

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 20th June 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Sharon Bushnell, Cllr. David Physick, 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):
 - Old Website – This appears not to be forwarding to the new one [Clerk to report]

- b) Reports or comment from ESC and SCC Councillors:
 - Suffolk County Council – Cllr. Reid’s report had been circulated.
 - East Suffolk Council – Cllr. Mallinder’s report had been circulated.

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 (awaiting delivery), Cllr. Carolyn Bevan-Biggs (Away), Cllr. John Hardwick (Away), Cllr. Andrew Rust (Previous Engagement) and Cllr. Dawson (Away). Cllr. Mallinder had also sent his apologies. The Clerk notified Council that Cllr. Peter Jacks had resigned and she had notified ESC.	a) Noted
b) To approve apologies	b) The apologies of Cllrs. Kaligarič, Bevan-Biggs, Hardwick, Rust, and Dawson were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement.	b) Noted

Chair’s initials.....

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2. <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	a) None b) None c) None d) None e) None	a) None b) None c) None d) None e) None
3. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to report issue with old website forwarding to new one
4. <u>To elect a Vice-Chair for 2024/25 and the signing of the Declaration of Acceptance of Office</u>	Cllr. Burbridge volunteered to undertake the position of Vice-Chair. This was formally proposed by Cllr. Yates, seconded by Cllr. Bushnell and all were in agreement.	<ul style="list-style-type: none"> • Clerk to file Acceptance of Office
5. To agree <u>Minutes</u> of meeting dated 3 rd June 2024	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Devine, seconded by Cllr. Burbridge and Councillors who were present at the meeting voted all in agreement, that they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
6. <u>Website</u> – To receive plan from Clerk to revamp the Hollesley Parish Council Website to become the Hollesley Village Website	The Clerk reported the positive news that the Headmistress of Hollesley School was very keen for the older School pupils to be involved in the editing of the Village Website. A new teacher was to start in September and she would ask him to lead on the project.	<ul style="list-style-type: none"> • Clerk to work on revising the Website

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	<p>The Clerk also reported the disappointing news that the Village Voices Committee did not wish the magazine to be published on the new Website but that she had replied to them, encouraging them to change their minds.</p> <p>The Clerk suggested she work through the current format to amend it gradually and then promote the revamped site once it was ready.</p>	
<p>7. To confirm following Appointments: a) SALC Representative</p>	<p>The following appointments were confirmed: a) SALC Representative – Cllrs. Bushnell and Yates to attend meetings alternatively, with Cllr. Devine agreeing also to attend the next meeting</p> <p>The above appointments were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement.</p>	<ul style="list-style-type: none"> • Clerk to notify SALC
<p>8. <u>Finance Matters:</u> a) To authorise Accounts as at 31st May 2024 b) To ratify decision to spend £1,521.25 from the Projects Budget on resurfacing at the Play Park c) To discuss request from Clerk for her Pay to be paid Monthly instead of Quarterly</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 Clerk reported that both Cllr. Reid and Cllr. Mallinder had agreed to fund £1,500 of the total cost of this project, leaving a balance of £1,521.25. She suggested this amount was allocated from the Projects Budget. This was formally proposed by Cllr. Devine, seconded by Cllr. Physick and all were in agreement. The Clerk informed Council that the work was booked and would be carried out within the next three months.</p> <p>c) The Clerk requested that her pay be reverted back to Monthly, as per her contract. This was proposed by Cllr. Devine, seconded by Cllr. Burbridge and all were in agreement.</p>	<p>a) None</p> <p>b) Clerk to liaise with NGF Play</p> <p>c) Clerk to notify SALC</p>

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. East Suffolk Services (Refuse collection for 1 Qtr.) - £237.90 ii. Suffolk County Council (Street Light Upgrade) - £2,658.00 iii. J Hallett (Pay for 3 months) - £2,023.97 iv. SCC Pension Fund (Clerk's Pension for 3 months) - £679.96 v. Eastwood Tree Services Ltd (Work to Oak Tree) - £540.00 vi. SALC (Planning Training for Cllr. Bushnell) - £168.00 <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>d) The payments were proposed by Cllr. Devine, seconded by Cllr. Bushnell and all Councillors were in agreement that it be paid. Cllr. Burbridge examined the invoices and agreed to authorise the payments the following day.</p> <p>The Clerk explained the payment to Eastwood Tree Services was for work to the Oak Tree on the Recreation Ground drive. This had been planned for 2023/24 but had had to be delayed due to UKPN having to switch off the electricity. The Clerk was asked to ensure the scheduled work to the trees was also planned in for this year</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) Clerk to draw payments and Cllr. Burbridge to counter authorise. Clerk to speak to Eastwood Tree Services about this year's planned work to the Oak Trees</p> <p>e) None</p> <p>f) None</p>
<p>9. <u>Hollesley Village Hall:</u></p> <p>a) To discuss recent correspondence from the Hollesley Village Hall CIO:</p> <ul style="list-style-type: none"> i. Letter received 10th June 	<p>a) See below:</p> <ul style="list-style-type: none"> i. A letter from the Hall Committee had been received on 10th June 2024 and had been passed to all Councillors. It gave an update as to the progress of the transfer of the Hall to the CIO and an explanation as to who a 'Representative Trustee' (RT) should act. 	<p>a) Clerk to speak to WM Football Club</p>

