

Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 21st November 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Roger Dawson, Cllr. John Hardwick, Cllr. Sharon Bushnell, Cllr. David Physick, Cllr. Igor Kaligarič and Cllr. Andrew Rust

Clare Cooper (Parish Clerk) Eight Members of the Public

In the absence of Cllr. Brian Devine (Chair) The councillors agreed unanimously that Cllr. Dawson act as Chair.

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 concern regarding the safety issues at the Duck Corner crossroads. There have now been two serious accidents at Duck Corner and they felt that the risk of further incidents would be reduced if the speed limit in The Street was 20mph rather than the current 30mph. The road through The Bealings has such a 20mph limit despite not having a dangerous crossroads. This would make the road much safer especially during busy periods, given the number of pedestrians and large farm vehicles which use this stretch of road.
- A second member of the public thought that this could also be useful on the approached to the Water Tower crossroads.

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 attended the meeting and intends to send his written report after the meeting to be circulated to all the Councillors. He also made the following comments:
 - He welcomed Clare to the position of Parish Clerk and offered any assistance she may need in negotiating the various departments at East Suffolk Council.
 - Cllr. Mallinder had originally paid for the Jubilee Oak Tree which had died and needs to be replaced. He confirmed that he was more than happy to fund the replacement through his budget.
 - He acknowledged that the way that Highways dealt with the closure of Duck Corner, following the recent accident, was extremely poor and that he had done all he could by “making noise” around the matter, including communication with the Highways department and Paul West, the SCC Councillor responsible for Highways.
 - Cllr. Mallinder offered help with any tree debris which may become an issue during the winter months by the use of Road Sweepers.
 - The Parish Council have been pushed back by Highways in their request for Stop Signs at Duck Corner and the Water Tower. He offered his assistance if required in arranging a site visit with Highways.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge and Cllr. Anna Yates.	a) Noted
b) To approve apologies	b) The apologies of from Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge and Cllr. Anna Yates were proposed as accepted by Cllr. Dawson, seconded by Cllr. Physick and all were in agreement.	b) Noted

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
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 13 e -as the owner of the land b) Cllr. Physick has become a Trustee of the Peninsular Villages Land Trust c) None d) None e) None	a) Noted b) Noted 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 confirmed that this is to be advertised again in December and retain the item on the agenda</i>	<ul style="list-style-type: none"> • Clerk to place on December Agenda
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • None
5. To agree <u>Minutes</u> of meeting dated 17 th October 2024	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Rust, seconded by Cllr. Bushnell 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 discuss the progress made towards establishing a Neighbourhood Plan for Hollesley	The Councillors discussed at the last meeting whether such a Plan would benefit the Parish and decided that the following would be of benefit in making a decision: <ul style="list-style-type: none"> • More research was needed by the Councillors, such a looking at existing Neighbourhood Plans together with the local plan. • A Councillor could attend a SALC meeting to discuss how other local Parish Councils have found the process. • Discussing the Neighbourhood Plan at the Annual Village meeting in 2025 to see what the views are of the local Community. 	<ul style="list-style-type: none"> • Item to be carried forward as an agenda item and reviewed each month • Councillors to make themselves familiar with existing NPs

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> 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. 	
<p>7. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as at 31st October 2024</p> <p>b) To discuss draft budget for 2025/26</p> <p>c) To discuss 2025 grant requests</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Physick agreed to review the Bank Statements.</p> <p>b) The draft budget had been reviewed by the Councillors prior to the meeting. It had been previously discussed that the Council felt it appropriate to increase the precept by 5% as there had been very little increases made in recent years.</p> <p>c) Each of the grant requests were considered and debated:</p> <ul style="list-style-type: none"> Just 42 had requested £1,157 to cover the hire of the Village Hall for the Youth Club. It was proposed that this be granted by Cllr. Rust, seconded by Cllr. Bushnell and all were in agreement. Hollesley Bowls Club had requested £1,000 towards the cost of purchasing junior bowls and targets to allow them to offer bowls sessions to local school children and their parents. It was proposed that this be granted by Cllr. Kaligarič, seconded by Cllr. Physick and all were in agreement. Hollesley Fete Committee requested £200 as first prize for the Village Fete. It was proposed by Cllr. Physick that the sum of £175 be granted, seconded by Cllr. Kaligarič and all were in agreement. Hollesley, Boyton and Shingle Street Good Neighbour Scheme requested £484 to cover insurance and the cost of refreshments for Meet Up Mondays. It was proposed by Cllr. Bushnell that this be granted subject to the group finding a suitable venue for Meet Up Mondays, as it is understood they will no longer be able to meet in the Shepherd and Dog. This was seconded by Cllr. Rust and all were in agreement. 	<p>a) None</p> <p>b) Clerk to amend draft budget and recirculate. Budget to be agreed at the December meeting</p> <p>c) The Clerk to communicate the Council’s decision to each group, arrange payments in April 2025 and request feedback in July 2025</p>

