

Minutes of Hollesley Parish Council Meeting

Held on 19th September 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Sharon Bushnell, Cllr. Roger Dawson, Cllr. John Hardwick, Cllr. Igor Kaligarič, Cllr. David Physick and Cllr. Anna Yates

Judi Hallett (Clerk) Six 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 and the attendance at the recent information event. It was proposed that a Log Cabin, costing around £5,700 could be used and placed on the Recreation Ground, close to the amenities. The size would be 6.5m x 4m. A variety of tasks could be carried out and they could even supply refreshments when Football was being played.
- Defibrillator at The Shepherd and Dog – [A resident had spoken to the Clerk before the meeting about the continuous re-confirming of the Defibrillator's status on The Circuit website and she had agreed to investigate.]
- New Defibrillator for Hollesley Village Hall – I have been advising the Hall Committee on a suitable defibrillator. It should be in a locked cabinet. If purchased by the PC they could reclaim VAT and gift it to the Hall Committee. The make held at the Shepherd and Dog is a good brand and there is an updated version.
- Men's Shed – The Clerk read an email from a resident of Hollesley who was unable to attend. They 100% supported the concept of a Men's Shed but felt women should not be permitted and it should not be on the Recreation Ground.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid's had sent his apologies and his report had been circulated.
 - Earlier in the day there had been a horrendous road traffic collision between a Binders Lorry and a Tractor at Duck Corner. Thankfully no one was seriously hurt. The Clerk reported that she had sent the details to Cllr. Reid and had stored an image of the 'SCC Report It' tool showing a resident had reported the poor signage on this junction two months earlier.

Chair's initials.....

- East Suffolk Council – Cllr. Mallinder reported on the following items:
 - Green Party appear to be all talk and no action – it is very frustrating
 - I am still very much involved in Planning Enforcement in Bromeswell (at the end of the runway), Eyke housing, litter and other items
 - There will be a revised refuse collection scheme soon, more details to follow but it will mean more bins unfortunately

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	a) Apologies had been received from Cllr. Andrew Rust (Away). Cllr. Reid had also given his apologies and Cllr. Mallinder had indicated he would arrive at 8.00pm b) The apologies of Cllr. Rust were proposed as accepted by Cllr. Yates, seconded by Cllr. Burbridge and all were in agreement.	a) Noted b) Noted
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) Cllr. Hardwick – item 11 a) as owner of the land in question b) None c) None d) None e) None	a) Noted 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>	• Clerk to advertise and place on October Agenda
4. <u>Public Session</u>	<i>See above record</i>	• Clerk to visit The Circuit website

Chair's initials.....

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5. To agree <u>Minutes</u> of meeting dated 15 th August 2024	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. Devine 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. <u>Finance Matters:</u> a) To authorise Accounts as at 31 st August 2024 b) To consider purchase of a Wreath from the Royal British Legion, for Remembrance Day 2024 c) To receive Insurance Renewal Quote and discuss signing up to a Three Year Agreement d) To discuss fine received from HMRC, due to error on Payroll provider's part	a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements. b) The Clerk had circulated the list of wreaths and after discussion Wreath B was chosen, at a cost of £20.00. c) The renewal quote had been circulated. After discussion it was agreed to be a good idea to sign up to a 3-year long term agreement. However, Cllr. Burbridge suggested it may be worth a call to the Insurance company to check if they could lower the price. Subject to this telephone call, Cllr. Devine proposed the quote be accepted and the 3-year long term agreement be set up. This was seconded by Cllr. Yates and all were in agreement d) The Clerk explained that a fine of £100 had been received from HMRC, due to 'failure to file PAYE returns on time'. This task was the responsibility of SALC, the Payroll manager. SALC were presently investigating this issue (which affected many Parish and Town Councils). It was agreed to wait to hear from SALC, but to pay the fine if information was not received by 25 th September due to the Clerk's holiday.	a) None b) Clerk to purchase Wreath c) Clerk to call Insurance Company d) Clerk to monitor and set up payment if required.

