

Hollesley Parish Council
Minutes of Hollesley Parish Council Annual Meeting
Held on 16th May 2024 ~ 7.30pm
At Hollesley Village Hall, Woodbridge Road, Hollesley

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Present

Cllr. Brian Devine (Chair – after item 1), Cllr. Sharon Bushnell, Cllr. Carolyn Bevan-Biggs, Cllr. John Hardwick, Cllr. Peter Jacks, Cllr. Igor Kaligarič, Cllr. David Physick, Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk) Two 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):

- Julia Ewart – Dist. Cllr. Julia Ewart introduced herself and her background and explained that she was standing for Parliament in the Suffolk Coastal constituency, for the Liberal Democrats
- Thanks for Cllr. Ewart – A member of the public thanked Cllr. Ewart for attending the meeting

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid’s report had been circulated just before the meeting started.
- East Suffolk Council – Cllr. Mallinder’s report had been circulated. He further reported on:
 - Coronation Avenue – Application withdrawn but will probably be submitted again, hopefully with better consultation next time
 - East Suffolk Bloom – Bulbs to be distributed in the Autumn [*Clerk has requested*]
 - Surgery – To be held on 22nd June [*Clerk to advertise on GV nearer time*]
 - Bell Ringing – Hollesley team recently won a competition
 - Dog and Litter Bins – Following the consultation last year, a new policy is due to be released. I am happy to help if on-going costs are introduced
 - ESC Policies – I am a little disappointed that the present ESC Governing Team seem to be going back on a number of ‘green’ policies that I introduced.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>To elect a Chair</u> of the Council for 2024/25 and signing of the Declaration of Acceptance of Office	Cllr. Jacks proposed Cllr. Devine continue in the role as Chair. This was seconded by Cllr. Rust. There were no other nominees and Cllr. Devine indicated he was happy to continue. Cllrs. voted all in favour of Cllr Devine’s appointment. The Declaration of Acceptance of Appointment was completed.	<ul style="list-style-type: none"> Noted
2. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	<p>a) Apologies had been received from Cllr. Burbridge (Family matter) and Cllr. Dawson (Away). Cllr. Mallinder had indicated he would be late to the meeting and Cllr. Reid had sent his apologies as he was away.</p> <p>b) The apologies of Cllrs. Burbridge and Dawson were proposed as accepted by Cllr. Physick, seconded by Cllr. Yates and all were in agreement.</p>	<p>a) Noted</p> <p>b) Noted</p>
3. <u>To receive any...</u> a) Declarations of Pecuniary Interest b) Declarations of Non-Pecuniary Interest c) Applications for Dispensation on Agenda Items d) Declarations of Gifts or Hospitality received over the value of £50.00 e) Notifications of Lobbying with reference to any Planning Application to be discussed	<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>
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> Clerk to retain business cards of Cllr. Ewart
5. <u>To elect a Vice-Chair</u> for 2024/25 and the signing of the Declaration of Acceptance of Office	Due to the absence of Cllrs. Dawson and Burbridge, the Clerk was asked to defer this item to the June agenda.	<ul style="list-style-type: none"> Clerk to place on June Agenda

Chair’s initials.....

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<p>6. To agree Minutes of meeting dated 18th April 2024 (correction from the agenda)</p>	<p>The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Physick, seconded by Cllr. Jacks and Councillors who were present at the meeting voted all in agreement, that they were correct.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website
<p>7. To confirm following Appointments: a) Internal Auditor (<i>currently Mr Trevor Brown</i>) b) Maintenance Officer (<i>currently Mr K Coe</i>) c) Responsible Finance Officer (<i>currently the Clerk</i>) d) Cemetery Maintenance (<i>currently Mr G Collins</i>) e) Litter Picking Officer (<i>currently Mrs E Curtis</i>) f) SALC Representative (<i>to be agreed</i>) g) ESC Community Partnership Representative (<i>currently Cllr. Dawson</i>) h) Hollesley Village Hall Representative/Trustee (<i>currently Cllr. Yates</i>)</p>	<p>The following appointments were confirmed:</p> <ul style="list-style-type: none"> a) Mr Trevor Brown b) Mr Kevin Coe (with Mr Steven Churchyard as alternative as lived much closer) c) The Clerk d) Mr G Collins e) Mrs E Curtis f) To be deferred to the June meeting g) Cllr. Dawson (to be confirmed) h) Cllr. Yates <p>The above appointments were proposed (<i>subject to confirmation from Cllr. Dawson</i>) by Cllr. Yates, seconded by Cllr. Bevan-Biggs and all were in agreement.</p>	<ul style="list-style-type: none"> • Clerk to place item 7. f) on the June agenda and confirm Cllr. Dawson is willing to stand as representative on the ESC Community partnerships Forum
<p>8. To remind Councillors to review their Register of Interests entry on the ESC System</p>	<p>The Clerk reminded all Councillors of their responsibility to review their entry on the ESC Register of Interests and to make any amendments if required.</p>	<ul style="list-style-type: none"> • Clerk to provide assistance, if required
<p>9. To confirm all Standing Orders and Direct Debits presently set up for the Council</p>	<p>The Clerk confirmed the Council currently has the following financial Standing Orders and Direct Debits set up:</p> <ul style="list-style-type: none"> • PWLB – Various amounts collected bi-annually (finishing June 2024) 	<ul style="list-style-type: none"> • Noted