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>d) To receive an update regarding the fine notification from HMRC</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary and Expenses) - £707.12 ii. J Hallett (Back Pay) - £229.32 iii. SCC Pension Fund (Clerk’s Pension for Oct and Nov) - £418.46 iv. SALC (Clerk Training) - £38.40 v. Eastwood Tree Services (Oak Tree work) - £960.00 vi. George Collins (Cemetery Maintenance) - £1,100.00 	<ul style="list-style-type: none"> ▪ Hollesley Players had asked for £1,000 towards the cost of hiring Hollesley Village Hall for rehearsals and performances. It had been explained as part of the application, that the group had lost costumes and equipment due to a leak in a container and so such equipment now had to be hired, making inroads into any profit made by productions put on by the group. Cllr. Rust proposed that before making any grant, the Clerk ask whether the equipment lost in the container was insured and if so what has happened to these funds. This was seconded by Cllr. Bushnell and agreed by all. ▪ Hollesley Welcome Club requested £490 to cover the hire of the Village Hall and insurance costs. Cllr. Physick proposed that this was granted, seconded by Cllr. Bushnell and all were in agreement. <p>It was also agreed that following the grant payments, feedback would be requested as to confirm the effect that each grant has had for the organisations.</p> <p>d) The Council have received written confirmation from HMRC that the fine has been cancelled</p> <p>e) The payments were proposed by Cllr. Physick, seconded by Cllr. Bushnell and all Councillors were in agreement that they be paid. Cllr. Physick will examine the invoices and authorise the payments.</p>	<p>d) Noted.</p> <p>e) Clerk to draw up payments and Cllr. Physick to counter authorise.</p>

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>vii. SALC (Clerk Training) - £76.80</p> <p>f) To note Payments made since last meeting: i. None</p> <p>g) To note Payments received since last meeting: i. Suffolk County Council (Grant towards play equipment re-surfacing) - £1,500.00</p> <p>ii. Alford Storage (Recycling) - £27.00</p>	<p>f) None</p> <p>g) Noted</p>	<p>f) None</p> <p>g) Noted</p>
<p>8. <u>Hollesley Village Hall:</u></p> <p>a) To discuss any update on the transfer of the Title for the Hall to the new CIO</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) Following the last meeting a letter has been sent to Stone King LLP to confirm the Council’s decision to transfer the Title to the new CIO. This was acknowledged by Stone King LLP who confirmed that they would update the Council with a summary of actions in due course.</p> <p>b) The defibrillator has been purchased and gifted to the Village Hall. It has been installed and is now registered on The Circuit. The Village Hall will carry out any ongoing maintenance</p> <p>c) Cllr. Yates sent her apology. She has not attended a meeting of the Village Hall committee since her last report in September but plans to attend the next meeting on 4th December.</p>	<p>a) The Clerk to carry forward to the next agenda.</p> <p>b) Noted</p> <p>c) Noted</p>
<p>9. To discuss the following <u>Planning Applications:</u> None</p>	<p>a) N/A</p>	<p>a) N/A</p>

