

*Hollesley Parish Council*

**Minutes of Hollesley Parish Council Meeting**

Held on 17<sup>th</sup> October 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 and Cllr. Andrew Rust

Clare Cooper (Incoming Clerk) Judi Hallett (Outgoing Clerk)      Eleven 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):

- A member of the public spoke of their fear that if the proposed footpath across their land was accepted by the Development and Regulation Committee of Suffolk County Council at their meeting on Tuesday 22<sup>nd</sup> October 2024, this would have a detrimental affect on their business, leading to possible bankruptcy and the loss of jobs. They asked that the Parish Council write to the Development and Regulation Committee before the meeting to revoke the Parish Council's request that the track be adopted as a Public Footpath.

The Council responded that as this was not a listed agenda item, the matter could not be discussed in the current meeting and so it would be need to call an Extraordinary Meeting. As it is necessary to give three clear working days' notice of such a meeting, the earliest this could be held was Wednesday 23<sup>rd</sup> October which is after that of the Suffolk County Council Committee.

- Thanks were offered by two members of the public to Judi for all her hard work during her ten years as Parish Clerk. They wished her well in the future and Clare all the best for the future.

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*Chair's initials.....*

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.
  
- East Suffolk Council – Cllr Mallinder had sent his apologies and the following comment:
  - I hope you feel I supported you and your residents over the closure of Duck Corner and I pushed hard to articulate our frustrations. I was disappointed when I drove past this morning no line painting has taken place and from what I could see no signage offering warning to drivers. Another accident waiting to happen I fear.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Yates, Cllr. Kaligaric and Cllr. Physick	a) Noted
	b) The apologies of Cllr. Yates, Cllr. Kaligaric and Cllr. Physick were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and all were in agreement.	b) Noted
b) To approve apologies		
2. <u>To receive any...</u>		
a) Declarations of Pecuniary Interest	a) None	a) None
b) Declarations of Non-Pecuniary Interest	b) None	b) None
c) Applications for Dispensation on Agenda Items	c) None	c) None
d) Declarations of Gifts or Hospitality received over the value of £50.00	d) None	d) None
e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None	e) None

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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 confirmed that this is to be advertised again in November and retain the item on the agenda</i>	<ul style="list-style-type: none"> <li>• Clerk to place on November Agenda</li> </ul>
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> <li>• None</li> </ul>
5. To receive update on the handover to the new clerk	<i>See item 15</i>	<ul style="list-style-type: none"> <li>• None</li> </ul>
6. To agree <u>Minutes</u> of meeting dated 19 <sup>th</sup> September 2024	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Bevan-Biggs, seconded by Cllr. Burbridge and Councillors who were present at the meeting confirmed that they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
7. To discuss establishing a Neighbourhood Plan for Hollesley	<p>Cllr. Bushnell and the Parish Clerk attended a Team Meeting with Jason Buck from the East Suffolk Council Planning Department on 15<sup>th</sup> October to learn more about what a Neighbourhood Plan would mean for the Parish.</p> <p>Cllr. Bushnell outlined the following:</p> <ul style="list-style-type: none"> <li>• A Neighbourhood Plan would complement the Local Plan, but could not over rule the Local Plan.</li> <li>• The scope of the plan could focus on issues such as environmental, infrastructure and if required a design code for any development.</li> <li>• A financial impact of having a Neighbourhood Plan in place is the uplift of the CIL income from 15% to 25%, but this should not be a reason to opt for a Plan.</li> <li>• The process is long (at least three years) and could involve the use of a Consultant to guide the Steering Group. Grants are available to cover the cost of the Consultant up to £10,000 with additional grants available for a Design Plan or Site Plan. The cost of the additional Parish Clerk’s wages (at least three hours a week for the duration) would need to be met by the Parish Council</li> <li>• It would be extremely important to include the wider Community in the project, as the Parish would ultimately have to vote for or against the adoption of the Plan at a Referendum.</li> </ul>	<ul style="list-style-type: none"> <li>• Item to be carried forward as an agenda item and reviewed each month</li> <li>• Councillors to make themselves familiar with existing NPs</li> </ul>