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	<ul style="list-style-type: none"> • Anglian Water (Wave) Ltd) – Various amounts collected for water usage at the Allotments • Information Commissioners Office - £35.00 collected annually <p>Cllr. Devine proposed these continue. This was seconded by Cllr. Bevan-Biggs and all were in agreement.</p>	
<p>10. Councillor Responsibilities – To agree the Councillor Responsibilities for 2024/25</p>	<p>The Clerk ran through the current list of Councillor responsibilities and enhancements were made. The Clerk was asked to contact Cllrs. Dawson and Burbridge to confirm their responsibilities.</p>	<ul style="list-style-type: none"> • Clerk to update the list and circulate and to confirm with absentees
<p>11. To discuss lobbying SALC and our MP to request the threshold for requiring a Limited Assurance Review be raised from £25,000</p>	<p>The Clerk explained the current process of Audit requirements for Local Councils; essentially Councils with under £25,000 of income or expenditure could apply for an exemption from an External Audit; any over that figure had to have a Limited Assurance Review from the appointed external Auditor (currently PKF Littlejohn LLP). The Clerk did not have the exact date but thought the £25,000 limit had been in place for many years. After research it was realised that £25,000's value in the 1990's was actually £62,000 in today's money.</p> <p>Councillors felt the limit of £25,000 needed to be reviewed, as many smaller Councils were now within that bracket and had the expense and work connected to an External Audit. After discussion Cllr. Bushnell proposed that SALC and Dr Therese Coffey MP were lobbied for the limit to be revised to £62,000. This was seconded by Cllr. Physick and all were in agreement</p>	<ul style="list-style-type: none"> • Clerk to write to SALC and Dr Coffey MP
<p>12. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as at 30th April 2024</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. Suffolk.Cloud (Gov.Uk Domain and Mailboxes) - £350.00</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements</p> <p>b) The payment was proposed by Cllr. Devine, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement that it be paid. Cllr. Bevan-Biggs examined the invoice and agreed to authorise the payment the following day.</p>	<p>a) None</p> <p>b) Clerk to draw payment and Cllr. Bevan-Biggs to counter authorise</p>

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c) To note Payments made since last meeting: i. None	c) Noted	c) None
d) To note Payments received since last meeting: i. East Suffolk Council (50% of Precept) - £19,115.00	d) Noted	d) None
13. <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 c) <i>Additional Item</i> – Portrait of King Charles III	a) The Clerk confirmed that there had been no further correspondence, either from the Hall Committee or their Solicitors. It was commented that this was now an unacceptable period of time with no correspondence from either the Hall Committee or their Solicitor. Cllr. Yates reported that the next meeting was on 5 th June. However, it was felt that an official request for information should be sent from the PC, with request for a written reply b) Cllr. Yates stated that the next meeting would be on 5 th June. However it had been made clear at the last meeting that she was not an appointed representative of the Parish Council on the Hall Committee, solely a Trustee and therefore she could not raise matters on behalf of the Council with the Committee. Councillors were under the impression that Cllr. Yates did represent them, as they were an established User Group of the Hall. c) A Councillor expressed disappointment that the Hall Committee had not been able to find a suitable place for the King’s official portrait in the Hall, especially as they had been so instrumental in organising the Coronation Event and even when a frame without glass in it had been offered to them. The Clerk reminded Council that this matter was not on the agenda and so could not be discussed. It was agreed that the Councillor would take the matter up with the Hall Committee directly, as an individual.	a) Clerk to write to the Hall Committee Chair. b) Clerk to clarify the position of Cllr. Yates with the Hall Committee c) Item to be discussed with the Hall Committee directly.

