

**Minutes of Hollesley Parish Council Meeting**

Held on 21<sup>st</sup> September 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. John Hardwick, Cllr. Peter Jacks, and Cllr. Anna Yates

Judi Hallett (Clerk)      Three 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*):

- Prospective Footpath discussed at last meeting – We feel that the current Councillors do not have the background as to why this path was requested as many were not on the Council when it was first discussed. It makes a very good circular walk and many people who have used it in the past are now moving away, so we must capture their memories soon, this is why we have raised it again; no offence meant to the landowners [The Clerk confirmed the request for the Inspector to compel SCC to make a decision , had been submitted]

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 reported on:
  - Integral Work in the Council – the new administration are still finding their feet
  - Bawdsey Quay – progress on new parking arrangements and we are looking in to ways to enforce them
  - Social Housing for sale – Flagship owned property in Sutton is for sale and I am asking ESC to investigate why the social housing is being sold
  - Farm Run-off – dealing with run off from a pig farm in to a river
  - Highways – Reporting process for clearing the roads is now resolved, but I feel SCC could do more to engage with land owners
  - Wilford Hollows Path – Will be chasing the clearance of this [Clerk informed Cllr. Mallinder it had started]
  - Love Woodbridge and Melton Project – fear this could push more traffic out of Woodbridge and on to Melton, causing even more delays at the Melton Crossroads – monitoring the situation
  - Spring Bulbs – These will be arriving soon and will be delivered to all Clerks who have ordered them.

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*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. David Physick (Away), Cllr. Roger Dawson (Away), Cllr. Carolyn Bevan-Biggs (Previous Engagement), Cllr. Jane Baker (Coastguard duties) and Cllr. Andrew Rust (Unwell). Cllr. Reid had also sent his apologies.</p> <p>b) Acceptance of the apologies of Cllrs. Physick, Dawson, Bevan-Biggs, Baker and Rust were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all agreed</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) 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. <u>To co-opt a Parish Councillor and sign the 'Declaration of Acceptance of Office' Form</u></p>	<p>The Clerk reported that two residents had expressed an interest in joining the Council, but unfortunately both were unable to be present at the meeting due to work commitments. Statements from both candidates were read by the Clerk and Councillors commented that both sounded idea candidates.</p> <p>As both candidates were unable to be present and the number of Councillors present was low, it was concluded that the matter be deferred to the October meeting, when hopefully both candidates could be present and more Councillors would be in attendance.</p>	<ul style="list-style-type: none"> <li>• Clerk to invite both candidates to the October meeting</li> </ul>

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4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> <li>• None</li> </ul>
5. To agree <u>Minutes</u> of meeting dated 6 <sup>th</sup> September 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. Jacks 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>Hollesley Village Hall:</u> a) To receive an update on the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO  b) To receive report from HPC Trustee	a) The Clerk confirmed again that there had been no further correspondence, either from the Hall Committee or their Solicitors.  b) Cllr. Yates reported that the AGM of the original Village Hall Committee would take place on 25 <sup>th</sup> Oct at 7.00pm and would be advertised the week before.  Cllr. Yates also reported that the last meeting of the CIO Hall Committee had been very hostile towards her and upsetting and she felt she had not been treated in a manner befitting to a meeting of Trustees. She had raised two matters, the questions she had been asked to by the Parish Council and she had questioned the appointment of the Treasurer Officer as she didn't feel it was appropriate, given the persons financial conflict of interests as a donor to the Charity. On both matters she had been met with inappropriate behaviour from some of the Trustees. She had felt compelled to write to the whole Committee after the meeting, but, to date, had not had a response.  Councillors were shocked at this situation and remarked it sounded very much like bullying and not how the Committee had portrayed themselves at the CIO AGM. Councillor Yates was asked to consider her health and wellbeing at all times and to ask if the Charity had any Policies by which it should be acting.	a) Retain on agenda until matter resolved.  b) Cllr. Yates to obtain details of Policies the Hall Committee observe

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<p>7. <u>Allotments:</u></p> <p>a) To receive an update on the registration of the Allotments with the Land Registry</p> <p>b) To discuss review undertaken of the Allotment Plots</p> <p>c) To discuss request from tenant to keep chickens on one</p>	<p>a) The Clerk reported that further information had been provided to the Land Registry and that she had also spoken to a resident of Tower Hill Road who had been able to provide evidence of the Parish Council’s management of the Allotments, back to the 1950’s. All evidence had been passed to the Solicitor who would liaise with the Land Registry.</p> <p>b) The Clerk reported that a review of all the Allotment Plots had been carried out. Seven had been found to be in a very good state, four were in an acceptable state and six were in a poor state. Tenants had been written to and various responses had been received. A new tenant had been contacted earlier in the day and had agreed to take on one of the plots, for zero charge until Nov 2024 and a second prospective tenant was to be shown one of the available plots the following day. It was agreed that no further action should be taken but that the results be kept and cross referenced next year.</p> <p>c) Details of the circumstances of the chickens being kept on one plot, had been circulated. After discussion it was agreed to permit this action, but Councillors asked the Clerk to review the situation every three months. This action was proposed by Cllr. Jacks, seconded by Cllr. Devine and all were in agreement.</p>	<p>a) Clerk to monitor</p> <p>b) None</p> <p>c) Clerk to advise tenant and diarise for review every three months</p>
<p>8. <u>Recreation Grounds:</u></p> <p>a) Oak Hill – To discuss replacing the Five Black Poplar Trees at the Recreation Ground</p> <p>b) <u>Additional Item</u> – Update on Basket Ball Back and Hoop and Notice Board</p>	<p>a) Cllr. Devine reported that he had visited the felled Poplar Trees and was pleased to see they were shooting again, although the main trunks were rotten. He confirmed the trees were owned by the Parish Council. After discussion it was agreed to allow the new shoots to grow. The Clerk was asked to notify the resident who had raised concerns that they had been felled.</p> <p>b) Just for info – The Clerk explained that the Notice Board was still on back order and both it and the basketball back and hoop will be installed when all items have been received.</p>	<p>a) Clerk to notify resident</p> <p>b) None</p>

