

*Hollesley Parish Council*

**Minutes of Hollesley Parish Council Meeting**

Held on 19th December 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Anna Yates, Cllr. Sharon Bushnell, Cllr. Igor Kaligarič and Cllr. Andrew Rust

Clare Cooper (Parish Clerk)      Twenty 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):

- Several members of the public spoke regarding the Claimed Footpath RB5 to FP4 expressing gratitude that the Parish Council have applied and successfully obtained the adoption of the footpath. This footpath is integral to link existing footpaths and enable residents of the parish to enjoy their rural surroundings. The Parish Council was urged to support the claim for the footpath if an appeal is lodged against the decision made by Suffolk County Council. A significant number of residents felt very strongly about it's potential loss. Historically access to Bluebell Wood which was initially granted, was lost on appeal.
- A further member of the public asked to the Parish Council not to continue to support the claim when an appeal is raised, due to the financial impact on a local business. Whilst the business wished local people to have access to surrounding land, they felt this was already catered for by existing footpaths. They expressed that the path in question had been designed specifically for use by horses and not as a public footpath. It was felt that public funds should not be used for legal representation.
- One resident highlighted to the Parish Council that there is a rusting corrugated shed on the allotments which is starting to collapse towards the footpath. The edges are sharp and could cause significant injury if a child were to catch themselves on the edge.

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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 also sent his apologies and a report.

| Agenda Item   | Resolution / Agreement / Fact  | Action   |
|---|--|----------|
| 1. <u>Apologies for Absence</u>   |  |          |
| a) To receive apologies   | a) Apologies had been received from Cllr. John Harwick, and Cllr. David Physick.   | a) Noted |
| b) To approve apologies   | b) The apologies of from Cllr. John Harwick, and Cllr. David Physick was proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and all agreed. | b) Noted |
| 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  |

*Chair’s initials.....*

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| e) Notifications of Lobbying with reference to any Planning Application to be discussed   | e) 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 January and to retain the item on the agenda</i>   | <ul style="list-style-type: none"> <li>• Clerk to place on January 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 agree <u>Minutes</u> of meeting dated 21st November 2024  | The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Dawson, seconded by Cllr. Rust 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>   |
| 6. <u>Finance Matters:</u><br>a) To authorise Accounts as of 30 <sup>th</sup> November 2024<br><br>b) To discuss and agree the Budget for 2025/26<br><br>c) To discuss and agree the Precept for 2025/26<br><br>d) To discuss 2025 grant requests | a) The accounts had been sent to all and there were no questions. Cllr. Burbridge agreed to review the Bank Statements.<br><br>b) The draft budget had been reviewed by Cllrs. Burbridge, Hardwick and Physick prior to the meeting. It was proposed that the Budget was agreed by Cllr. Dawson and seconded by Cllr. Yates and all were in favour.<br><br>c) It was proposed that the Precept of £41,400 as contained in the Budget be requested by Cllr. Dawson and seconded by Cllr. Yates and all were in favour.<br><br>d) The Parish Council had asked further questions of Hollesley Players before deciding on their grant request for £1,000. The responses were considered, and it was proposed by Cllr. Dawson and seconded by Cllr. Bushnell that the grant application be accepted. All were in favour. | a) None<br><br>b) Noted<br><br>c) The Clerk to apply for the precept<br><br>d) Clerk to communicate decision. Payment to be made in April 2025 |

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| <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. C Cooper (Salary and Expenses) - <b>£1,273.58</b></li> <li>ii. SCC Pension Fund (Clerk’s Pension) - <b>£209.23</b></li> <li>iii. Mark Fowler (IT Support) - <b>£60.00</b></li> <li>iv. GeoXphere (Mapping System) - <b>£60.00</b></li> <li>v. Mark Fowler (IT Support) - <b>£199.99</b></li> </ul> <p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. Information Commissioners’ Office - <b>£35.00</b></li> </ul> <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. Alford Storage (Recycling) - <b>£23.00</b></li> <li>ii. Allotment Rent Payments (Allotments) - <b>£835.69</b></li> <li>iii. VAT Refund - <b>£1,2025.88</b></li> </ul> | <p>e) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Yates and all Councillors were in agreement that they be paid. Cllr. Burbridge will examine the invoices and authorise the payments.</p>  | <p>e) The Clerk to draw up payments and Cllr Burbridge to counter authorise</p> <p>f) Noted</p> <p>g) Noted</p> |
| <p>7. <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 receive report from HPC Trustee</p>  | <p>a) Stone King LLP have confirmed that they are currently looking at the most cost effective way to make the transfer and will report back in due course.</p> <p>b) The Village Hall wish to take the easiest legal option to transfer the title and an update given once known.</p> | <p>a) Noted</p> <p>b) Noted</p>   |