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>10. <u>Recreation Grounds:</u></p> <p>a) Oak Hill Ground</p> <p>i) To receive update on the closure of the path beside the Old Social Club and the sale of the building</p> <p>ii) To discuss possible fully funded climbing wall</p>	<p>a)</p> <p>i) The Clerk reported that the property continues to be marketed on Rightmove. Cllr. Devine had not yet drafted a letter for the residents of Oak Hill and so this item is to be carried forward to the next meeting.</p> <p>ii) The Clerk has investigated the offer of a fully funded climbing wall through Finding Fitness. The company applies for lottery funding on behalf of the Council and if successful will supply and fit a climbing wall 10m in length which can be used by children of all ages and adults alike.</p> <p>There was a discussion regarding the best site for the wall and it was suggested that this was put at Oak Hill where there is very little play equipment currently despite there being a large number of children living in the vicinity.</p> <p>It was also suggested that ahead of possible funds becoming available to purchase further play equipment for Oak Hill, that a visit is made to other play grounds so that a plan and possible costings are known and agreed. Once the funds are available this will reduce the time taken to complete the project.</p> <p>Cllr. Bushnell proposed that the application for the climbing wall go ahead, seconded by Cllr. Rust. This was agreed unanimously.</p>	<p>i) Cllr. Devine to draw up letter.</p> <p>ii) Clerk to contact Finding Fitness to start application process.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) Village Hall Recreation Ground i) To receive update on the planting of the new Jubilee Oak on the Recreation Ground and additional remedial work to the play equipment.</p>	<p>b) i) Following receipt of a quote of £618.75 further quotes were requested from two local companies for the replacement planting of the oak tree and the remedial work recommended by the Play Equipment inspector. These varied greatly and it was proposed by Cllr. Kaligarič that the cheapest quotation of £390.00 be accepted, and further quotes requested for the remaining work required.</p>	<p>i. Clerk to request work is carried out in the Spring and also request a quote for the further work needed</p>
<p>11. To receive update on the Hollesley Men’s Sheds project</p>	<p>It was confirmed that 10 people attended the last meeting of the Men’s Sheds project including two women. 15 people including three women have expressed an interest in taking part with more expected once the project is off the ground.</p> <p>The theme of the meeting was to discuss the location and design of a suitable building, but nothing more can be done until the Parish Council make a decision as to whether they agree to the Recreation Ground being used as a possible site.</p> <p>It was felt that:</p> <ul style="list-style-type: none"> • As the exact size of the building required is unknown any decision made would be in principle. • It was felt that parking could be an issue if other Village Hall events are taking place. • It is unknown how or by whom water, electricity and drainage would be provided to the building. • It is possible planning permission would be required. • Would the building be owned by Men’s Sheds and the ground leased from the Parish Council. • It was felt that at this stage any decision could only be made in principle. 	<p>Clerk to confirm the decision to Men’s Sheds.</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<p>Cllr. Rust proposed that permission be granted “In Principle” for the Men’s Shed to be sited at the Recreation Ground, seconded by Cllr. Hardwick and agreed by all.</p>	
<p>12. New Bus Shelter at Oak Hill -To receive update from Bus Company and SCC Highways</p>	<p>The Clerk reported that SCC had confirmed that there had been consideration of two sites and the last communication had been for the Parish Council to decide which site to use and to consider the legal implications.</p> <p>The decision had previously been made to opt for the opposite corner to the original bus shelter.</p>	<p>Clerk to investigate the next steps</p>
<p>13. <u>Highways:</u> a) To discuss the outcome of the Council’s letter to SCC regarding the recent road closures</p>	<p>a)</p> <ul style="list-style-type: none"> • The Parish Council have received a response to their letter of complaint confirming the work carried out to the trees was considered an emergency as there was a danger that they could fall into the road at any time. • The request that the B1083 from Bromeswell roundabout to the junction with Heath Road is made a traffic sensitive area was not accepted as the road did not meet the specified criteria. • The criteria for a traffic sensitive area appears to relate to urban areas and does not take into account the limited options for diversion. • 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 and caused an accident with a school bus when the B1083 was closed. • The matter will be the subject of further discussion at the Deben Ward meeting on Thursday 28th November. • The matter should not be let lie and the Parish Council needs to keep at it 	<p>a) Clerk to carry forward to December’s agenda</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss the outcome of the Council's letter to SCC regarding safety aspects of the Duck Corner and Water Tower crossroads</p>	<p>b) SCC Highways have responded to the Parish Council's previous request for Stop Signs at Duck Corner and the Water Tower stating that in their opinion the visibility at the junction does not warrant Stop Signs.</p> <p>A letter of response and an update to communicate to the parish has been prepared. Cllr. Dawson proposed that this response is issued and this was seconded by Cllr. Rust. All were in agreement.</p>	<p>b) Clerk to send the drafted response to SCC Highways and to post the update on the Grapevine and Facebook</p>
<p>c) To receive update on Deer signage</p>	<p>c) The new signs are ready to be put up following permission from Broxtead Estate to erect the signs on land owned by the estate. Two more sites have been identified going out of the village towards Woodbridge and two more signs are to be ordered</p>	<p>c) Cllr. Rust to put up the signs. The Clerk to order two more signs.</p>
<p>d) To receive update on vehicles blocking the pavement outside Morrisons and Coltec Garage</p>	<p>d) Morrisons have confirmed that whilst they cannot allow signs to be put up on the building or railings, they would be happy for one to be put up on the fence on the right hand side as you look at the shop. It was felt that placing any signs in that position would not be effective. Cllr. Devine has not yet spoken with Coltec.</p>	<p>d) To be carried forward to December's agenda</p>
<p>e) To discuss the SCC decision regarding Claimed Footpath RB5 to FP4</p>	<p>e) <i>Cllr. Hardwick stepped outside the meeting.</i> The parish council have received confirmation that they have approved the Claimed Footpath RB5 to FP4 as they felt it met the criteria. However, if an appeal was made, they felt unable to support the Parish Council's claim as stricter criteria apply which they felt were not met.</p> <ul style="list-style-type: none"> • As this is a historic matter (it has continued for 7 years) it was felt that no further decision could be made without the Chairman being present. • It was expressed that the presentation that was made to the last meeting was impressive, arguing how much damage a footpath designation would do to an important local business. 	<p>e) To be carried forward to December's agenda</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
	<i>Cllr. Hardwick rejoined the meeting</i>	
<p>14. Cemetery: To review the cost of cremations burials and whether this includes a memorial stone</p>	<p>Previously it was agreed that a new area of the cemetery would be used for Cremation Burials at a cost of £110.00. It is unclear whether this includes a memorial stone which is currently charged at £110.00 if placed on the memorial wall.</p> <p>It was felt that an additional cost of £110.00 should apply in addition to the £110.00 cost of interment. This was proposed by Cllr. Bushnell, seconded by Cllr. Physick and agreed by all.</p>	<p>Clerk to amend the cemetery charges schedule and upload to the website</p>
<p>15. To receive an update on the Emergency Plan</p>	<p>The Clerk has submitted a paragraph to be included in the December edition of the Village Voices. This will be followed up by message on both The Grapevine and Facebook.</p> <p>To be revisited once responses are received.</p>	<ul style="list-style-type: none"> • Clerk to send out Grapevine/Facebook message. To be carried forward to December's agenda
<p>16. Shepherd & Dog To discuss the effect of the sale as an Asset of Community Value</p>	<p>This agenda item was requested by the owner of the Shepherd and Dog pub who has expressed their wish to sell the pub. They did not attend the meeting and so their intention was unclear.</p>	<ul style="list-style-type: none"> • Owner to be invited formally to the December meeting
<p>17. To agree Parish Council Meeting dates for 2025</p>	<p>It was suggested that meetings continue to be carried out on the third Thursday of each month, with the addition of the annual village meeting on 3rd April 2025.</p> <p>Cllr. Dawson proposed that these dates were accepted, seconded by Cllr. Kaligarič and all were in agreement</p>	<ul style="list-style-type: none"> • Clerk to circulate dates to Councillors and add to website and noticeboards.

