

Hollesley Parish Council

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Minutes of Hollesley Parish Council Meeting

Held on 20th March 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr. Anna Yates, Cllr. Sharon Bushnell, Cllr. David Physick, Cllr. Roger Dawson, Cllr. Igor Kaligarič and Cllr. Jonathan Hardwick.

Clare Cooper (Parish Clerk) Five Members of the Public

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 asked if permission had been sought from the landowner to block off the unofficial car park next to Moorlands and the land in front of Moorlands during the Poplar Park Horse Trials. Cllr. Hardwick confirmed that he had permission from A J Paul to block the car park, and the residents of Moorlands had asked for the land in front of their properties to be blocked off, as last year they were unable to gain access to their properties due to parked cars.

The member of the public then asked about the cones along the Village Hall drive. No one was aware of this, and the clerk is to make enquiries of the Village Hall.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid
 - ❖ The County Council has agreed it's budget for 2025/26 at £800m. 77% of this goes towards Adult Social Care and Education and Young People. Cllr. Reid is responsible for Education and SEND.
 - ❖ Suffolk and Norfolk have been chosen as one of six authorities to benefit from FastTrack Devolution. This will mean that there will be some consultation by the Government regarding the format of the new authority, rather than the imposition of a pre-determined outcome. A mayor will be elected in May 2026 to cover both Norfolk and Suffolk. They will be responsible for the planning of Highways and Housing.

The new authority should lead to economies of scale, but this depends on the number of individual areas within Suffolk. At the present time there are three options being considered with the largest saving in costs being achieved by Suffolk being a single council. This is the option favoured by Cllr. Reid. Other options could lead to those wealthier urban areas such as Ipswich, Woodbridge and Felixstowe being a single Greater Ipswich Council.

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The County Council elections due in May 2025 have been postponed until devolution is in place. By the end of the summer there should be a firm business case based on the preferred council model.

- ❖ It has been announced that Suffolk Libraries are to be taken back into the control of the County Council. The main reason for this is because without the financial support that has been given by the County Council over the last two years, the libraries would have gone into receivership. The County Council wishes to keep all the libraries open as they provide the opportunity for 45 hubs across the county which can be used for a variety of community groups.
- ❖ Cllr. Reid stated that the road from the Bromeswell roundabout to the Melton crossroads is currently at maximum capacity and this should be borne in mind should there be any further housing development across the peninsular.
- East Suffolk Council – Cllr. Mallinder
 - ❖ Jenny Riddell-Carpenter the new local MP had spent one Saturday with Cllr. Mallinder meeting local people (including a short meeting with Hollesley Councillors) to hear and see the issues faced by the rural communities across the Deben Ward. Jenny was aware of many of the issues which are shared with other communities across her constituency. Cllr. Mallinder hopes that the meeting will help open up the lines of communication with Jenny now that she knows who we are.
 - ❖ Cllr. Mallinder is in favour of the planned devolution of local government. There are 300 councillors across Suffolk who each claim an allowance of £7,000 per year which equates to £21m. This should be reduced as a result of devolution.
 - ❖ Under the 1984 Countryside Act, any landowners have a liability to keep roads clear of debris from the fields. This is not being enforced and Cllr. Mallinder is looking forward to raising this with Tim Passmore at the Annual Parish Meeting.
 - ❖ There are an increasing number of pigs around the village and whilst there are no guidelines about how far they should be sited from residential housing Cllr Mallinder suggested that evidence should be built up of any nuisance with smell etc. to build up grounds for a complaint.
 - ❖ Many of the fields are currently being ploughed and it is important that an eye is kept on the footpaths that cross farmland to ensure that they are reinstated after ploughing.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Trevor Burbridge, Cllr. David Kershaw and Cllr. Andrew Rust.	a) Noted
b) To approve apologies	b) The apologies from Cllr. Trevor Burbridge, Cllr. David Kershaw and Cllr. Andrew Rust were proposed as accepted by Cllr. Yates, seconded by Cllr. Devine and all agreed.	b) Noted

