

Hollesley Parish Council

Page | 997

Minutes of Hollesley Parish Council Meeting

Held on 17th April 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

- a) Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Anna Yates, Cllr. Roger Dawson, Cllr. David Physick, Cllr. Sharon Bushnell, Cllr. David Kershaw 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 commented that the footpath from the Thatched Cottage up to Rectory Road was uneven due to tree roots. Also, the hedge on the cut through to Mallard Way was very overgrown and would be difficult to get through with a pushchair or wheelchair. The hedge is usually maintained by the homeowner. The hedge belonging to the cottage on the corner of Rectory Road and the Street is making it difficult to see when turning out of Rectory Road.

A second resident commented on the Neighbourhood Plan (NP) presentation given at the Annual Parish Meeting. They felt that if it was decided to pursue an NP that this would be a huge commitment both financially and in terms of the time required to be given by the committee. The NP could be put in place and may be outdated by the time it was completed. Any future developments on the peninsula would have an impact on the roads. Was it really worthwhile having an NP? They felt rather than having a parish NP this should be a collective effort across the Deben Ward in order to have a bigger voice.

Another person commented that it was good to see the local Speedwatch out today. There had been a Grapevine message about speeding tractors, and they wished to know what was being done about it. They also asked if the hedges could be cutback along the edge of the allotments where the path passes from the School to Rectory Road.

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b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid
Cllr. Reid was not present and had a report had not been received prior to the meeting.
- East Suffolk Council – Cllr. Mallinder
Cllr. Mallinder sent his apologies and confirmed:
 - ❖ I have been doing quite a bit of work recently – helping Bromeswell to update their village plan, parking issues at Bawdsey Quay and will be supporting the Men’s Sheds on Saturday.
 - ❖ Full update on my newsletter at the next meeting

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. Igor Kaligarič and Cllr. Andrew Rust. Cllr. David Physick had advised that he may be late. b) The apologies from Cllr. David Physick, Cllr. Igor Kaligarič and Cllr. Andrew Rust were proposed as accepted by Cllr. Yates, seconded by Cllr. Burbridge and all agreed.	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	a) None b) None c) None d) None	a) None b) None c) None d) None

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Agenda Item	Resolution / Agreement / Fact	Action
e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None <i>Cllr. Physick joined the meeting</i>	e) None
3. <u>Co-option of a Councillor</u> and the signing of the Declaration of Acceptance of Office	Martin Scannell stepped forward to take up the vacancy. He has lived in the village since 2021 and would like to be more involved in village life. Cllr. Bushnell proposed that Martin be co-opted onto the Parish Council. This was seconded by Cllr. Burbridge and all were in favour. Cllr. Scannell signed the Declaration of Acceptance of Office and joined the meeting.	<ul style="list-style-type: none"> • Clerk to update Election Services, the noticeboards and Website
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to address the matters raised
5. To agree <u>Minutes</u> of meeting dated 20th March 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Physick, 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 31st March 2025 b) To agree Reserve Allocations as of 1 st April 2025 c) To agree the CIL report for 2024/25 d) To agree the Internal Control Statement for the year ending 31 st March 2025	a) The accounts had been sent to all and there were no questions. Cllr. Devine proposed that the accounts were authorised, and this was seconded by Cllr. Bushnell. All voted in favour. Cllr. Kershaw agreed to review the Bank Statements. The Chair and Clerk signed the annual accounts b) The Reserve Allocations had been sent to all and there were no questions. Cllr. Kershaw proposed that these were agreed, and this was seconded by Cllr. Burbridge. All voted in favour. c) The CIL report had been sent to all. Cllr. Scannell asked for an explanation of the report. Cllr. Devine proposed that this was agreed, and this was seconded by Cllr. Bushnell. All voted in favour. d) The document had been sent to all and there were no questions. Cllr. Yates proposed that these were agreed, and this was seconded by Cllr. Physick. All voted in favour. The Chair and Clerk signed the official copy.	a) Clerk to send to the internal auditor. b) As above c) As above d) As above

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary and Expenses) - £837.69 ii. SCC Pension Fund (Clerk’s Pension) - £210.05 iii. Suffolk Cloud (Website) - £120.00 iv. Kevin Foreman (Maintenance) - £200.00 v. David Bracey (Play Park Inspections) £720.00 vi. SALC (PAYE costs) – £69.60 vii. Just 42 (Grant) - £1157.00 viii. Hollesley Bowls Club (Grant) - £1,000.00 ix. Hollesley Fete (Grant) - £175.00 x. Good Neighbour Scheme (Grant) - £484.00 xi. Hollesley Players (Grant) - £1,000.00 xii. Hollesley Welcome Club (Grant) - £490.00 xiii. SALC (Subscription) - £520.50 xiv. Hollesley Village Hall (Room Hire) - £228.00 xv. East Suffolk Services (Waste Collection) - £248.44 xvi. E Curtis (Litter Picking) - £180.00 	<p>e) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Physick 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>

