

Minutes of Hollesley Parish Council Meeting

Held on 15th February 2024 ~ 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. Peter Jacks, Cllr. David Physick, Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk) Dist. Cllr. James Mallinder (part) 7 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):

- DC/24/0225/FUL – I am a resident of Poplar Park and I make these Shepherd Huts, they are very good for the business, made by reclaimed locally sourced wood and they are mobile so they can be moved around
- Closure of Path between Oak Hill Social Club and 27 Oak Hill – I was very alarmed at the map produced by the MoJ indicating that the path from Postman’s Walk to the Recreation Ground was a PROW, it is not, that land is owned by the residents who own the properties, their boundary extends to the fence and includes the path. There used to be a path between the Old and the New Circles of houses but that is now gone as Acorn Rise was built. When the Recreation Ground was sold to the PC, assurances were made by the MoJ that the path next to 27 would be permitted access to the grounds, there will be notes of this somewhere. Why don’t the MoJ just fix the issue and allow us access again? The PC could ask to buy the path and the Tennis Court? The other ways to get to the Park are very long and not suitable for all residents.
- Closure of Path between Oak Hill Social Club and 27 Oak Hill – We live at 27 Oak Hill and we now have no access to our garden from the side, we cannot read our Water Meter and when our Oil was delivered a few weeks ago, the pipe had to go through my kitchen! Judi has been trying to sort this out but the MoJ are refusing to allow us access, which we have enjoyed for over 20 years without ever being stopped. What happens when the Club is sold?
- Fly Tipping – There are a number of plastic drums in the Moorlands Lay-by (Clerk aware)
- Recent Vandalism – I am appalled at the recent vandalism at the Food Bank and Recreation Ground; please can everyone keep vigilant.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid’s report had been circulated

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- East Suffolk Council – Cllr. Mallinder’s report had been circulated and he further expanded on:
 - The Common Area next to Rock Barracks and activities that take place on it
 - SCC and ESC working together on parking issues at Bawdsey, but there are issues with enforcement
 - Coronation Avenue – This was due to be discussed at Cabinet level but was removed at the last minute without warning, I don’t know when it will be back on the Agenda
 - Recycling – There will be changes to re-cycling in 2025 but little is known about the details
 - Re. Path at Oak Hill Social Club – I would speak to both Andrew Reid and Dr Therese Coffey MP and then I would endeavour to get the path registered as a PROW

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 (unwell). Cllr. Reid had also offered his apologies. In addition, Councillor Mallinder had indicated he would be late to the meeting.	a) Noted
b) To approve apologies	b) The apologies of Cllr. Kaligarič were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement	b) Noted
2. <u>To receive any...</u>		
a) Declarations of Pecuniary Interest	a) Cllr. Harwick – Item 9. a) as owner of the Land	a) Noted
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

Chair’s initials.....

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<p>3. <u>To co-opt a Parish Councillor</u> and sign the 'Declaration of Acceptance of Office' Form</p>	<p>No one in the audience wished to be co-opted. The Clerk read a letter from Mrs Sharon Bushnell, who had wished to be co-opted on to the Council but had not been able to attend. All were very impressed with Mrs Bushnell's CV and wished to welcome her on to the team. Cllr. Jacks proposed she be co-opted. 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. Bushnell when she returned from holiday.</p>	<ul style="list-style-type: none"> • Clerk to register Cllr. Bushnell with ESC
<p>4. <u>Public Session</u></p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • Clerk to report the Fly Tipping to the landowner
<p>5. To agree <u>Minutes</u> of meeting dated 18th January 2024</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. Bevan-Biggs 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. To discuss becoming more involved in the <u>Peninsula Village Community Land Trust</u> and possibly appointing a Trustee</p>	<p>Cllr. Burbridge gave a report on a meeting with a Trustee of the PVCLT, at which the Trustee gave details of the work of the Trust and requested a Hollesley Councillor consider joining the team.</p> <p>After discussion it was agreed to defer the matter to the March meeting, to allow Councillors to find out more and to consider if they wished to become a Trustee.</p>	<ul style="list-style-type: none"> • Clerk to place on the March Agenda
<p>7. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st January 2024</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. East Suffolk Service (Refuse Collection for 3 months) - £238.38</p> <p>ii. K N Coe (Maintenance) - £250.00</p>	<p>a) The accounts had been circulated and there were no questions on the day. Cllr. Burbridge reviewed the accounts and signed the bank statements.</p> <p>b) The payments were proposed by Cllr. Devine, seconded by Cllr. Yates and all Councillors were in agreement that they be paid. Cllr. Jacks examined the invoices and agreed to authorise the payments the following day.</p>	<p>a) None</p> <p>b) Clerk to draw payments and Cllr. Jacks to counter authorise</p>

