

Minutes of Hollesley Parish Council Meeting

Held on 18th April 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. John Hardwick, Cllr. Peter Jacks, 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):
 - Trees and Bushes at the top of Bushey Lane – The Clerk reported, to members of the public, that the owner of the land at the top of Bushey Lane had been in contact and had advised that the overhanging trees and bushes would be cut back
 - Oak Hill Recreation Ground Dog Bin – A willow tree next to the bin has fallen over and is preventing access to the Bin – Clerk to remove Willow Tree
- b) Reports or comment from ESC and SCC Councillors:
 - Suffolk County Council – Cllr. Reid’s report had been circulated and there were no questions
 - East Suffolk Council – Cllr. Mallinder had explained he would produce a formal report in May due to the current Purdah restrictions.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Carolyn Bevan-Biggs (Away), Cllr. Andrew Rust (Away) and Cllr. Sharon Bushnell (Away). Cllrs. Reid and Mallinder had also sent their apologies.	a) Noted
b) To approve apologies	b) The apologies of Cllrs. Bevan-Biggs, Rust, and Bushnell were proposed as accepted by Cllr. Yates, seconded by Cllr. Kaligarič 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) None</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 arrange for Willow to be cut back
<p>4. To agree <u>Minutes</u> of meeting dated 21st March 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. Dawson, seconded by Cllr. Physick and Councillors voted 4 For with 4 Abstentions, that 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 31st March 2024</p> <p>b) To accept Internal Auditor’s Report for 2023/24 and ‘Annual Internal Audit Report’ within Part 3 of the Annual Governance and Accountability Return 2023/24</p>	<p>a) The accounts had been internally audited and then sent to all for review. They were proposed as correct by Cllr. Yates, seconded by Cllr. Devine and Councillors voted all in agreement that they were accepted. The Chair and Clerk signed the official copy.</p> <p>b) The full Internal Auditor’s Report for 2023/24 and ‘Annual Internal Audit Report’ within Part 3 of the AGAR had been passed to all and were published on the Website, there were no recommendations from the Internal Auditor. Cllr. Devine proposed their official acceptance. This was seconded by Cllr. Jacks and all were in agreement.</p>	<p>a) All documents to be posted on to the website and relevant details sent to PKF</p> <p>b) As above.</p>

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c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2023/24	c) The Clerk read out each sentence within Section 1 of Part 3 of the AGAR. Cllr. Devine proposed the completion of the form in the affirmative for all lines. This was seconded by Cllr. Dawson and all were in agreement. The Chair and Clerk signed the official copy.	c) As above
d) To agree and complete Section 2 of Part 3 of the AGAR 2023/24	d) The Clerk confirmed that the proposed figures were those that matched those suggested by the Internal Audit. Cllr. Jacks proposed the completion of the form as drafted. This was seconded by Cllr. Devine and all were in agreement. The Chair and Clerk signed the official copy.	d) As above
e) To agree Reserve Allocations as at 1 st April 2024	e) The proposed Reserve Allocations had been sent to all and there were no comments. Cllr. Yates proposed these be accepted. This was seconded by Cllr. Kaligarič and all were in agreement.	e) As above
f) To agree the CIL Report for 2023/24	f) The CIL report had been sent to all and was published on the Website. Cllr. Devine proposed its official acceptance. This was seconded by Cllr. Dawson and all were in agreement.	f) As above
g) To agree the Internal Control Statement for year ending 31 st March 2024	g) This document had been circulated to all. Cllr. Jacks proposed its official adoption. This was seconded by Cllr. Devine and all were in agreement. The Chair and Clerk signed the official copy.	g) As above
h) To receive notification of National Lottery Bid and to decide on a course of action	h) The Clerk alerted Council that their application for a Lottery Grant had not been successful. She suggested she look again at the most important work to be carried out (the resurfacing under the old Swings and the top of the Zip Wire mound) and obtain an updated quote from NFG Play. She would then request funds from ESC and SCC Councillors to help fund this and calculate how much additional funding was required from the 'Projects' budget and report back. This suggestion was agreed by Council.	h) Clerk to obtain updated quote for work and request grants

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<p>i) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for past 3 months) - £250.55 ii. SALC (Payroll for past 6 months + Annual Subscription) - £534.40 iii. HMRC Cumbernauld (Clerk's PAYE) - £520.20 iv. Suffolk.cloud (Website hosting for 24/25) - £120.00 v. East Anglian Air Ambulance (Grant in lieu of Hedge Cutting) - £150.00 vi. Just 42 (Grant) - £1,296.00 vii. Friends of Hollesley School (Grant) - £500.00 viii. All Saints Church, Hollesley (Grant for Fete) - £150.00 ix. Hollesley, Boyton & S/Street Good Neighbour Scheme (Grant) - £360.00 x. Hollesley Welcome Club (Grant) - £360.00 xi. D M Bracey (Play Inspections x 4) - £720.00 xii. K N Coe (Maintenance) - £56.00 xiii. E Curtis (Litter picking Feb, Mar and April) - £180.00 xiv. J&A International Ltd (Sticker for Basket Ball Hoop) - £28.74 xv. Trevor Brown (Internal Audit) - £223.00 	<p>i) The payments were proposed by Cllr. Physick, seconded by Cllr. Burbridge 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>i) Clerk to draw payments and Cllr. Jacks to counter authorise</p>