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Salary and Expenses) - £888.89 ii. SCC Pension Fund (Clerk’s Pension) - £226.66 iii. AJGIBL GBP CLIENT NST ACCOUNT (Insurance) - £1,830.24 <p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>e) The payments were proposed by Cllr. Yates, seconded by Cllr. Burbridge and all Councillors were in agreement that it be paid. Cllr. Physick examined the invoices and agreed to authorise the payments the following day.</p> <p>f) Noted</p> <p>g) Noted</p>	<p>e) Clerk to draw payments and Cllr. Physick to counter authorise.</p> <p>f) None</p> <p>g) None</p>
<p>7. <u>Hollesley Village Hall:</u></p> <p>a) To receive update from Charity Commission, with reference to Parish Council permitting the transfer of the Title for the Hall to the new CIO</p>	<p>a) A response from the Charity Commission (CC) had been received and circulated to all Councillors. Councillors made the following observations:</p> <ul style="list-style-type: none"> • The Hall Solicitors have suggested that a motion was passed by the Hall Committee but we have never seen this. • Our Solicitor suggested a Consultation was required, the CC now appear to be saying this is not required. • The new CIO will be a Trustee of the Hall. The old Hall Chairty will still remain and will be a dormant charity. • Would the new CIO be able to wind up the village hall? No, the old Charity would still be the owners of the Hall. • We must make sure we are doing the right thing for the village. We shouldn’t just give in for the sake of a few pounds spent on legal advice. 	<p>a) Clerk to contact solicitor who had assisted with earlier advice to request quote for reviewing the advice form the Charity Commission</p>

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<p>b) To discuss grant request for Defibrillator at the Village Hall)</p> <p>c) To receive report from HPC Trustee</p>	<ul style="list-style-type: none"> • Perhaps we can say to the Hall Committee that we would be happy to sign the documents, if we can see the minutes of the meeting where the motion to transfer to a CIO was agreed? • I would like our Solicitor to see the letter from the CIO (echoed by three other Councillors) • What does the Trust Deed look like now? <p>In conclusion it was proposed by Cllr. Devine that the Council:</p> <ol style="list-style-type: none"> i. Contact Liz Brownsell at Birketts, to ask for an estimate for providing legal advice on the correspondence received from the Charity Commission. If the estimated cost was going to be around £500.00 the Clerk was asked to proceed. If it was any more, the matter would be brought back to Council. <p>This action was seconded by Cllr. Dawson and all were in agreement</p> <p>b) A request had been received from the Hall CIO for the Parish Council to purchase a Defibrillator with locked box, and gift it to the Hall Committee; who would maintain it going forward. After discussion it was agreed that the Clerk should ask Cllrs. Reid and Mallinder for £500 each, towards the cost; and the remaining cost would come from the Projects reserve. It was agreed to consider another machine for the Oak Hill area once the Hall machine had been purchased.</p> <p>c) Cllr. Yates reported the sad news of the death of Mr Montague. Mrs Montague had decided not to continue to organise the Community Café. An Events Manager had been appointed and a Family Day was planned for August 2025. The AGM for the old Chairty would be on 25th October 2024.</p>	<p>b) Clerk to request grants</p> <p>c) Noted</p>
<p>8. To discuss the following <u>Planning Applications</u>:</p> <p>a) None</p>	<p>a) N/A</p>	<p>a) N/A</p>

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<p>9. <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:</p> <p>i. To discuss final planting position of the new Jubilee Oak on the Recreation Ground</p> <p>ii. To discuss request for a ‘Shed’ to be placed on the Village Hall Recreation Ground for the purpose of housing the Hollesley Men’s Shed project</p>	<p>a) The Clerk reported that there was no update</p> <p>b) ...</p> <p>i. Cllr. Burbridge gave details of his survey of the new Recreation Ground Hedge, he had concluded that there was nowhere suitable for the tree to be planted. After discussion it was agreed that the Clerk should ask a local building firm to dig a large hole for the tree in the original position, and fill it with topsoil.</p> <p>ii. The following comments were made:</p> <ul style="list-style-type: none"> ○ I think this is a dreadful idea, a place where only one gender can go is not correct in this day and age ○ I am for it, but it shouldn’t be men only. It will be a waste if it is only used once a week ○ We have spent a lot of money on clearing the Rec, do we really want another building on it? ○ A Shipping Container would be more secure but it does not let a lot of light in. The cost of one is around £3,500, two together would need bracing and would cost a lot more ○ Perhaps a building at the Prison would be an idea, with use by both inmates and others ○ What about the Bowls Club – there are a few sheds there and there is electricity and water ○ [The Clerk explained that the water and electricity to the small shed was provided by the Hall and so any extension to this would require the Hall’s permission.] ○ It would need to be a workshop., not just a shed 	<p>a) Clerk to chase estate agents and SCC PROW Team</p> <p>b) ...</p> <p>i. Clerk to speak to local builders.</p> <p>ii. Clerk to write to Mrs Lewis to ask for answers to the various questions posed.</p>