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<p>9. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/3386/FUL - Two storey side extension, part single, part two storey rear extension and front porch. - 79 Oak Hill, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is a small house on a large plot with no previous extensions, the proposed extensions will double the size of the dwelling but similar extensions have been made to neighbouring properties</li> <li>• There is still foot access to the rear and the small window overlooking the neighbour will be obscured glass</li> <li>• There may be a small amount of shadowing the attached neighbours garden but they appear to have made no comment on the Portal</li> <li>• Conclusion = <b>No objection</b> – (Prop. Cllr. Burbridge, Sec. Cllr. Yates and all in agreement)</li> </ul>	<p>a) Clerk to notify ESC Planning Department</p>
<p>10. <u>Finance Matters</u>:</p> <p>a) To receive and accept Accounts as at 31<sup>st</sup> August 2023</p> <p>b) To acknowledge receipt of Section 3 of Part 3 of the 2022/23 AGAR and the Notice of Conclusion of Audit 2022/23)</p> <p>c) To discuss total cost of new Dog Bin for Hollesley Upper Common (£273.27 + vat for bin and installation plus £91 + vat per annum emptying charges)</p>	<p>a) The accounts had been circulated and there were no questions on the day. Cllr. Burbridge agreed to review the accounts at the next meeting.</p> <p>b) The Clerk had circulated Section 3 of Part 3 of the 2022/23 AGAR and the Notice of Conclusion of Audit 2022/23 and confirmed both had been posted on the website and the notice had been placed in to the noticeboard.</p> <p>c) Councillors discussed these costs and felt the annual charge for emptying the bin was high. It was agreed to defer this decision until any further requests were made for a bin in this area.</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to notify requestor</p>

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Three month's Salary – July, Aug and Sept) - <b>£1,804.58</b> (details available to all following day)</li> <li>ii. AJGIBL GBP CLIENT NST ACCOUNT (Annual Insurance) - <b>£1,803.04</b></li> <li>iii. SCC Pension Fund (Clerk's Pension for 3 months) - <b>£630.12</b> (details available to all following day)</li> <li>iv. Royal British Legion Poppy Appeal (Grant) - <b>£50.00</b></li> </ul> <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul> <p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. E B Button and Sons (Cemetery) - <b>£250.00</b></li> <li>ii. J Hallett (Basket Ball Back Refund) - <b>£24.99</b></li> <li>iii. HMRC (VAT Refund) - <b>£1,744.52</b></li> </ul>	<p>d) The payments were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. The Clerk agreed to take the invoices to Cllr. Bevan Biggs for analysis and authorisation, the following day.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise</p> <p>e) None</p> <p>f) None</p>
<p>11. <u>Highways and Footpaths:</u></p> <p>a) To receive update on proposed new Bus Shelter at Oak Hill</p>	<p>a) The Clerk reported SCC had re-visited the site and were currently liaising with the manufacturer regarding the area required for the shelter. It was noted that the shelter would be very exposed but that the prevailing wind from the South West should be buffered by the shelter back.</p>	<p>a) Clerk to chase if nothing received by the next meeting</p>

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12. <u>Clerk's Absence</u> – To discuss course of action to be taken during Clerk's Absence	<p>The Clerk had spoken to her sister (Ruth Johnson, Clerk to Bucklesham PC) who was happy to monitor income mail and deal with any urgent issues during the Clerk's holiday in October.</p> <p>Thanks were extended to Ruth and Cllr. Devine suggested his mobile number was passed on. A plan for dealing with Planning Applications had been agreed.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
13. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 26 <sup>th</sup> October 2023)	<p>It was suggested the following items were added to the October agenda:</p> <ul style="list-style-type: none"> <li>• Items taken forward</li> <li>• Budget Timetable discussion</li> <li>• Projects List revision</li> </ul> <p>Date of next meeting: <b>26<sup>th</sup> October 2023</b></p>	<ul style="list-style-type: none"> <li>• Clerk to prepare October agenda</li> </ul>

The meeting was closed at 8.39

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair's initials.....