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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) Cllr. Bushnell is a neighbour of the property to be discussed at agenda item 8b. c) None d) None e) None	a) None b) Cllr. Bushnell will take no part in the discussion or vote. c) None d) None e) None
3. <u>Co-option of a Councillor</u> and the signing of the Declaration of Acceptance of Office	No one agreed to take up the vacancy. The Clerk confirmed that this is to be a retained item on the agenda	<ul style="list-style-type: none"> • Clerk to place on April Agenda
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to enquire about parking with the Village Hall
5. To agree <u>Minutes</u> of meeting dated 6th March 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Dawson, seconded by Cllr. Yates 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 of 28 th February 2025	a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements.	a) None

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<p>b) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary and Expenses) - £727.92 ii. SCC Pension Fund (Clerk’s Pension) - £218.29 iii. HMRC (Tax & NI) 503.18 iv. George Collins (Cemetery)- £29.99 v. Suffolk County Council (Streetlights) £612.52 <p>c) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. Tesco Mobile (Phone) - £8.00 <p>d) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Alford Storage (Recycling) - £15.00 	<p>b) The payments were proposed by Cllr. Physick, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllr. Physick will examine the invoices and authorise the payments.</p> <p>c) Noted</p> <p>d) Noted</p>	<p>b) The Clerk to draw up payments and Cllr. Physick to counter authorise</p> <p>c) Noted</p> <p>d) Noted</p>
<p>7. <u>Hollesley Village Hall:</u></p> <p>a) To discuss whether to renew the licence for caravans on the Recreation Ground for the following two years</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • Should the Parish Council wait until after the next two planned bookings to make a decision? • There was insufficient notice given by the Village Hall for the Parish Council to agree the bookings for 2025. • The caravans help support the Village Hall, pub and shop and the Parish Council should not make money out of it. • Would the Parish Council’s be liable if a caravan was damaged whilst on the Recreation Ground? Would this be covered by the Insurance? 	<p>a) Clerk to investigate Insurance position and add to a future agenda</p>

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<p>b) To receive report from HPC Trustee</p>	<p>Cllr. Devine proposed that a decision be postponed until the answers to the question of liability can be answered and until there is a full council present. This was seconded by Cllr. Dawson. Six voted for and one abstained.</p> <p>b) Cllr. Yates confirmed that there was no update on the transfer of the deeds to the Village Hall.</p>	<p>b) Noted</p>
<p>8. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/25/0831/FUL- Demolition of existing rear extension, new single-storey rear extension and alterations – Chez Nous, Lodge Road</p> <p>b) DC/25/0877/FUL- Proposed use of shepherd’s hut as holiday let accommodation (retrospective application) 8 Pightles Lane</p>	<p>a) This constitutes the demolition of a garage at the rear of the property, being rebuilt and widened slightly as living accommodation. The extension cannot be seen from the road or by neighbouring properties.</p> <p>It was proposed by Cllr. Yates that a comment of no objection be made. This was seconded by Cllr. Dawson and agreed by all.</p> <p>b) Enforcement had previously been sought as the Shepherd’s Hut was being let out without planning permission. The application stated that the property could not be seen from any road or public footpath. This is incorrect as the Clerk had taken a clear photograph from FP44.</p> <p>It was proposed by Cllr. Devine that an objection is made as the application is incorrect. This was seconded by Cllr. Yates. Three councillors voted for, one against and two abstained.</p>	<p>a) Clerk to update Planning Portal</p> <p>b) Cllrs. Devine and Yates to provide the Clerk with appropriate wording to report</p>