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<p>14. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/1500/FUL Retrospective Application - The retention of 92 modular units, of which 80 is accommodation units, at HMP Hollesley Bay & HMP Young Offenders Institute, Hollesley Bay, Rectory Road, Hollesley</p> <p>b) <i>Additional Item</i> - DC/24/1469/FUL - New dwelling and associated works - Birch House Lodge Road Hollesley</p> <p>c) <i>Additional Item</i> – 5 Dwellings at Coronation Avenue</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • There are a number of additional plans on the Portal but they are very technical • Are these buildings temporary, and if they are, what is temporary? [It was felt the buildings were not temporary, but long term accommodation] • The buildings are of high quality and are where prisoners are placed as a reward for good behaviour • Why was an application not put forward in the first place? • It seems pointless commenting now, the buildings are in place and are being used • Conclusion: It was agreed to make no comment <p>b) The Clerk notified Council that this application had come in just two days before the meeting. The details had been sent to all and a separate meeting would be held. After discussion it was thought best to hold the meeting on Monday 3rd June as any earlier would be within Whitsun holiday week.</p> <p>c) Councillors commented that they were pleased that the proposed application for 5 dwellings at the end of Coronation Avenue had been withdrawn and they hoped that if/when the application was submitted again, more thorough consultation with residents and the PC would take place.</p>	<p>a) None</p> <p>b) Clerk to re-book Committee Room for 3rd June</p> <p>c) Noted</p>
<p>15. <u>Recreation Grounds</u>:</p> <p>a) Village Hall Ground</p> <p>i. To receive update on cost of refurbishing under the original Swings and the Zip Wire mound and on applications for grants from SCC and ESC Councillors</p>	<p>a) Councillors made the following comments:</p> <p>i. The Clerk informed Council that she had received one quote for this work (<i>amount quoted to Council but not recorded in minutes as process ongoing</i>) and a second was expected early next week. She would then request funding from the County and District Councillors.</p>	<p>a) ...</p> <p>i. Clerk to request funding when an alternative quote was received.</p>

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<p>ii. To consider request from a resident for a light to be placed half way down the Recreation Ground Driveway</p> <p>b) Oak Hill Ground – To receive update on the closure of the path beside the old Social Club</p>	<p>ii. Cllr. Jacks commented that in order to provide sufficient lighting, either lit bollards or an additional lamp on the existing pole would be required. Both would be costly and both would require permission to use the facilities and land of the Hall Committee. After discussion Council felt it was important to preserve the low level of lighting for the benefit of wildlife and that anyone using the Hall after dark should carry a torch. It was agreed that this matter would be revisited only if more residents came forward requesting additional lighting.</p> <p>b) The Clerk reported that seven statements of ‘Evidence of Use’ had now been sent to her. The article in the May Village Voices had little effect but a second Grapevine message had generated further interest. After 31st May she would gather all evidence and send to SCC</p>	<p>ii. Clerk to write to the resident who requested the additional light</p> <p>b) Clerk to continue to gather the evidence and forward to SCC after 31st May</p>
<p>16. <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 spoken to the owner of the land opposite the old Bus Shelter site at Oak Hill (on the other side of Postman’s Walk) and that he had no issues with a Bus Shelter being placed on that land, close to the existing Stop Sign. It was agreed that Cllrs. Devine, Yates and Jacks would carry out a site visit to assess the ground and report back to the June meeting.</p>	<p>a) Cllrs. Devine, Yates and Jacks to report back to June meeting.</p>
<p>17. <u>Website</u> – To receive notification of the closure of the Village Voices Website and to consider amending the HPC website to become the Hollesley Village Website</p>	<p>The Clerk reported that a resident of Hollesley and member of the Village Voices committee had confirmed that a decision had been taken to close the Village Voices website (this was also reported in the April 2024 magazine). However, an electronic version of the magazine would still be available and could be e-mailed out to anyone who requested it. The Clerk suggested that the Parish Council should consider opening up their site to become a ‘Hollesley Village Website’, as is usual in many other villages. It had originally been established as a site solely for Council business, as the VV website was thought to be the site for other village activities and information.</p>	<ul style="list-style-type: none"> • Clerk to establish plan for expanding the site, and write to both Hollesley Primary School and the Village Voices Committee

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	<p>After discussion the Council felt this was an excellent idea and suggested the Clerk notify the School so that potentially older pupils could be involved in editing pages. It was agreed that the Clerk would establish a plan for expanding the site and present it to the Council at the June meeting. It was further agreed that the VV committee be approached and an offer made to publish the latest edition of the magazine, with potentially three back copies.</p>	
<p>18. <u>Highways</u>: a) To discuss suggested Permissive Path between School Lane and Shingle Street, as suggested by a resident</p>	<p>a) The Clerk had circulated a paper from a resident, suggesting a Permissive Path from School Lane to Shingle Street, using farm tracks. Council felt that, if permission could be obtained from the land owner, this would be an excellent addition to the network of paths in the village, and would be a much safer path for all to use when walking to Shingle Street from the village.</p>	<p>a) Clerk to speak to land owner(s) and report back to the June meeting.</p>
<p>19. <u>Documentation</u> – To agree and adopt: a) Financial Regulations 2024</p>	<p>The Clerk was asked if she was happy with the new document and she replied in the affirmative. Cllr. Physick proposed that the document be adopted. This was seconded by Cllr. Devine and all were in agreement</p>	<ul style="list-style-type: none"> • Clerk to finalise and publish
<p>20. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 20th June 2024)</p>	<p>It was suggested the following items were added to the June agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting • Purchase of a second Defibrillator for the village <p>Date of next meeting: 20th June 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare June agenda

The meeting was closed at 9.05pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....