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<p>iii. Barker Gotelee LLP (Allotment Registration with LR) - £180.00</p> <p>iv. R Keyworth (Replacement Charger for SID Batteries) - £10.99</p> <p>v. Bawdsey Parish Council (Half costs for PRE at Shingle Street) – £169.71</p> <p>c) To note Payments made since last meeting:</p> <p> i. None</p> <p>d) To note Payments received since last meeting:</p> <p> i. None</p>	<p>c) Noted</p> <p>d) Noted</p>	<p>c) None</p> <p>d) None</p>
<p>8. <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>b) To receive report from HPC Trustee</p>	<p>a) The Clerk confirmed that there had still been no further correspondence, either from the Hall Committee or their Solicitors.</p> <p>b) Cllr. Yates reported that she had asked for an update on the situation and was told that there was no update. However, she had been disappointed that her question was not specifically minuted in the official minutes of the meeting. Cllr. Yates was thanked for her efforts.</p>	<p>a) Retain on agenda until matter resolved.</p> <p>b) None</p>
<p>9. To discuss the following <u>Planning Applications:</u></p> <p>a) DC/24/0225/FUL- Use of land for the siting of 2no. shepherds huts for use as holiday lets, including provision of parking spaces - Poplar Farm, Heath Road, Hollesley</p>	<p>a) <i>Cllr. Hardwick left the room.</i> Councillors made the following comments:</p> <ul style="list-style-type: none"> • The plans could have been more detailed but there is enough detail to have an opinion, these will be away from any footpaths and two or three additional cars along that lane will make very little difference as it is a popular destination • I would rather see wooden Shepherds Huts than plastic caravans 	<p>a) Clerk to notify ESC Planning Department</p>

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<p>b) DC/23/2120/FUL Erection of new agricultural machine store and workshop Land At Pages Hill Alderton Road – To confirm who will speak at the forthcoming ESC Planning Committee (South) and the final wording of the text to be read</p>	<ul style="list-style-type: none"> • These are capable of being moved so they can be moved around in the area to stop the ground becoming muddy • Conclusion = No Objection (Prop. Cllr. Burbridge, Sec. Cllr. Yates; all in agreement) <i>Cllr. Hardwick rejoined the meeting</i> <p>b) The Clerk advised that the application was likely to be discussed by the Planning Committee (South) on 27th Feb, although the Agenda would not be released until the week before. A draft text had been circulated and amended. Cllr. Jacks agreed to attend the meeting, to read the agreed text (Clerk to attend as back-up)</p>	<p>b) Cllr. Jacks to register his attendance with ESC</p>
<p>10. <u>Recreation Grounds:</u></p> <p>a) Village Hall Ground - To consider request from the Village Hall Committee for the Recreation Ground to be used for Touring Caravans (28th March - 1st April (5 nights) and 1st and 2nd November (2 nights))</p>	<p>a) The Clerk had circulated the request to all. Councillors made the following comments:</p> <ul style="list-style-type: none"> • I think we previously agreed a maximum of 20 nights in any one year, with no more than 7 nights at one time, so this request is OK and I have no objection • Last time the caravans were here my Grandchildren felt intimidated and did not want to use the Play Equipment. I don't think we should allow Caravans in the Recreation Ground in Suffolk School holidays. • I agree, the Recreation Ground is for Hollesley children and their friends and although the Caravans may be on only a quarter of the field we can't stop the Caravanners using the whole field • The Hall Committee did pay for a two year license from the Diocese for Caravans to be permitted on the land, so I think we should allow them this year and then review the situation • Q. Who benefits from these sessions? The Hall committee get all the revenue from the Caravans 	<p>a) Clerk to notify the Hall Booking Secretary and set a reminder for a review in August</p>