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<p>c) DC/25/0766/FUL - Replacement of an existing annexe with a new two Storey three bed dwellinghouse - Richmond Hill, Rectory Road</p>	<p>c) Plans show that the existing single storey annex is to be converted into a two-storey separate dwelling and the drive split in two. Another neighbouring property has done this and set a precedent. Both properties are well hedged from their neighbours.</p> <p>Cllr. Physick proposed that no comment be made. This was seconded by Cllr. Hardwick and all were in favour.</p>	<p>c) Noted</p>
<p>9. Recreation Grounds: a) Village Hall Recreation Ground i) To discuss whether the bench outside the Village Hall is to be repaired or replace.</p>	<p>i) Nick James who took the bench for repair, is unwilling to reduce his invoice. He has found additional areas that need repair and felt the best solution was for the Parish Council to replace the bench with one from another supplier as it will need ongoing maintenance.</p> <p>As the bench is sited on land owned by the Village Hall, they should be consulted on the choice of a replacement and may wish to contribute towards the cost.</p> <p>Cllr Devine proposed that the bench be replaced, and the Village Hall consulted. This was seconded by Cllr. Kaligarič and all were in favour</p>	<p>i) Clerk to communicate with Nick James and the Village Hall</p>
<p>10. To discuss whether there is a need for the Parish Council to adopt a Cyber Security programme</p>	<p>A communication from NALC had mentioned that parish councils should consider adopting such a policy. It was felt that more information is needed before deciding.</p>	<p>Clerk to obtain more information from SALC.</p>
<p>11. To discuss the options for a Defibrillator at Oak Hill</p>	<p>The clerk in conjunction with Andrew Barlow had researched solar powered defibrillator cabinets which are available at a cost of £2,895.00 +VAT plus the cost of the defibrillator at around £850. There is a guarantee period of 5 years on the lock, heater and solar panel and 10 years on the cabinet. The battery life is estimated at 5-10 years.</p>	<p>Clerk to apply for funding</p>

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	<p>In addition, the clerk had approached the Suffolk Punch Trust to ask if it would be possible to move their defibrillator to the end of the drive where it could be accessed 24/7, or whether the Parish Council could site a powered or solar powered cabinet at the end of the drive. One of the trustees had been consulted and said that none of these options could be considered.</p> <p>The site for a solar powered unit was then discussed and it was agreed that the best position would be next to the post box where there is already an area of hard standing.</p> <p>Funding is available for defibrillators through the Fonnereau Road, Health Foundation Trust which can award grants between £2,000 and £5,000. It was agreed that an application for funding should be made</p>	
<p>12. Documentation – To confirm review and adoption of documents sent to all 05/03/2025:</p> <ul style="list-style-type: none"> a) Risk Assessment (Financial) March 2025 b) Risk Assessment (Non-Financial) March 2025 c) Risk Assessment (Cemetery Maintenance) March 2025 d) Risk Assessment (Litter Picking) March 2025 e) Standing Orders March 2025 	<p>David Physick proposed that all should be adopted subject to the inclusion on the Litter Picking Risk Assessment that emergency contact details should be carried at all times. This was seconded by Cllr. Bushnell and all were in favour.</p> <p><i>At this point it was agreed to suspend standing order 3x to allow the meeting to continue</i></p>	<p>Clerk to amend Litter Picking Risk Assessment and upload all to the website.</p>

Agenda Item	Resolution / Agreement / Fact	Action
13. To discuss possible attendees for SALC/NALC training; New Councillor Training, Planning Changes and Alternative Income Sources	<p>Both Cllr. Bushnell and Cllr. Kershaw are to complete the New Councillor Training.</p> <p>There is a Planning Training Webinar which can be subscribed to as a Council and viewed by any Councillors who wish to do so.</p> <p>Councillors are also interested in any further training offered by SALC/NALC about Planning, Devolution and Increasing Income Streams</p>	Cllrs. Bushnell & Kershaw to book training, Clerk to investigate the availability and cost of other training.
14. To receive agenda items and agree date of Next Meeting 17 th April 2025 – In Hollesley Village Hall	Cllr. Physick gave his apology as he will be away.	Noted

The meeting was closed at 9:40pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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