

Minutes of Hollesley Parish Council Meeting

Held on 15th August 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. 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):
 - Men’s Sheds – An update was given from a member of the public on the Men’s Shed project. It was agreed that the organisers of the Kick off meeting would contact the Parish Clerk, if there was interest shown to develop a local ‘Shed’, to request the Councillors discuss allowing the shed to be based on the Recreation Ground. [The Clerk offered to construct a Poster for the event on 5th Sept and to advertise the session on the Grapevine.]
- b) Reports or comment from ESC and SCC Councillors:
 - Suffolk County Council – Cllr. Reid’s had sent his apologies
 - East Suffolk Council – Cllr. Mallinder had offered his apologies

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 (Away), Cllr. John Hardwick (Away), Cllr. Andrew Rust (Away) and Cllr. Sharon Bushnell (Away). Cllrs. Reid and Mallinder had also given their apologies.	a) Noted
b) To approve apologies	b) The apologies of Cllrs. Kaligarič, Hardwick, Rust, and Bushnell were proposed as accepted by Cllr. Yates, 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>Co-option of a Councillor</u> and the signing of the Declaration of Acceptance of Office	<i>No member of the public stepped forward and the Clerk was asked to advertise again and retain the item on the agenda</i>	<ul style="list-style-type: none"> • Clerk to advertise and place on September Agenda
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to construct posters and advertise Men's Shed event
5. To agree <u>Minutes</u> of meeting dated 18 th July 2024	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 who were present at the meeting confirmed that they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
6. To receive resignation from the Clerk and to agree the timetable for filling the vacancy	The Clerk officially announced her resignation from the Council. A Zoom meeting of five Councillors had discussed and agreed the Job Advert and Description and both were now advertised. One enquiry had been received. The closing date for applications was 10 th September and an Interview Panel would need to be set up to assess and interview the candidates.	<ul style="list-style-type: none"> • Clerk to set up Interview Panel

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<p>7. To open discussions about Hollesley making a <u>Neighbourhood Plan</u> (outline information to be given by the Clerk)</p>	<p>The Clerk gave a short explanation of the process of establishing a Neighbourhood Plan, and the work and costs involved. Councillors discussed the project in general but felt they needed more information. The Clerk was asked to request a member of the ESC Neighbourhood Plan Team attend a Zoom information meeting, with as many Councillors as possible. It was also agreed that a project of this magnitude may be best left until the new Clerk was established in the role.</p> <p>As Cllr. Bushnell had requested this item be placed on to the Agenda and she was not in attendance, it was agreed to re-discuss this item at the September meeting.</p>	<ul style="list-style-type: none"> • Clerk to request Zoom information evening with ESC and to place on the September Agenda
<p>8. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as at 31st July 2024</p> <p>b) To acknowledge receipt of Section 3 of Part 3 of the 2023/24 AGAR and the Notice of Conclusion of Audit 2023/24</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (Salary and Expenses) - £758.15</p> <p>ii. SCC Pension Fund (Clerk’s Pension) - £226.66</p> <p>iii. East Suffolk Council (Refuse Collection at Hall for next 3 months) - £237.90</p> <p>iv. East Suffolk Council (Green Bin at Cemetery) - £52.50</p> <p>v. PKF Littlejohn LLP (External Audit) - £252.00</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Bevan-Biggs agreed to review the Bank Statements</p> <p>b) The Clerk confirmed that both the Section 3 of Part 3 of the 2023/24 AGAR and the Notice of Conclusion of Audit 2023/24 had been received from PKF Littlejohn LLP. Part 3 had contained no recommendations or observations. Both had been published on the Website and the notice had been placed in the Shop Notice Board.</p> <p>c) The payments were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all Councillors were in agreement that it be paid. Cllr. Bevan-Biggs examined the invoices and agreed to authorise the payments the following day.</p> <p>The Clerk confirmed she had sent the ‘Sign in’ process to Cllr. Physick and he agreed to set up online banking after the meeting.</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise.</p>

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d) To note Payments made since last meeting: i. None	d) Noted	d) None
e) To note Payments received since last meeting: i. None	e) Noted	e) None
9. <u>Hollesley Village Hall:</u> a) To discuss letter from Village Hall’s Solicitors requesting the Parish Council permit the transfer of the Title for the Hall to the new CIO	a) Councillors made the following observations: <ul style="list-style-type: none"> • We have been asking for an update for over a year and now they write and demand a reply within a few weeks. The tone of the letter is very disappointing and the Charity Commission (CC) have only heard their side of the story • Our solicitor told us we would be complicit if we had gone ahead without the amendments that have been made, so we had to take advice • I still don’t believe they have carried out a proper consultation with the residents. We have a duty to Hollesley residents to ensure the Hall is managed correctly and not put at any risk • I feel we should write to the CC to put our side and to seek confirmation from them that they give their permission for us to sign the Title over. Going back to our solicitor would only waste more resident’s money. • We should also seek guidance as to why some of the ‘Representative Trustees’ are permitted to ask questions on behalf of their group and others are not. <p>In conclusion it was proposed by Cllr. Burbridge that the Council</p> <ol style="list-style-type: none"> i. Write to the Charity Commission to seek their advice (Cllr. Burbridge to draft the letter) ii. Write to Stone King to inform them of the step above, and that the Council will not be replying to them until they have heard from the CC <p>This action was seconded by Cllr. Physick and all were in agreement</p>	a) Cllr. Burbridge to draft letter to CC, Clerk to send letter to CC and write to SK