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<p>b) Oak Hill Ground – To acknowledge letters from MoJ regarding the closure of the path beside the old Social Club and decide on a course of action</p>	<p>In conclusion Cllr. Devine proposed that the Caravans be permitted, as requested. This was seconded by Cllr. Physick and Councillors voted 7 For and 2 Against.</p> <p>The Clerk was asked to place a review of Caravans using the Recreation Ground on the Agenda in August and it was agreed that closer inspections of the Recreation Ground should occur when the Caravans were in occupation</p> <p>b) The Clerk updated the Council on the current situation, basically:</p> <ul style="list-style-type: none"> • The path between the old Social Club and 27 Oak Hill was blocked by additional Heras Fencing around Friday 19th Jan 2024, due to the condition of the path and the side of the building • 6th Feb - correspondence arrived from MoJ regarding the situation. They stated, the path is on private land (owned by the MoJ) and is dangerous, so has been closed. There is no public right of way and there are alternative accesses to the Park • 8th Feb – correspondence started with owners of 27 Oak Hill (next to the path) as they have no access to their Oil Tank or Water Meter. Access denied by MoJ, due to H&S reasons <p>Councillors made the following comments:</p> <ul style="list-style-type: none"> • Have they said when/if the path would be made safe? <i>No, not yet</i> • This path has been used for decades to access the Recreation Ground behind, and no one has ever stopped us; there must be hundreds of local residents who would be willing to give testament • The path from Postman’s Walk is only for residents who live along there; it is not a path for everyone. The path the other side is a very long way for some people and parents would not like children using it alone • There must be paper files about when the field was purchased by the PC, we need to go through these • We must gather evidence of use and put in a claim to SCC for a PROW 	<p>b) <i>See list over</i></p>

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	<ul style="list-style-type: none"> • We should involve Cllr. Reid and Dr Coffey, our MP • If a PROW is permitted, the land owner will be compelled to keep the path in a safe condition • Coud we purchase the path? <p>In conclusion, the following actions were agreed:</p> <ul style="list-style-type: none"> • Clerk to investigate process for registering the path as a PROW and start the process of gathering evidence in the correct format • Clerk to write to Dr Therese Coffey MP and Cllr. Andrew Reid, to request their assistance • Clerk to review all paperwork in the archives relating to the purchase of the Recreation Ground by the Parish Council. 	
<p>11. <u>New Bus Shelter at Oak Hill:</u></p> <p>a) To receive information from Cllr. Yates if the Prison can assist with the building of a Shelter</p>	<p>a) Cllr. Yates confirmed that the building of a new bus shelter was, in theory, possible by the prisoners. However, more detail of style, materials, location, size, etc. would be needed before any commitments or a price could be established. The Clerk reminded Council of the opposition to replacing the Shelter on the original plinth, from the neighbouring property, due to damage to their garage and Anti-social behaviour of some users. It was agreed that the next step would be for the Clerk to establish land ownership details of the Plinth, the Postman’s Walk lane and the land opposite the original shelter, where the bus stop sign was.</p>	<p>a) Clerk to obtain LR details for parcels of land</p>
<p>12. <u>Documentation – To review and Adopt:</u></p> <p>a) Publication Scheme (Feb 2024)</p> <p>b) Code of Conduct (2020)</p>	<p>a) The revised Publication Scheme had been circulated and there were no further suggested amendments. Cllr. Burbridge commented on the sensible additions to the first draft and proposed the document be adopted. This was seconded by Cllr. Devine and all were in agreement.</p> <p>b) Each Councillor had been sent a copy of the Code of Conduct and each present confirmed they had reviewed it or would do so within 48 hours of the meeting.</p>	<p>a) Clerk to finalise and publish</p> <p>b) None</p>

