

Minutes of Hollesley Parish Council Meeting

Held on 21st March 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair) (*arrived at 7.38pm*), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge (*Chair for items 1 and 2*), Cllr. Roger Dawson, Cllr. Igor Kaligarič, Cllr. David Physick, and Cllr. Andrew Rust

Judi Hallett (Clerk) 2 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):
 - Hedge at top of Bushey Lane – I am very disappointed that the hedge at the top of Bushey Lane (junction with Rectory Road) has not been cut back; it is over hanging and causes vehicles to drive in the middle of the road approaching the junction – *Clerk to report to SCC*
- b) Reports or comment from ESC and SCC Councillors:
 - Suffolk County Council – Cllr. Reid’s report had been circulated
 - East Suffolk Council – Cllr. Mallinder had explained he would produce a formal report in April and attend the April meeting

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 (Work), Cllr. John Hardwick (Work), Cllr. Anna Yates (Child Care Issues) and Cllr. Sharon Bushnell (Away). Cllrs. Reid and Mallinder had also offered their apologies.	a) Noted
b) To approve apologies	b) The apologies of Cllr. Yates, Jacks, Hardwick, and Bushnell were proposed as accepted by Cllr. Kaligarič, seconded by Cllr. Bevan-Biggs and all were in agreement	b) Noted

Chair’s initials.....

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<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) Noted</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>3. <u>Public Session</u></p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • Clerk to report over hanging hedge on Bushey Lane
<p>4. To agree <u>Minutes</u> of meeting dated 15th February 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. Dawson 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>5. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 29th February 2024</p> <p>b) To consider making a grant to the East Anglian Air Ambulance, in exchange for hedge cutting performed at no cost by a local farm</p>	<p>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.</p> <p>b) Councillors remarked that the work to the three hedges had made a marked improvement to visibility, especially for children and parents exiting the Allotments at the top of Fox Hill. It was suggested a list of the Council's hedges was made, and passed to local farms in September, to ask that they consider cutting the hedges when their machinery was already out.</p>	<p>a) None</p> <p>b) Clerk to diarise list of hedges in September and arrange for grant to EAAA.</p>

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<p>c) To consider giving a small gift to operator of Farm Machinery (<i>item 5b</i>)</p>	<p>After debate Cllr. Dawson proposed a grant of £150 was made to the East Anglian Air Ambulance Trust. This was seconded by Cllr. Physick and all were in agreement.</p> <p>c) After discussion Cllr. Bevan-Biggs proposed a Morrisons voucher of £25 was passed to the operative who cut the hedges (item 5 b). This was seconded by Cllr. Kaligarič and all were in agreement.</p>	<p>c) Clerk to purchase voucher and distribute</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Hirst Signs Ltd (Allotment Sign) - £84.60 ii. J Hallett (Salary for past 3 months) - £1,965.89 iii. SCC Pension Fund (Clerk’s Pension contributions for 3 months) - £686.55 iv. Fenland Leisure Products (Connector for Play Net) - £8.16 v. Suffolk County Council (Street Lighting) - £1261.80 	<p>d) The payments were proposed by Cllr. Devine, seconded by Cllr. Burbridge 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>d) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise</p>
<p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>e) Noted</p>	<p>e) None</p>
<p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>f) Noted</p>	<p>f) None</p>

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<p>6. Clerk's Pay Grade – To discuss raising the Clerk's Pay Grade to SCP24, as per decision taken on 17th March 2022.</p>	<p>The Clerk left the room.</p> <p>After discussion Cllr. Devine proposed the Clerk's Pay Grade was raised to SCP24 from 1st April 2024. This was seconded by Cllr. Kaligarič and all were in agreement.</p> <p>The Clerk returned to the room and thanked the Council for their decision.</p>	<ul style="list-style-type: none"> • Clerk to notify SALC
<p>7. To discuss moving to a '.gov.uk' domain with dedicated email addresses</p>	<p>During discussion on this matter the following comments were noted:</p> <ul style="list-style-type: none"> • This is a good idea and we will have central control of all addresses • The website and our email addresses will be much more secure, than using g-mail addresses • I can see the advantages but the cost is a concern for me, if we are not compelled to do this now why don't we wait until we are? • The fees are going to be every year, this is another burden on the Precept and ultimately the residents • There are other providers who may be a little cheaper, but Suffolk Cloud will give personal support to all Councillors. <p>In conclusion Cllr. Dawson proposed the Council move over to a .gov.uk domain for its website and 10Gb of mailbox space, paying 2 years at a time. This was seconded by Cllr. Bevan-Biggs. Councillors voted 3 For, 1 Against and 3 Abstaining; therefore the motion was carried.</p>	<ul style="list-style-type: none"> • Clerk to contact Suffolk Cloud
<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 was not in attendance.</p>	<p>a) Retain on agenda until matter resolved.</p> <p>b) None</p>
<p>9. To discuss becoming more involved in the <u>Peninsula Village Community Land Trust</u> and possibly appointing a Trustee</p>	<p>After discussion Cllr. Physick suggested he would be interested in finding out more about the work involved and the Clerk was asked to notify the CLT.</p>	<ul style="list-style-type: none"> • Cllr. Physick to report back to the April meeting

