

Minutes of Hollesley Parish Council Meeting

Held on 26th October 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Peter Jacks, Cllr. Igor Kaligarič (after item 3), Cllr. David Physick, and Cllr. Anna Yates

Judi Hallett (Clerk) 14 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):

- DC/23/3566/RG3 – A report was read out by a member of the public, on behalf of a number of residents of Coronation Avenue, with reference to this application (see appendix 1). The Clerk informed residents that the matter would be discussed at the ESC Planning Committee (South) and that she would notify them when the meeting was to be held.
- House in Coronation Avenue – A number of residents of Coronation Avenue raised concern for the health and welfare of the resident of Coronation Avenue. The house was in a dreadful state with piles of rubbish and old cars in the garden. ESC Environmental Health had been informed and the Clerk was asked to contact SCC Adult Care Services to raise the concern with them.
- Verge Markers on Shottisham Road – A resident of Shottisham Road, Shottisham (*technically in Hollesley*) had written to the Parish Council to ask if they would consider applying for a license with SCC Highways for him to retain the pegs that marked the edge of the verge and stopped vehicles damaging the verge, with him refunding the Council any costs. This matter was discussed at 10. b)

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid was not in attendance
- East Suffolk Council – Cllr. Mallinder's report had been circulated and he further reported on:
 - Issues in Coronation Avenue (proposed development and vulnerable resident)
 - Campsite in Ramsholt – third application but concern this is a very sensitive area
 - Recent murder in Sutton Heath – an isolated incident
 - Flooding – we need to work more closely with the SCC Highways team and farmers to stop so much highway flooding

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. John Hardwick (Work) and Cllr. Andrew Rust (unwell). Cllr. Reid had also sent his apologies. The Clerk notified the Council of the resignation of Cllr. Baker and it was agreed a thank you letter should be sent to her.</p> <p>b) Acceptance of the apologies of Cllrs. Hardwick and Rust were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all agreed</p>	<p>a) Clerk to send thank you letter</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</u> and sign the 'Declaration of Acceptance of Office' Form</p>	<p>Mr Igor Kaligarič stepped forward to be considered as a Parish Council (the Clerk had already confirmed his eligibility). After a brief synopsis of himself Cllr. Jacks proposed his appointment. This was seconded by Cllr, Burbridge and all were in agreement.</p> <p>The Clerk agreed to take the 'Declaration of Acceptance of Office' Form to Cllr. Kaligarič after the meeting and to register him with East Suffolk Council.</p>	<ul style="list-style-type: none"> • Clerk to take Declaration of Acceptance of Office' Form to Cllr. Kaligarič and register with ESC
<p>4. <u>Public Session</u></p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • None

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<p>5. To agree <u>Minutes</u> of meeting dated 21st September 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. Jacks, seconded by Cllr. Burbridge 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
<p>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</p>	<p>a) The Clerk confirmed again that there had been no further correspondence, either from the Hall Committee or their Solicitors. The Clerk also reported that she had attended the AGM of the Hall Committee (the original Charity) and she read a number of highlights from the Annual Report and Accounts presented at the meeting. A clean copy of the Hall’s Annual Report was passed to the Clerk and she was asked to circulate it to all.</p> <p>b) Cllr. Yates reported that she had asked for a number of changes to the way the Accounts were detailed to all the Trustees and what limit was permitted for unauthorised expenditure, and this had been taken on board. There had been a change of Treasurer, to a Trustee who was not a regular benefactor to the Chairty and the Charity was looking to introduce a number of Policies to aid the running of the Committee.</p>	<p>a) Retain on agenda until matter resolved.</p> <p>b) None</p>
<p>7. <u>Allotments:</u> a) To receive an update on the registration of the Allotments with the Land Registry</p>	<p>a) The Clerk reported that further correspondence had been received from the Land Registry and that this had been answered. It was looking increasingly likely that only the Plots would be registered, the Land Registry had felt there was insufficient evidence to register the Pit and the Path.</p>	<p>a) Clerk to monitor</p>
<p>8. To discuss the following <u>Planning Applications:</u> a) DC/23/3566/RG3 - Residential development of 5no. affordable dwellings and associated external works at Land Off , Coronation Avenue, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • ESC has a number of Policies regarding the development of Affordable houses in the Countryside but the location must be well related to the amenities, which this is not • Affordable housing is needed but this location is not good if you don’t have a vehicle 	<p>a) Clerk to draft letter and once agreed notify ESC Planning Department</p>