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	<p>The Councillors discussed whether such a Plan would benefit the Parish and decided that the following would be of benefit in making a decision:</p> <ul style="list-style-type: none"> <li>• More research was needed by the Councillors, such a looking at existing Neighbourhood Plans together with the local plan.</li> <li>• A Councillor could attend a SALC meeting to discuss how other local Parish Councils have found the process.</li> <li>• Discussing the Neighbourhood Plan at the Annual Village meeting in 2025 to see what the views are of the local Community.</li> <li>• If the consensus was that a Plan would be of benefit, there should be a Steering Group of 8 – 10 individuals (50% Councillors/50% Volunteers) who would commit to seeing the project through from start to finish.</li> </ul>	
<p>8. <u>Finance Matters:</u>                      a) To authorise Accounts as at 30<sup>th</sup> September 2024</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Bushnell agreed to review the Bank Statements.</p>	<p>a) None</p>

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b) To authorise the following Invoices for Payments: i. J Hallett (Salary and Expenses) - <b>£722.45</b> ii. C Cooper (Salary and Expenses) - <b>£723.96</b> iii. SCC Pension Fund (Clerk’s Pension, Judi only) - <b>£226.66</b> iv. E Curtis (Litter Picking) - <b>£180.00</b> v. ESC (waste Collection) - <b>£237.90</b> vi. HVH (Room Hire) - <b>£237.90</b> vii. NGF (Play Equipment Resurfacing) - <b>£5,425.50</b> viii. SALC (Payroll Services) - <b>£48.00</b> ix. London Hearts (Defibrillator) - <b>£900.00</b> x. HMRC (Staff PAYE) - <b>£535.40</b> xi. Royal British Legion - <b>£20.00</b>	b) The payments were proposed by Cllr. Rust, seconded by Cllr. Burbridge and all Councillors were in agreement that it be paid. Cllr. Burbridge examined the invoices and agreed to authorise the payments the following day.	b) Clerk to draw payments and Cllr. Burbridge to counter authorise.
c) To note Payments made since last meeting: i. Wave (Allotments Water) - <b>£34.62</b>	c) Noted	c) None
d) To note Payments received since last meeting: i. ESC (50% of Precept) - <b>£19,115.00</b>	d) Noted	d) None

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<p>9. <u>Hollesley Village Hall:</u></p> <p>a) To discuss if the Parish Council are prepared to pay for further legal advice regarding the Parish Council permitting the transfer of the Title for the Hall to the new CIO (circa. £1,200 - £1,600)</p> <p>b) To discuss receive update on the purchase of a Defibrillator at the Village Hall</p> <p>c) To receive report from HPC Trustee</p>	<p>a) An estimate has been received for the cost of a solicitor to review the advice from the Charity Commission of £1,200 - £1,600. This was discussed:</p> <ul style="list-style-type: none"> <li>• The Parish Council had previously agreed that a sensible amount to allocate would be in the region of £500. It was felt that the additional costs were excessive.</li> <li>• The council must make sure they are doing the right thing for the village.</li> <li>• All the Council’s endeavours have been documented in the minutes which should be sufficient to demonstrate that every effort has been made to fully understand the position.</li> <li>• It was felt that this decision has dragged on long enough and that a conclusion should be reached.</li> </ul> <p>In conclusion it was proposed by Cllr. Burbridge that the Council:</p> <ol style="list-style-type: none"> <li>i. Contact Stone King to confirm the transfer.</li> </ol> <p>This action was seconded by Cllr. Cllr. Bushnell and all were in agreement</p> <p>b) Since the previous meeting, a time limited offer had been received from London Hearts offering a defibrillator at 50% of the usual cost. Details of the offer had been circulated to the Councillors and those responding were all in agreement that the offer be accepted. A resident with a working knowledge of Defibrillators also reviewed the proposition and confirm that it was suitable.</p> <p>c) Cllr. Yates sent her apology and there was no report.</p>	<p>a) Cllr. Burbridge to draft a letter to the solicitors and the clerk to send</p> <p>b) Payment authorised and Clerk to inform the Village Hall</p> <p>c) Noted</p>
<p>10. To discuss the following <u>Planning Applications:</u></p>		