Chair’s initials.....

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| <p>8. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/24/4334/FUL FUL - Construction of a single story detached double garage, with two doors on the front and a personnel door on the side facing the house, Chesford, The Street, Hollesley</p> <p>b) ENF/24/0022/DEV – Breach of control - Part Land Near Junction Of Heath Road and Sutton Road Hollesley</p> | <p>a) The garage is to be placed in front of the property and its proposed construction is Green Fibre Cement Boarding, both of which are out of context with the existing street scene. Whilst the Parish Council are not opposed to the construction of a garage, they are opposed to the current plans. Cllr. Devine proposed that an objection be made to the Planning Application which was seconded by Cllr. Dawson. The Council voted five in favour and two abstentions.</p> <p>b) Whilst ESC had investigated and found a breach, they did not intend to take the matter further. It was discussed that:</p> <ul style="list-style-type: none"> <li>• The site is close to open access land in an AONB.</li> <li>• Informal footpaths cross the land in question.</li> <li>• The shaft is around eight feet deep and poses a danger to walkers and animals.</li> <li>• The den could be rebuilt at any time.</li> </ul> <p>It was proposed by Cllr. Burbridge and seconded by Cllr. Rust that the Parish Council request the action to be enforced and extended to include the above ground camp.</p> | <p>a) Cllr. Burbridge to provide appropriate wording for the response.</p> <p>b) Clerk to respond to the ESC email requesting enforcement and an extension.</p> |
| <p>9. <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>a)</p> <p>i) 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. Item to be sent via the Grapevine requesting evidence that the footpath has been used in conjunction with the footpath around the circle.</p>   | <p>i) Cllr. Devine to draw up letter. Clerk to send Grapevine message.</p>  |

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| <p>ii) To agree how to proceed with the funding application for the climbing wall</p> <p>b) Village Hall Recreation Ground</p> <p>i) To agree quotation for maintenance work required</p> | <p>ii) Cllrs. Rust, Yates and Kaligarič have visited local playgrounds and wish to consider a larger project to fully equip and fence the Play Area. They will form a sub-committee and investigate further and will then present to the Parish Council.</p> <p>b)</p> <p>i) A quotation has been received to repair the water supply in the Village Hall Shed, replace the hex bolt covers on the roundabout and re-varnish the Noticeboard outside Morrisons totalling £170.00. It was proposed that this is accepted by Cllr. Yates, seconded by Cllr. Devine and agreed by all.</p>   | <p>ii) Clerk to obtain brochures and arrange site visits.</p> <p>b)</p> <p>i. Clerk to request work is carried out</p> |
| <p>10. To discuss the progress made towards establishing a Neighbourhood Plan for Hollesley</p>   | <p>It was suggested that a small working group make themselves more familiar with Neighbourhood Plans to present to the Annual Parish Meeting in April 2025. Cllrs. Bushnell and Yates agreed to take this on.</p>  | <p>Cllrs. Bushnell and Yates to research.</p>  |
| <p>11. To receive update on the Hollesley Men’s Sheds project</p>   | <p>Men’s Sheds are currently agreeing a constitution. It was agreed that no more can be done until they had a detailed proposal including the type of building, proposed site, whether Planning Consent is required, how the building will be connected to utilities and what will happen to the building if Men’s Sheds disband.</p>   | <p>Clerk to confirm the decision to Men’s Sheds.</p>   |
| <p>12. New Bus Shelter at Oak Hill -To receive update from Bus Company and SCC Highways</p>   | <p>Cllr. Devine reported that he had yet to make contact with the owner of the land in question, but the following points were made:</p> <ul style="list-style-type: none"> <li>• There are three possible options for siting a shelter; the site of the original bus shelter, on the opposite side of Postman’s Walk or where there is a concrete base on the Suffolk Punch side of the road.</li> <li>• Option 1 is opposed by the resident who previously suffered vandalism</li> <li>• The owner of the land for option 2 is happy to have the shelter there, but there may be covenants in place to prevent this.</li> <li>• The base for option 3 is neither wide enough or deep enough to take a bus shelter.</li> <li>• The bus turns round in Postman’s Walk and if loading took place at option 3 the road would temporarily be blocked.</li> </ul> | <p>Cllr. Devine to speak with residents to ascertain if a covenant is in place.</p>                                    |

