

Minutes of Hollesley Parish Council Meeting

Held on 21st December 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. John Hardwick, Cllr. Igor Kaligarič, Cllr. David Physick, and Cllr. Anna Yates

Judi Hallett (Clerk) Three 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):
 - Bushey Lane – The trees and bushes at the top of Bushey Lane are very overgrown; please can they be cut back
 - DC/23/4594/FUL – This has been going on for many years; I hope it can now be resolved
 - Happy Christmas – Just like to wish everyone a Happy Christmas [and also to you]

- b) Reports or comment from ESC and SCC Councillors:
 - Suffolk County Council – Cllr. Reid was not in attendance
 - East Suffolk Council – Cllr. Mallinder had sent his apologies

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Peter Jacks (Covid), and Cllr. Andrew Rust (unwell). Apologies had also been received from Dist. Cllr. James Mallinder	a) Noted
b) To approve apologies	b) Cllr. Yates proposed the apologies from Cllrs. Jacks and Rust be accepted. This was seconded by Cllr. Devine and all were in agreement.	b) Noted
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>To co-opt a Parish Councillor</u> and sign the 'Declaration of Acceptance of Office' Form	None of the three members of public present wished to be co-opted. The Clerk indicated that a resident had shown an interest in joining the Council but that he had become unwell that day and did not wish to pass on any germs. It was agreed that this item should be deferred to the January meeting	<ul style="list-style-type: none"> • Clerk to place on the January Agenda
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to report overgrown hedge
5. To agree <u>Minutes</u> of meeting dated 5 th December 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. Devine and all present for all of the meeting agreed they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
6. <u>Finance Matters:</u> a) To receive and accept Accounts as at 30 th November 2023 b) To discuss an degree the Budget for 2024/25	a) The accounts had been circulated and there were no questions on the day. Cllr. Bevan-Biggs reviewed the accounts and signed the bank statements. b) Version 3 of the draft budget had ben circulated to all and was discussed, with explanation given where required. It was commented on that as the Council's Assets grew, further maintenance was required and therefore it was necessary to increase the income of the Council in line with inflation. It was also observed that the Council's reserves were gradually recovering.	a) None b) Clerk to finalise and send 'Final' version to all

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<p>c) To discuss and agree the Precept Amount to be requested for 2024/25</p> <p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Salary for past 3 months + Back Pay) - £2,289.12 ii. SCC Pension Fund (Clerk’s Pension for 3 months) - £799.40 iii. GeoXphere Ltd (Mapping System) - £60.00 <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. Anglian Water (Business) National Ltd (Allotment Water) – £122.40 <p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Stone Mason (Cemetery) - £110.00 	<p>In conclusion, Cllr. Burbridge proposed the budget be accepted. This was seconded by Cllr. Physick and all were in agreement</p> <p>c) Following the agreement of the Budget, Cllr. Devine proposed a Precept request of £38,230 for 2024/25. This figure would represent an approximate 5% rise on 2023/24 and would allow the Council to balance the Budget. This was seconded by Cllr. Bevan-Biggs and all were in agreement</p> <p>d) The payments were proposed by Cllr. Devine, seconded by Cllr. Yates 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>The Clerk further reported that Cllr. Jacks was now set up to authorise payments. Cllr. Physick agreed to complete the process in the new year.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>c) Clerk to request amount of ESC</p> <p>d) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise and send bank statement</p> <p>e) None</p> <p>f) None</p>
<p>7. <u>Hollesley Village Hall:</u></p> <p>a) To receive an update on the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO</p>	<p>a) The Clerk confirmed again 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>

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<p>b) To receive report from HPC Trustee</p>	<p>b) Cllr. Yates advised there was nothing to report from the Hall Committee.</p>	<p>b) None</p>
<p>8. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/4594/FUL - Replacement dwelling and temporary static caravan for use during construction - Elmsfield, Rectory Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • [Cllr. Burbridge recalled the recent planning history of the site] • Pre-application advice from ESC has been sought but we are not privileged to what has been given • The plans are for a 2 storey house again, this was refused in the past for being out of keeping with the area • Large houses in Shepherds Pyghtle have recently been built but they are lower than this proposal • A number of windows to the side of the property will overlook the neighbours • A Dormer Bungalow would be much more in keeping with the area and would result in no overlooking. This is a large plot so it does not need to be a 2 storey house. • There is a static caravan in the garden already • I think we have no objection in principle to the property being upgraded, but not to a 2 storey house as this is not in keeping with the street scene in that part of Rectory Road. The property is surrounded by lots of trees • The neighbours objected previously to the 2 storey house, but there is nothing on the portal at present • Conclusion = Objection (see above) (Prop. Cllr. Devine, Sec. Cllr. Burbridge; 7 For and 1 Against) 	<p>a) Clerk to notify ESC Planning Department</p>
<p>9. <u>Recreation Grounds</u>:</p> <p>a) To receive an update on funding for the Toilet at the Village Hall Recreation Ground</p>	<p>a) The Clerk reported that she had requested the application form for funding from the Community Partnership but that the whole process was ridiculously complicated (<i>a comment that had been passed on to ESC</i>) and she felt it would be easier to request all the funding from the National Lottery. The Council agreed and it was approved that the application should be combined with the funding request for the Zip Wire resurfacing.</p>	<p>a) Clerk request funding of the National Lottery</p>