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>18. To discuss Clerk’s laptop</p>	<p>Since starting in post, the clerk has experienced slow running issues with the laptop issued by the Parish Council. This was investigated by a computer specialist who confirmed that the laptop was running at maximum capacity and required an additional 8GB RAM and a solid state drive to improve its performance</p> <p>However, the laptop currently runs on Windows 10 and cannot automatically be updated to Windows 11. From 2025 only Windows 11 will be supported by Microsoft and whilst it might be possible for the laptop to be manually updated, each subsequent update would also need to be added manually.</p> <p>The cost of upgrading the laptop RAM, drive and to Windows 11 would cost £215.00. A new DELL laptop including the recommended specification is currently £524.17 as a Black Friday deal.</p> <p>Currently, all documents are stored on the laptop hard drive and backed up to a memory stick each month. The computer expert had recommended opting for Microsoft 365 which would allow cloud storage of 1tb for £59.99 per year.</p> <p>It was suggested that in view of the age of the laptop, the Council purchase a new one and also subscribe to Microsoft 365. This was proposed by Cllr. Dawson, seconded by Cllr. Physick and agreed by all.</p>	<ul style="list-style-type: none"> • Clerk to check with SALC to see if they have any arrangement with DELL for a discount and to order a new laptop. Also, to arrange for a Microsoft 365 package
<p>19. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 19th December 2024)</p>	<p>No further items were requested to be added to the December agenda.</p> <p>Date of next meeting: 19th December 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare December agenda

Chair’s initials.....

Hollesley Parish Council

The meeting was closed at 9:05pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

Chair's initials.....