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	<ul style="list-style-type: none"> ○ Who would fund the cost of the building? Who would pay for insurance and utilities? If the group disband, who would then own the 'shed'? Would planning consent be needed for a large Log Cabin? ○ Have other parishes been asked for a location? <p>In conclusion it was agreed to write to Mrs Lewis to set out the questions raised.</p>	
<p>10. <u>New Bus Shelter at Oak Hill:</u></p> <p>a) To receive update from Bus Company and SCC Highways</p>	<p>a) The Clerk reported that she had not heard from either the Bus Company or SCC Highways</p>	<p>a) Clerk to contact Bus Company and SCC Highways again</p>
<p>11. <u>Highways:</u></p> <p>a) To discuss updated report from SCC Public Rights of Way on Claimed Footpath – From Restricted Byway 5 to Footpath 4, Hollesley</p> <p>b) To receive update on Deer signage</p> <p>c) To discuss measures that can be taken to prevent vehicles blocking the pavement outside Morrisons and Coltec Garage</p>	<p>a) <i>Cllr. Hardwick left the meeting.</i> The Clerk had circulated a report from SCC PROW Team, which indicated that they were now recommending the claimed footpath between Restricted Byway 5 to Footpath 4, Hollesley was approved. This was the opposite recommendation to the original report. The meeting to decide the outcome would be held in late October. <i>Cllr. Hardwick re-entered the meeting.</i></p> <p>b) The Clerk produced the two Deer Signs and Cllr. Bushnell agreed to arrange to have them mounted on board. Four posts had been acquired and it was agreed that one would be put up for the purpose of taking a photo and then its proposed location would be suggested to Mr Paul for approval.</p> <p>c) Following a request from a Councillor for this to be on the Agenda, a letter from a resident had also been received. Councillors debated what actions could and couldn't be taken. In conclusion it was agreed that the Clerk would speak to Morrisons and the residents of the dwelling next door, to seek their permission to produce larger signs to place on the fence, to encourage drivers not to block the pavement.</p>	<p>a) None</p> <p>b) Cllr. Bushnell to mount signs and work with Clerk to locate</p> <p>c) Clerk to arrange for better signage. Cllr. Devine to speak to Mr Cole.</p>

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	Cllr. Devine also agreed to speak to the owner of the Garage to request that patrons are asked not to block the pavement.	
12. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 17 th October 2024)	It was suggested the following items were added to the October agenda: <ul style="list-style-type: none"> • Items carried forward from this meeting • Neighbourhood Plan Date of next meeting: 17th October 2024	<ul style="list-style-type: none"> • Clerk to prepare October agenda

Members of the public were requested to leave the meeting due to the nature of the business to be discussed

13. To discuss applications to fill the vacancy of Parish Clerk and to <u>appoint new Clerk</u>	The Council discussed the applicants for the role, details of the interview process, and the suggested handover timetable. In conclusion Cllr. Burbridge proposed that Clare Cooper be appointed as Clerk and Responsible Finance Officer to Hollesley Parish Council, with effect from 1 st October 2024. This was seconded by Cllr. Devine and all were in unanimous agreement.	<ul style="list-style-type: none"> • Clerk to carry out all necessary tasks to recruit Clare in to the role and facility a smooth handover.
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The meeting was closed at 9:40pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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