discuss reviewing the Plots and tenancy agreements where plots are not being cultivated</p>	<p>The Clerk informed Council that a number of Allotments were currently not being attended to, despite a rent being paid on them; and that they were unsightly. There were also 4 residents on the waiting list.</p> <p>After discussion it was agreed that the Clerk and Cllrs. Dawson, Rust, Physick and Devine should review all allotments and devise a strategy, to be bought back to the Council at the September meeting.</p>	<ul style="list-style-type: none"> • Clerk to arrange the review

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<p>10. <u>Recreation Ground:</u></p> <p>a) To discuss report on Oak Trees and to plan the work required</p>	<p>a) The Clerk had circulated the report from Eastwood Tree Services and had produced an analysis of the work required to the trees over the coming 5 years. It was acknowledged that the emergency work to tree T3 had been authorised earlier in the meeting, and that the Ivy on many trees would be cut in September.</p> <p>The Clerk suggested she diarise review of the report every September, to add the work costs to the following year’s budget; this was agreed.</p> <p>The Clerk reported that the Jubilee Oak Tree did appear now to have died. Mr Peacock (Swanns Nursery) had agreed to assess the tree and to supply a replacement if necessary. It was acknowledged that, if the tree did require replacing, a full assessment of the present location should be made, to confirm it was still suitable.</p>	<p>a) Clerk to arrange Ivy cutting in September and to review work plan annually to include costs in the budget. Clerk to liaise with Swanns Nursery re. Jubilee Oak replacement.</p>
<p>11. To receive <u>agenda items for next meeting and agree date of Next Meeting 21st September 2023</u>)</p>	<p>The Clerk reported that three Planning Applications had come in earlier in the day. She had arranged an extra meeting for Wednesday 6th September, 6.00pm in the Committee Room.</p> <p>It was suggested the following items were added to the regular September agenda:</p> <ul style="list-style-type: none"> • Items taken forward • Budget Timetable discussion <p>Date of next meetings: 6th September and 21st September 2023</p>	<ul style="list-style-type: none"> • Clerk to prepare both September agendas

The meeting was closed at 9.02pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....