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<p>13. <u>Allotments:</u></p> <p>a) To receive notification of the registration of the Allotments with the Land Registry.</p> <p>b) To discuss cutting of the hedge against School Lane</p>	<p>a) The Clerk confirmed that the Land Registry had agreed to register all the Plots and the path through the Plots, but not the Pit. Despite being sent 8 letters from residents who gave clear recollection of the PC owning and managing the Pit, this evidence was not sufficient. It had been the advice of the solicitor not to spend any further money on the matter at this point, but to erect a sign detailing that the Pit was owned by the Parish Council and was Private Land. This was agreed by all.</p> <p>b) The Clerk reported that a delivery driver to the School had reported scratching his mirror on the hedge outside Plot 9 (School Lane). The Clerk suggested that the hedge needed cutting with large machinery due to its size and proximity to the road. Cllr. Burbridge proposed that due to the impending bird nesting season, the Clerk obtain three quotes and instruct the contractor giving the best value for money. It was commented that perhaps a local farmer could assist with a tractor and hedge cutter. Cllr. Rust seconded this proposal and all were in agreement.</p>	<p>a) Clerk to purchase Sign for Allotment Pit</p> <p>b) Clerk to seek three quotes and instruct as authorised</p>
<p>14. <u>Cemetery:</u></p> <p>a) To receive an update from Cllr. Yates with reference to hedge cutting by HMP Hollesley Bay residents</p> <p>b) To receive details of typical charges for Interment of Ashes from local Cemeteries and to agree new rates for Interment of Ashes in to an Ashes Burial Plot</p>	<p>a) The Clerk confirmed that the Hollesley Bay inmates had attended the Cemetery twice and had done a fantastic job. However, this now had to cease as the Church was unable to make the toilet facilities available. Cllr. Yates suggested she would try to organise a Work Party to finish the work.</p> <p>b) The Clerk reported that she had spoken at length to both Judith Andrews (retired Vicar) and George Collins (Cemetery Maintenance) and both had agreed that the area previously used for Wild Flowers would be a suitable area for Ashes Interment, cut as required. The Clerk suggested a charge of £210.00 be made for burial of Ashes in a 2' x 2' square of land, with any additional burial of Ashes (max of 2 per plot) being charged £100. In addition, each Plot must have a marker in the form of a ground level stone plate, within 6 months of the burial.</p>	<p>a) Cllr. Yates to try to organise a Work Party</p> <p>b) Clerk to place article in the April VV</p>

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	<p>Councillors discussed having the ground Consecrated, but decided it was best left un-consecrated to allow burials of all faiths and none, and to allow individual plots to be consecrated, should the owner wish.</p> <p>It was agreed that the area be marked and cut as soon as possible, with the first interments being permitted from 1st April 2024. This new facility was proposed by Cllr. Devine, seconded by Cllr. Physick and all were in agreement.</p>	
<p>15. <u>Annual Parish Meeting</u> – To discuss the format of the Annual Parish Meeting (4th April 2024)</p>	<p>The Clerk explained the purpose of the APM and it was agreed to keep to the same format as previous years with all village organisations being invited, especially the local Farms</p>	<ul style="list-style-type: none"> • Clerk to arrange
<p>16. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 21st March 2024)</p>	<p>It was suggested the following items were added to the March agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting • Review of Risk Assessments <p>Date of next meeting: 21st March 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare March agenda

The meeting was closed at 9.13pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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