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<p>10. To discuss the following <u>Planning Applications</u>:</p> <p>a) None</p>	<p>a) <i>None</i></p>	<p>a) N/A</p>
<p>11. <u>Recreation Grounds</u>:</p> <p>a) Village Hall Ground - To decide if the ground is firm enough to allow Caravans on site at Easter Week-end</p> <p>b) Oak Hill Ground – To receive update on the closure of the path beside the old Social Club</p>	<p>a) A number of Councillors had assessed the ground and the following comments were made:</p> <ul style="list-style-type: none"> • The ground is surprisingly firm and I don't think there will be any issues • I agree, as long as we do not get a deluge of rain the ground should be fine <p>In conclusion it was agreed to permit the Caravans to use the Recreation Ground (behind the Village Hall) over the Easter period.</p> <p>b) The Clerk reported that the first stage to asking SCC to register the path beside the Social Club was to gather evidence. She suggested a Grapevine message with a link to the form was sent out, and a message placed in the May Village Voices to advise anyone not on the Grapevine. A deadline for responses of 31st May was suggested and was agreed. It was also suggested that the Clerk produce a definitive map and make this available on the website.</p> <p>It was suggested that, if the Social Club ever came up for sale again, the Community Land Trust could potentially purchase it, for a small housing development. The Clerk also agreed to mention this item at the Annual Parish Meeting.</p>	<p>a) Clerk to notify Mrs Montague</p> <p>b) Clerk to arrange promotion of the evidence gathering and promote at the APM</p>
<p>12. <u>New Bus Shelter at Oak Hill</u>:</p> <p>a) To receive information from Clerk re. ownership of different parcels of land around the old Bus Shelter Site</p>	<p>a) The Clerk gave details of ownership of all parcels of land around the old Bus Shelter site on Postman's Walk. She reiterated the previous correspondence from the owners of 51 Oak Hill, who did not wish to see the shelter erected in its original location due to vandalism to their garage.</p>	<p>a) Cllr Devine to speak to land owner.</p>

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	In conclusion Cllr. Devine agreed to speak to the owners of the land in front of 52 Oak Hill, where the present Bus Stop sign stands.	
<p>13. <u>Documentation – To review and Adopt:</u></p> <p>a) Risk Assessment (Financial) March 2024</p> <p>b) Risk Assessment (Non-Financial) March 2024</p> <p>c) Risk Assessment (Cemetery Maintenance) March 2024</p> <p>d) Risk Assessment (Litter Picking) March 2024)</p>	<p>a) Items a, b, c, and d were taken together. The following amendments were suggested</p> <ul style="list-style-type: none"> • RA Cemetery – Add item re. the risk of a Headstone falling on the Maintenance Officer and quinquennial checks • RA Litter Picking – Add item re purchase of a Road Triangle to warn motorists when officer is on a 60Mph stretch of road <p>b) As above</p> <p>c) As above</p> <p>d) As above</p>	<p>a) Clerk to amend as directed, finalise and publish</p> <p>b) As above</p> <p>c) As above</p> <p>d) As above</p>
<p>14. <u>Highways:</u></p> <p>a) To receive notification of steps taken to cut the hedges against School Lane, The Street and The Cemetery</p> <p>b) To consider request from a resident to request a ‘Children Crossing’ sign(s) close to the entrance to the Village Hall/Recreation Ground on Woodbridge Road and other crossing issues in the village</p>	<p>a) The Clerk confirmed that the hedges against School Lane, The Street and The Cemetery had been cut by an operative working for RH and R Paul (see 5 b and c above)</p> <p>b) Cllr. Dawson reported that he had received a comment from a resident who was concerned about the speed of traffic along Heath/Woodbridge Road, outside the entrance to the Village hall, and had suggested additional signage would alert drivers to the possibility of children crossing.</p> <p>The item was debated at length and Councillors felt that there were many points in the village where children often crossed, but where there was a lack of signage.</p>	<p>a) None</p> <p>b) Clerk to draft article for the Village Voices</p>

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	<p>This was countered by comments regarding too much signage in the countryside, causing driver 'blindness'.</p> <p>In conclusion the Clerk was asked to place an article in the next Village Voices, asking for comment and opinion.</p>	
<p>15. <u>Annual Parish Meeting</u> – To receive update on plans (4th April 2024)</p>	<p>The Clerk reported that most of the invitees to the APM would be present but some invited had not managed to find someone from their organisation who was willing to attend. She agreed to give the update from the Council, along with Cllr. Dawson (communications). Cllr. Devine agreed to Chair the meeting.</p>	<ul style="list-style-type: none"> • Clerk to arrange meeting and advertise appropriately
<p>16. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 18th April 2024)</p>	<p>It was suggested the following items were added to the April agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting • Annual Accounts <p>Date of next meeting: 18th April 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare April agenda

The meeting was closed at 8.42pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....