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<p>ii. Letter re grant for Defibrillator</p> <p>iii. Letter re. Final CIO Constitution</p> <p>b) To receive report from HPC Trustee</p>	<p>Council debated the content of the letter and disagreed with the explanation of the role of the RT. It was explained that had the Hall Committee used the Association CIO model template, instead of the Foundation Model, the role would have been much clearer. Using the Foundation Model and then incorporating 'RT's was very confusing. After debate it was concluded that replying to the Committee would serve no purpose.</p> <p>ii. The Hall Committee had written regarding a Defibrillator for the Hall. The Clerk reported that the Football Club had previously offered to fund one and she was asked to contact them again.</p> <p>iii. This had been received and had been circulated to all Councillors. It was welcomed that the Parish Council of Hollesley were listed as one of four 'permanent' User Groups (in Schedule 1 of the document) and that other suggested amendments had been included</p> <p>b) Cllr. Yates reported that the Hall Committee had reconsidered hanging the official portrait of King Charles III, after being contacted by a resident. The resident had agreed to sponsor Perspex in the frame and the Hall had agreed to try to find somewhere appropriate to hang it, hopefully in the entrance hallway.</p>	<p>b) None</p>
<p>10. <u>Defibrillator</u> – To discuss purchase of an additional Defibrillator for the Village</p>	<p>It was agreed to wait and see what the response from WM Football Club was before taking this matter further</p>	<ul style="list-style-type: none"> • Clerk to monitor
<p>11. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/24/1787/FUL - New detached double carport and store, re-arrange existing outbuilding internally – Goldcrest, Alderton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This development is out of the way and will not be seen, there is plenty of land • This is only single storey and the re-arranging of the existing building will be seen by no one. • Conclusion: No objection (Prop: Cllr. Devine, Sec : Cllr. Burbridge, all in agreement) 	<p>a) Clerk to notify ESC</p>

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<p>12. <u>Recreation Grounds:</u></p> <p>a) Village Hall Ground</p> <p> i. To receive update on project to refurbishing under the original Swings and the Zip Wire mound</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> <p> i. The Clerk confirmed that the work had been ordered and would hopefully happen in the next three months.</p> <p>b) The Clerk reported that the Application had been submitted to SCC on 7th June 2024. However, on 18th June 2024 she had received an email from SCC stating:</p> <p> <i>“...the old social club at Oak Hill is a private road, it is not a publicly maintainable highway and therefore does not carry any recorded public rights. This means that as it stands your claimed route would connect to a point of interest at one end (the recreation ground) but it would be a cul de sac public right of way at its other end. On that basis in order to claim a through public right of way from the U3710 road to the recreation ground you would need to extend your application to claim a route through Oak Hill as well”</i></p> <p>Councillors felt it was vital that this right of way was established and agree that the entire pavement of the Old Circle should be included in the request. It was agreed that individual letters would need to be prepared for each household; Cllrs. Devine and Yates agreed to knock on every door to explain the letter and the process. It was also suggested a Grapevine message to explain the situation should be published.</p> <p>A suggestion was put forward that the Parish Council purchase the old Social Club. This was superseded by a suggestion that the Community Land Trust purchase it, and possibly place a small number of houses on it.</p>	<p>a) ...</p> <p> i. Clerk to monitor project.</p> <p>b) Clerk to prepare letters and Grapevine message. Cllrs. Devine and Yates to deliver letters. Clerk to notify the CLT that the old Social Club was for sale.</p>

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13. <u>New Bus Shelter at Oak Hill:</u> a) To receive information from Cllrs. Devine, Jacks and Yates on Site survey for new Bus Shelter at Oak Hill	a) Cllr. Devine reported that unfortunately he had not had time to visit the site with Cllr. Yates, but he would endeavour to in the next two weeks.	a) Clerk to add to July Agenda
14. <u>Highways:</u> a) To receive an update on suggested Permissive Path between School Lane and Shingle Street b) <i>Additional Item</i> – Grass outside Gorselands	a) The Clerk reported that the landowner of the land where the suggested Permissive Path should be, had clearly indicated that he would not allow a path in the suggested route. b) Cllr. Physick reported that the grass on the exit from Gorselands was so high it was now impeding vision	a) None b) Clerk to report long grass to SCC
15. <u>Allotments</u> – To receive explanation from Clerk as to why the Water Account with Wave is in credit:	The Clerk explained that the account with Wave for the water supply to the Allotments was presently in credit (£63.16) as they had vastly over estimated usage. The credit would be used up over the coming months	<ul style="list-style-type: none"> • None
16. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 18 th July 2024)	It was suggested the following items were added to the June agenda: <ul style="list-style-type: none"> • Items carried forward from this meeting Date of next meeting: 18th July 2024	<ul style="list-style-type: none"> • Clerk to prepare July agenda

The meeting was closed at 8.27pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....