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<p>12. To receive update on the Hollesley Men’s Sheds project</p>	<p>Further questions had been asked at the last meeting. As the Men’s Sheds project were holding their meeting at the same time as the Parish Council meeting, these were addressed by email.</p> <p>It was agreed to request a copy of the Men’s Sheds meeting report, the number of attendees and to carry forward to the agenda for the next meeting</p>	<p>Clerk to request a meeting report, attendee numbers and carry forward agenda item.</p>
<p>13. New Bus Shelter at Oak Hill -To receive update from Bus Company and SCC Highways</p>	<p>The Clerk reported that she had not heard from either the Bus Company or SCC Highways</p>	<p>Clerk to contact Bus Company and SCC Highways again</p>
<p>14. <u>Highways</u>:                      a) To discuss recent road closures</p>	<p>a) The Council and local residents have been extremely concerned regarding two recent local road closure and the effect this has had on the community:</p> <ul style="list-style-type: none"> <li>• It was felt that Highways do not understand the effect that closures have not only on residents but also local businesses such as Rock Barracks and the prisons.</li> <li>• The Prison Governor has expressed his concern and will fully support any action taken by the Council.</li> <li>• The current diversion when the B1083 is closed via Butley takes traffic along roads that are in places single track and totally unsuitable for large volumes of traffic which include farm traffic and large lorries.</li> <li>• After an accident with a school bus carrying school children due to the emergency closure of the B1083, Thompsons the operators have said that in the event of the road being closed again, they will not operate a school bus to the village.</li> <li>• There is a traffic sensitive area set up in Melton and this should be extended to also cover the B1083 from the Bromeswell roundabout up to the junction with Heath Road.</li> <li>• It is not easy to see from SCC Highways website how to make a complaint.</li> <li>• We could approach the media such as the EADT or Look East to highlight the issue.</li> </ul>	<p>a) Clerk to prepare letter of complaint</p>

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<p>b) To discuss safety aspects of the Duck Corner and Water Tower crossroads</p>	<p>It was proposed by Cllr Burbridge that a letter of complaint is sent to SCC and requesting that the B1083 from Bromeswell roundabout to the junction with Heath Road is made a traffic sensitive area. Highways, Cllr. Reid, Cllr Mallinder and our MP are to be sent copies. This was seconded by Cllr. Bushnell and unanimously agreed.</p> <p>b) It is felt that following two recent accidents at Duck Corner and numerous near misses that safety needs to be improved at these two junctions. Cllr. West had stated in an email that a stop sign was not appropriate at Duck Corner as there was good visibility, but this is not the case at either crossroads. At both junctions it is necessary to stop completely at the give way markings to get visibility and even then this is not clear.</p> <p>Cllr. Dawson will draft a letter including evidence of the poor visibility, to formally request that stop signs are introduced at both junctions</p> <p><i>At this point it was agreed to suspend standing order 3x to allow the meeting to continue</i></p>	<p>b) Cllr. Dawson to draft letter and circulate</p>
<p>c) To receive update on Deer signage</p>	<p>c) It has not been possible to source some free marine ply. It was agreed that marine ply may not be necessary. Cllr. Rust will contact Nelson Potter.</p>	<p>c) Cllr. Rust to source the ply wood</p>
<p>d) To receive update on vehicles blocking the pavement outside Morrisons and Coltec Garage</p>	<p>d) The clerk has spoken to the owner of the bungalow who is happy for new signs to be erected. The Manager of Morrisons is speaking to his Manager to enquire if a sign can be put up outside the shop. Cllr. Devine has not yet managed to speak to Coltec.</p>	<p>d) To be carried forward to November's agenda</p>

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16. To receive an update on the Emergency Plan	<p>The Clerk had attended a desktop exercise at ESC Riduna Park to test the emergency plan. The plan has not been reviewed for three years and needs updating.</p> <p>It was agreed that a Grapevine message should be sent out asking for volunteers and then a meeting held of those involved.</p>	<ul style="list-style-type: none"> <li>• Clerk to send out Grapevine message and arrange meeting</li> </ul>
17. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 21 <sup>st</sup> November 2024)	<p>It was suggested the following items were added to the November agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward from this meeting</li> <li>• A new offer of fully funded Play Equipment</li> <li>• A further review of cremation burials within the Cemetery</li> </ul> <p>Date of next meeting: <b>21<sup>st</sup> November 2024</b></p>	<ul style="list-style-type: none"> <li>• Clerk to prepare November agenda</li> </ul>

The meeting was closed at 9:50pm

Signed: .....  
Chair

Date: .....

*Clare Cooper*  
Clerk to Hollesley Parish Council

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