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|  | <ul style="list-style-type: none"> <li>Ideally a shelter would need to face east away from the prevailing westerly winds if it to provide adequate protection from wind and rain.</li> <li>School children have nowhere to shelter whilst waiting for the school bus and on rainy days spend the day in wet clothes.</li> </ul>  |   |
| <p>13. <u>Highways:</u></p> <p>a) 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) To receive update on Deer signage</p> <p>c) To receive update on vehicles blocking the pavement outside Morrisons and Coltec Garage</p> <p>d) To discuss the SCC decision regarding Claimed Footpath RB5 to FP4</p> | <p>a) SCC Highways, Cllrs. Reid and West have offered a site meeting on 9<sup>th</sup> January 2025 at 2pm.</p> <p>b) The original two signs and two newly ordered signs have been put up today.</p> <p>c) Cllr. Devine has not yet spoken to Coltec as each time he has visited there has been no vehicles parked across the pavement. It was suggested that at the Highways site visit the question of bollards on the pavement is raised.</p> <p>d) This was discussed in detail and the following observations made:</p> <ul style="list-style-type: none"> <li>The claim for the footpath through Bluebell Wood was made after the access was closed, in response to the closure.</li> <li>The reason the appeal for Bluebell Wood was upheld was because the exact course of the original path could not be established.</li> <li>Nothing more can be done until any appeal is submitted. At that time both individuals and the Parish Council will be able to respond to the appeal.</li> </ul> | <p>a) Cllr. Devine to invite David Daddow, HMP Hollesley Bay. Clerk to book Committee room</p> <p>b) Noted</p> <p>c) Clerk to include on agenda of meeting on 9<sup>th</sup> January.</p> <p>d) Noted</p> |

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| <p>14. Deben Ward Meeting – To update the council on the meeting of 28th November</p>                 | <p>The meeting was attended by Cllr. Bushnell and the Parish Clerk. The main discussion was around the poor condition of the roads throughout the Ward. It was agreed to formulate a letter and report to send to Highways listing all the areas of concern throughout the Ward such as damaged road signs, potholes, broken down road edges etc. This and the minutes have yet to be circulated.</p> <p>There was also a discussion regarding a new first responder and whether each parish would be prepared to donate towards the cost of equipment and training. The possibility of using equipment from previous first responders is to be explored.</p> | <p>Noted</p>                                |
| <p>15. To receive agenda items for next meeting and agree date of Next Meeting 16th January 2025)</p> | <p>Cllr. Devine requested that the state of Melton Road by the pigs be added to the agenda.</p>   | <p>Clerk to include in January’s agenda</p> |
| <p>16. To discuss the approaching end of the Parish Clerk’s Probationary period</p>                   | <p><i>The Parish Clerk and member of the public were asked to leave the meeting</i><br/>It was agreed that the Parish Clerk’s contract of employment be confirmed as permanent. This was proposed by Cllr. Devine, seconded by Cllr. Kaligarič and all were in favour.</p>  | <p>Communicated to Parish Clerk</p>         |

The meeting was closed at 9:30pm

Signed: .....  
Chair

Date: .....

*Clare Cooper*  
Clerk to Hollesley Parish Council

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