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b) To receive update on funding for the resurfacing of the Zip Wire mound	b) See above	b) As above
<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 receive an update on funding for the Oak Hill Street Light Upgrade project</p> <p>c) To receive notification of unpassable flooding on road to Shingle Street</p>	<p>a) The Clerk had reported that there was no further news from SCC.</p> <p>b) The Clerk reported the excellent news that both Cllrs. Mallinder and Reid had agreed to fund £500 each from their respective budgets, and as a consequence, she had given the go ahead for the upgrade to be scheduled</p> <p>c) The Clerk had been copied in to a number of letters from Shingle Street residents, to SCC Highways, regarding impassable flooding that has occurred on a regular occurrence on the road to Shingle Street. She was aware of a site visit on Wednesday 20th December, but was unable to attend.</p> <p>Councillors were pleased the land owner had been asked to clear out a ditch, however, it was acknowledged that the land was totally water logged at present. The Clerk was asked to monitor the situation.</p>	<p>a) Clerk to chase</p> <p>b) Clerk to monitor</p> <p>c) Clerk to monitor</p>
<p>11. <u>Affordable Housing:</u></p> <p>a) To receive update on FOI request to ESC regarding ownership of land in Hollesley</p> <p>b) To discuss the draft Affordable Housing Policy as drafted by the Clerk</p>	<p>a) The FOI request had been answered swiftly and had detailed two parcels of land in Hollesley owned by ESC: one next to Hollesley Upper Common and the other being the land at the end of Coronation Avenue, including the lane itself.</p> <p>b) A draft policy had been circulated by the Clerk. There were a number of suggested additions to the policy and the Clerk was asked to amend it and re-issue.</p>	<p>a) None</p> <p>b) Clerk to re-issue draft policy</p>
<p>12. <u>Documentation – To review and Adopt:</u></p> <p>a) Formal Complaints Procedure (Nov 2023)</p>	<p>a) Comment: Clerk asked to include an instruction that the SALC Dispute Resolution facility would be offered to any complainant, should the complaint not be resolved to their satisfaction.</p>	<p>a) Clerk to amend and publish</p>

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<p>b) Publication Scheme (Nov 2023)</p> <p>c) Grievance Procedure (Nov 2023)</p>	<p>b) Comment: We need to add in two additional items</p> <ul style="list-style-type: none"> ▪ Statement on how Freedom of Information Requests would be published ▪ Statement on how certain types of Correspondence would be published. <p>Clerk to re-draft the Policy and send for further review</p> <p>c) Comment: No alterations required</p> <p>Cllr. Physick proposed items A (with additional instruction) and C be adopted and item B be re-drafted and presented at the January meeting. This was seconded by Cllr. Yates and all were in agreement.</p>	<p>b) Clerk to amend and send for review</p> <p>c) Clerk to publish</p>
<p>13. <u>Rural Development Supplementary Planning Document</u> – To receive suggested comments on this from Cllr. Dawson</p>	<p>Cllr. Dawson had reviewed this document and a paper on his views had been circulated. He further reiterated a number of points and the Council agreed these comments should be forwarded to ESC. Cllr. Dawson was thanked for his work.</p>	<ul style="list-style-type: none"> • Clerk to forward comments to ESC
<p>14. Cemetery:</p> <p>a) To receive notification to a change in charges for maintenance for 2024</p> <p>b) To receive an update from Cllr. Yates with reference to hedge cutting by HMP Hollesley Bay residents</p> <p>c) To receive recommendation from Working Party with reference to establishing an Ashes Interment Area within the Cemetery</p>	<p>a) The Clerk reported that Mr Collins had indicated that his charges for 2024, 2025, and 2026 would be £1,100 per annum</p> <p>b) Cllr. Yates reported that the team were working their way through a list and she would ask them when they might be able to get to the Cemetery.</p> <p>c) The Clerk reported that the Working Party had not yet met, so this item was deferred to the January meeting</p>	<p>a) Noted</p> <p>b) Cllr. Yates to chase</p> <p>c) Clerk to place on the January agenda</p>

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<p>15. <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 there was no further update from the Land Registry. However, a member of the public had passed to her a number of letters from Hollesley residents, regarding the use of the Pit over the last 90 years. She suggested these were sent to the solicitor to ask him to forward them to the LR to encourage them to include the Pit in the registration</p>	<p>a) Clerk to monitor and send the letters to the solicitor.</p>
<p>16. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 18th January 2023)</p>	<p>It was suggested the following items were added to the January agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting <p>Date of next meeting: 18th January 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare January agenda

The meeting was closed at 8.30pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

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