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	<ul style="list-style-type: none"> • This will count as ‘infill’ but it is still a long way from the amenities in the village • This will have a massive impact on the residents already in Coronation Avenue, we have heard their comprehensive comments (sewage and water pressure issues) • Five is too many, they will be cramped on this plot and there will not be enough space for car parking, some parking spaces block in others • The visibility splay at the junction with Lodge Road will need altering • They quote 9 vehicle movements per day but I suspect it will be more like 16 • There is a turning point for emergency vehicles but this will be blocked with parked cars • There is no safe walking or cycling route in to the village • Conclusion = Objection (on above grounds) – (Prop. Cllr. Jacks, Sec. Cllr. Physick and all in agreement) 	
<p>9. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 30th September 2023</p> <p>b) To agree the Budget 2024/25 Timetable</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (Expenses for past 3 months) - £225.94</p> <p>ii. SALC (6 months Payroll Provision and B Devine Training) - £64.80</p> <p>iii. Mrs E Curtis (Litter Picking for past three months) - £150.00</p> <p>iv. K N Coe (Maintenance Tasks, plus Materials) - £250.00</p>	<p>a) The accounts had been circulated and there were no questions on the day. Cllr. Burbridge agreed to review the accounts.</p> <p>b) The Clerk detailed the proposed Budget Timetable and all were in agreement with it. The first draft would be available to the Finance Councillors early November.</p> <p>c) The payments were proposed by Cllr. Yates, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllr. Bevan Biggs examined the invoices and agreed to authorise the payments the following day.</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise</p>

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<p>v. Barker Gotelee (Allotment Registration with LR) - £517.20</p> <p>d) To note Payments made since last meeting:</p> <p> i. HMRC Cumbernauld (Clerk's PAYE) – £477.40</p> <p>e) To note Payments received since last meeting:</p> <p> i. East Suffolk Council (Precept) - £17,798.00</p> <p> ii. Ten payments for Coronation Mugs - £70.00</p> <p> iii. Wickham Market Football Club (Pitch Fees) - £200</p> <p> iv. F Masters (Cemetery Payments) - £150.00</p>	<p>d) Noted</p> <p>e) Noted</p>	<p>d) None</p> <p>e) None</p>
<p>10. <u>Highways and Footpaths:</u></p> <p>a) To receive update on proposed new Bus Shelter at Oak Hill</p> <p>b) To discuss request from resident to acquire licence for Marker Pegs adjacent to the road edge at Arden House, Hollesley Road, Hollesley</p>	<p>a) The Clerk had circulated a mail from SCC Highways regarding the proposed bus shelter. The current plinth was very small and would only allow for a 70cm (700mm) side panel to a two bay shelter. SCC had suggested this would not give much shelter. A larger plinth could be installed but this would cost around £2k more. After discussion it was agreed that the Clerk should ask SCC for a definitive quote for a larger bay to be put in, with a 2bay shelter.</p> <p>b) After discussion Councillors agreed that the present pegs provided protection to the verge and a license for them should be sought (with the fee being paid by the owner of Arden House). This was proposed by Cllr. Jacks, seconded by Cllr. Physick and all were in agreement.</p>	<p>a) Clerk to request definitive quote for entire job</p> <p>b) Clerk to apply for the license</p>

Chair's initials.....

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11. <u>Documentation – To review and Adopt:</u> a) Asset Register (Oct 2023)	a) This document had been passed to all and there were no further comments. Cllr. Devine proposed it be adopted. This was seconded by Cllr. Bevan-Biggs and all were in agreement	a) Clerk to finalise and post on web site
12. To discuss vote of thanks to Mrs Ruth Johnson for standing in whilst the Clerk was away	Cllr. Dawson proposed a letter of thanks be written to Mrs Johnson, for her work whilst the Clerk was away, and all were in agreement. Cllr. Yates further proposed a gift voucher to the value of £50 be purchased. This was seconded by Cllr. Dawson and all were in agreement.	<ul style="list-style-type: none"> • Clerk to purchase card and gift voucher
13. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 16 th November 2023)	It was suggested the following items were added to the November agenda: <ul style="list-style-type: none"> • Review of Draft Budget • Review of Grant Applications • Review of Projects List • Discussion on Affordable Housing • Working with the Prison Date of next meeting: 16th November 2023	<ul style="list-style-type: none"> • Clerk to prepare November agenda

The meeting was closed at 8:55pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....

Appendix 1 – Collective comments from residents of Coronation Avenue with reference to Application DC/23/3566/RG3

- The majority of Coronation Avenue residents are fundamentally opposed to the proposed development.
- The proposed housing plan shows the removal of mature hedge and trees in the first instance.
- No environmental impact assessment has been done to determine the effects to the surrounding rural area and the disturbance from the increased traffic flows impacting the current residents on Coronation Avenue.
- The short-term construction noise and disruption is undetermined along with the impact to the existing road running surface.
- The Longer-term increased traffic accessing the new housing would further degrade the road in its current state.
- The road has remained unadopted for in excess of 70 years and is currently maintained and funded by the residents at their cost.
- The existing buried service infrastructure is old and at capacity for the current dwellings with sewage overflows and blockages common.
- The existing water main pressure is extremely low at best and again would not support additional demand without impact to all houses.
- There appears to be unanswered questions around land ownership and historic boundary lines to the north side of the proposed development.
- There is no detail on the proposed road repair drawings or even if repair or reconstructive works will be carried out.
- Alongside the road improvements and a minimum 50% increase in vehicle movements safety for residents, their visitors do not appear to have been considered or staged safety audit undertaken.
- No HGV turning areas can be identified on the housing proposal drawings or passing places on the access road.
- Will the affordable housing be offered to local households or individuals who meet the criteria or as has happened in adjacent villages, families where homes were occupied came from Walthamstow and Romford resulting in the need for a police presence at unprecedented levels in living memory.