

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**

Held on 5<sup>th</sup> December 2023 ~ 6.00pm

At Hollesley Village Hall (Committee Room), Woodbridge Road, Hollesley

**Present**

Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Peter Jacks, and Cllr. Anna Yates (*from 6.07pm*)

Judi Hallett (Clerk)      Zero Members of the Public

*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):
  - N/A
  
- b) Reports or comment from ESC and SCC Councillors:
  - Suffolk County Council – *Report will be available at the usual December meeting*
  - East Suffolk Council – *Report will be available at the usual December meeting*

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Igor Kaligarič (Work), Cllr. John Hardwick (Work), and Cllr. David Physick (Previous Engagement). Apologies had also been received from Cllr. James Mallinder	a) Noted
b) To approve apologies	b) The apologies of Cllrs. Kaligarič, Harwick, and Physick were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement.	b) None
2. <u>To receive any...</u>		
a) Declarations of Pecuniary Interest	a) None	a) None

*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
b) Declarations of Non-Pecuniary Interest	b) None	b) None
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
e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None	e) None
3. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
4. To agree <u>Minutes</u> of meeting dated 16 <sup>th</sup> November 2023	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. Dawson 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>
5. To discuss the following <u>Planning Applications</u> : a) DC/23/4167/FUL - 2 New dormer windows, the same size as the existing three built 2016/2017 - 2 Melton Road, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>• The drawings on the Portal are very basic and confusing in places due to old plans being re-used</li> <li>• The neighbours have raised concerns over being overlooked, I agree</li> <li>• One room is for a bedroom, the other for storage. There are already three dormer windows in the property and a condition on their approval required there to be obscured glass (to level 3 on the Pilkington Obscured Glazing range)</li> <li>• I have looked from the road and agree that any permission should include obscured glass</li> <li>• Conclusion = <b>No objection, with the proviso that a condition on the approval will require obscured glass in both windows</b> (Prop. Cllr. Burbridge, Sec. Cllr. Jacks and all in agreement)</li> </ul>	a) Clerk to notify ESC Planning Department

Agenda Item	Resolution / Agreement / Fact	Action
6. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 21 <sup>st</sup> December 2023)	It was suggested the following items were added to the November agenda: <ul style="list-style-type: none"> <li>• Agreement of 2024/25 Budget</li> <li>• Setting of Precept for 2024/25</li> <li>• Approval of Documentation</li> </ul> Date of next meeting: <b>21<sup>st</sup> December 2023</b>	<ul style="list-style-type: none"> <li>• Clerk to prepare December agenda</li> </ul>

The meeting was closed at 6.09pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair's initials.....