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f) To note Payments made since last meeting: i. Tesco Mobile (Phone) - £12.00 g) To note Payments received since last meeting: i. Alford Storage (Recycling) - £27.00 ii. HMRC (VAT reclaim) - £309.09 iii. Barclays (Interest) - £92.43 h) To note transfers made between accounts: i. Business Premium Account to Community Account - £8,000	f) Noted g) Noted h) Noted	f) None g) None h) None
7. <u>Hollesley Village Hall:</u> a) To receive report from HPC Trustee	a) Cllr. Yates confirmed that the Village Hall were pleased to receive the offer to work in collaboration on the replacement bench. However, due to the uncertainty around their finances they would appreciate deferring any decision until December.	a) Noted
8. <u>Recreation Grounds:</u> a) Village Hall Recreation Ground i) To discuss whether any action is to be taken regarding the condition of the driveway past the gates ii) To grant permission for the Hollesley Village Fete on Saturday 28 th June 2025	i) It was felt that now that the traffic through the gates has reduced as the fish and chip van no longer calls each week that this should reviewed again in six months' time. ii) This was proposed as accepted by Cllr. Burbridge, seconded by Cllr. Devine and accepted by all.	i) Clerk to place on October agenda ii) Clerk to communicate to the fete committee

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<p>9. <u>Highways:</u> a) To agree whether any further action is to be taken regarding parking on the pavement outside the shop</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • Bollards are costly and this would simply move the problem elsewhere • Coltec are tidying up behind the garage to make more room for parking • The signs on the fence could be improved • One the garage has been built the problem may reduce • Would Highways allow a painted sign on the pavement? • Could Coltec place a sign on their front door asking that customers do not park on the payment? <p>It was agreed to wait until the garage at Chesford has been constructed and to then review the options.</p>	<p>Clerk to update Ongoing Matters spreadsheet</p>
<p>10. To discuss the following <u>Planning Applications:</u> a) DC/25/1152/VOC - Variation of Condition No. 2 of DC/14/3533/FUL - Erection of 9 Dwellings with associated access, parking and landscaping - Revise design for plot 4 -Former Heath Dairy Farm, Melton Road</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • The application is for an increase in the size of the property. • The property sits well within the development and most of the windows overlook the road. • The windows that overlook Plot 3 are offset so they do no look straight in. • The north-west elevation on the portal is incorrect. • The garage is to be increased from one bay to two. <p>Cllr. Burbridge proposed that a comment of “No objection” is submitted with a note to say that the NW elevation is incorrect. This was seconded by Cllr. Dawson and agreed by all.</p>	<p>Clerk to update Planning Portal</p>
<p>11. To authorise the maintenance work to the bench at Duck Corner</p>	<p>A quote had been submitted for the work to be done of £80. It was proposed that this be accepted by Cllr. Kershaw, seconded by Cllr. Burbridge and agreed by all.</p>	<p>Clerk to arrange with Kevin Foreman for the work to be carried out.</p>
<p>12. To discuss whether the Parish Council should have a stand at the Village Fete</p>	<p>It was agreed that this would be a good idea and would be an ideal opportunity to discuss the Neighbourhood Plan and Emergency Plan along with the developments at Oak Hill. Both Cllr. Yates and Cllr. Dawson offered stand which could be used to display Material.</p>	<p>Clerk to arrange with Fete Committee</p>

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<p>13. To discuss the future of:</p> <p>a) The old defibrillator from the Shepherd & Dog</p> <p>b) The clerk's old laptop</p> <p>c) The remaining refreshments from the APM</p>	<p>a) Run Cottage Caravan Park have offered to host the defib in their information hut. This is open 24/7 and would be able to be registered on The Circuit for everyone to access. Andrew Barlow has offered to check this along with the other defibs. The PC would be liable for ongoing running costs. It was proposed by Cllr. Devine that this be accepted, seconded by Cllr. Scannell and all were in favour.</p> <p>b) It was decided that the laptop be donated to a local charity</p> <p>c) The nibbles are to be offered on the stand at the Village Fete and the wine donated to the barrow of booze organised by Cllr. Kershaw to raise money for local causes.</p>	<p>a) Clerk to arrange</p> <p>b) Cllr. Burbridge to investigate a suitable charity</p> <p>c) Clerk to arrange</p>
<p>14. To elect a representative to attend Community Partnership meetings</p>	<p>Cllr. Dawson has decided not to continue as the Community Partnership representative. He felt that a new face might be beneficial and it was agreed that Cllr. Bushnell would take this on.</p>	<p>Clerk to advise the Community Partnership</p>
<p>15. To agree attended for SALC/NALC training; Planning Changes and Alternative Income Sources</p>	<p>It was agreed to register the PC for the SALC Planning Webinar 2, as this contained the most useful content.</p> <p>Discussions around general Councillor training revolved around possibly arranging a joint face to face session with other councils from the Deben Ward in order to share costs.</p>	<p>Clerk to sign up to SALC webinar and investigate face to face training</p>
<p>16. To receive agenda items and agree date of Next Meeting 15th May 2025 – In Hollesley Village Hall</p>	<p>Preferred option for play equipment at Oak Hill.</p>	<p>Clerk to add to the agenda for May.</p>

The meeting was closed at 9:40pm

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Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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