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<p>b) To discuss grant request for Defibrillator at the Village Hall (if received)</p> <p>c) To receive report from HPC Trustee</p>	<p>b) The Clerk confirmed that she had written to the Village Hall CIO, using email address hollesleyvillagehall@gmail.com on 22nd July 2024, but to date had not had a response. Cllr. Yates reported that the monitors that email address for the CIO claimed an email had never been received. The Clerk agreed to send the email again.</p> <p>c) Cllr. Yates reported that the Chair of the Hall Committee, Tara Foy, had resigned and that Ms Bathe had taken the Chair at the last meeting. She had requested but was still waiting for copies of the minutes of the AGM.</p>	<p>b) Clerk to re-send email of 22nd July 2024</p> <p>c) Noted</p>
<p>10. To discuss the following <u>Planning Applications</u>:</p> <p>a) None</p>	<p>a) N/A</p>	<p>a) N/A</p>
<p>11. <u>Recreation Grounds</u>:</p> <p>a) Oak Hill Ground – To receive update on the closure of the path beside the old Social Club and the sale of the building</p> <p>b) Village Hall Recreation Ground – To discuss final planting position of the new Jubilee Oak, whether on the Recreation Ground or in the village</p>	<p>a) The Clerk reported that she had received no further information about the sale of the land to date. She stated that it was her understanding that the application for the path to be recognised as a PROW, was not progressing, as SCC had indicated the path would need to exit onto the Public Highway. The Clerk felt that it was worth waiting for the outcome of the sale of the land, to see if the purchasers would agree to allow pedestrian access to the Recreation Ground. Cllr. Burbridge asked that the matter be clarified with SCC PROW Team</p> <p>b) A number of alternative locations for the new Jubilee Oak were discussed and were dismissed, due to the size the tree would eventually reach. Cllr. Physick suggested it was placed within the new hedge at the Recreation Ground and Cllr. Burbridge agreed to review the options and report back to the September meeting</p>	<p>a) Clerk to chase estate agents and SCC PROW Team</p> <p>b) Cllr. Burbridge to review options on the Recreation Ground.</p>

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<p>12. <u>New Bus Shelter at Oak Hill:</u></p> <p>a) To receive information from Cllrs. Devine, and Yates on Site survey for new Bus Shelter at Oak Hill</p>	<p>a) The Clerk had circulated two photographs of the proposed location, just before the meeting. Cllr. Devine reported that the land would need to be extensively cut back to see if there was a hardstanding underneath the bushes. If there wasn't, this would need to be laid. However, the remaining bushes would screen any shelter from the property behind.</p> <p>The Clerk was asked check if the Bus Company would be satisfied with a shelter in this location and with SCC Highways to ascertain if permission and/or a licence was required from them.</p>	<p>a) Clerk to contact Bus Company and SCC Highways.</p>
<p>13. <u>Highways:</u></p> <p>a) To discuss report from SCC Public Rights of Way on Claimed Footpath – From Restricted Byway 5 to Footpath 4, Hollesley – <i>if received</i></p> <p>b) To discuss comments received from Mr Paul regarding Deer signage and signs identified by Clerk</p> <p>c) To discuss comments from SCC regarding designation of roads through Melton as 'Priority'</p>	<p>a) The Clerk confirmed that the Final Report on the Claimed Footpath from Restricted Byway 5 to Footpath 4 had not been received as yet</p> <p>b) An email from Mr Paul had been received, indicating that, in principle, he was happy for additional signage warning of the Deer to be erected on his land. The Council felt the example signs found by the Clerk were appropriate and she was asked to purchase two to start with.</p> <p>c) After discussion it was agreed to write back to SCC to ask if there was any designation that they could place on the Wilford Bridge Road, to restrict the times it was closed during the day</p>	<p>a) Clerk chase report</p> <p>b) Clerk to purchase two signs</p> <p>c) Clerk to write to SCC Highways.</p>
<p>14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 19th September 2024)</p>	<p>It was suggested the following items were added to the September agenda:</p> <ul style="list-style-type: none"> Items carried forward from this meeting <p>Date of next meeting: 19th September 2024</p>	<ul style="list-style-type: none"> Clerk to prepare September agenda

Hollesley Parish Council

The meeting was closed at 8.47pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....