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j) To note Payments made since last meeting: i. A McBurnie (Street Furniture Licence) - £150.00	j) Noted	j) None
k) To note Payments received since last meeting: i. SCC Highways (Street Furniture Licence) - £150.00	k) Noted	k) None
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	a) The Clerk confirmed that there had been no further correspondence, either from the Hall Committee or their Solicitors. b) Cllr. Yates reported that the next meeting of the Hall Committee was 1 st May	a) Retain on agenda until matter resolved. b) Noted
7. To discuss the following <u>Planning Applications:</u> a) DC/24/0954/VOC - Variation of Condition No. 2 of DC/21/0978/FUL (Proposed new roof structure to replace existing) ... - Condition changed to include a new drawing for the detached garage, which has been slightly enlarged from the approved garage. - 6 Melton Road, Hollesley b) To receive report on Sizewell C Forum	a) Councillors made the following comments: <ul style="list-style-type: none"> • The amendments will mean the garage is 2m longer and 1m wider, with a small adjustment to the roof. However, this is a very large plot and this will make very little difference • I have no concerns over this amendment • Conclusion: No Objection (Prop: Cllr. Devine, Sec: Cllr. Burbridge, all in agreement) b) Cllr. Dawson had circulated a report on the Forum, which he and Cllr. Devine had attended. A number of items were highlighted and it was suggested the Council keep a close eye out for the criteria for accessing the Community Fund that has been set up (available in the summer). Both Councillors were thanked for attending the meeting.	a) Clerk to notify ESC b) Noted

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<p>8. <u>Recreation Grounds:</u></p> <p>a) Village Hall Ground - To review the status of the Car Park beyond the Iron Gate and to decide on any course of action to take</p> <p>b) Oak Hill Ground – To receive update on the closure of the path beside the old Social Club</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Yes, the area after the iron gate is quite bad, however, it does mean traffic proceeds with caution, which stops drivers racing away from the area • Perhaps we could use some ‘type 1’ to fill the holes? • I don’t think we would want to look to ‘tarmac’ this area but we may want to fill in the holes. Perhaps a small sign is required, warning of the hole? • I like the fact that it is a natural way to slow the traffic <p>In conclusion it was agreed to monitor and revisit the situation in three months</p> <p>b) The Clerk reported that six statements of ‘Evidence of Use’ had been sent to her to date. An article would be appearing in the May Village Voices, which it was hoped would generate more statements. It was also suggested a further article on the Grapevine would be in order; it was hoped that 20 statements could be achieved.</p>	<p>a) Clerk to diarise until July meeting.</p> <p>b) Clerk to continue to promote until 31st May and deliver 2 blank statements to Cllr. Yates.</p>
<p>9. <u>New Bus Shelter at Oak Hill:</u></p> <p>a) To receive information from Cllr. Devine on discussions with owners of land around the old Bus Shelter Site</p>	<p>a) Cllr. Devine reported that he had been unable to speak to the resident in question, but that he would before the next meeting.</p>	<p>a) Cllr. Devine to speak with the resident.</p>
<p>10. <u>Complaint</u> – To make public the decisions of a sub-committee of the Parish Council, who heard a complaint regarding content of a Grapevine message sent by the Clerk:</p>	<p>Cllr. Burbridge reported that a Committee of four Councillors had heard a complaint made by a resident of Hollesley who felt a Grapevine message sent by the Clerk had broken convention on a Parish Council being politically neutral.</p> <p>The Committee had followed the rules as set out in the Complaints Policy and had concluded that the Clerk had acted correctly in distributing the information on the Pensioners Fair, and therefore the complaint was not upheld. The complainant had been written to by Cllr. Burbridge, on behalf of the Council, and there had been no further written communication.</p>	<ul style="list-style-type: none"> • No further action

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<p>11. <u>Highways</u>:</p> <p>a) To revisit signage outside Recreation Ground after near accident</p>	<p>a) The Clerk confirmed that an item regarding more signage warning drivers of children crossing would appear in the June edition of the Village Voices (as per decision made at the last meeting). However, she asked permission for this item be discussed again, as she had experienced a child running towards Woodbridge Road from the Village Hall, as she was turning in.</p> <p>The Clerk had further investigated the cost of a triangular sign, warning of children crossing. During discussion Councillors felt it was a matter of balancing risk, it was correct to gather thoughts from residents on the matter for a long term solution to be discussed, but that a short term solution to erect a sign was a good idea. This was proposed by Cllr. Dawson, seconded by Cllr. Jacks and Councillors voted 7 For and 1 Abstention.</p> <p>It was also noted that Highways safety was the responsibility of SCC Highways and that children were the responsibility of parents and guardians.</p>	<p>a) Clerk to purchase sign</p>
<p>12. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 16th May 2024)</p>	<p>It was suggested the following items were added to the May agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting • Election of Chair and Vice-Chair • Appointment of Officers <p>Date of next meeting: 16th May 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare May agenda

The meeting was closed at 8:25pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....