

Hollesley Parish Council
Minutes of Hollesley Parish Council Annual Meeting
Held on 15th May 2025 ~ 7.30pm
At Hollesley Village Hall, Woodbridge Road, Hollesley

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Present

a) Cllr. Brian Devine (Chair – after item 1), Cllr. Anna Yates, Cllr. David Physick, Cllr. Sharon Bushnell, Cllr. Igor Kaligarič, Cllr. Andy Rust and Cllr. Martin Scannell.

Clare Cooper (Clerk) Two Members of the Public

The start of the meeting was delayed until 9.40pm. 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):

Meryl Montague spoke on behalf of the Village Hall regarding the holding of caravan rallies on the Recreation Ground. The Village Hall hoped that the Parish Council would look favourably on their request to renew the licence for caravans for a further two years. The Parish Council are asked for permission on each occasion and bookings only taken from bone fide clubs. At each rally the local rules are explained to the stewards who ensure that these are observed, and risk assessments are carried out. Meryl checks for any infringement of the rules and confirmed that the Village Hall are liable for any damage made to the surface of the Rec. The groups enjoy Hollesley and the surrounding areas and support local businesses such as the shop and the pub. After the rally, checks are made by the Village Hall to make sure that all is left as it should be. There have been only two incidents in 10 years. The caravans are limited to spring and autumn and the income generated helps reduce the Village Hall hire costs for local groups and to cover maintenance costs.

A second member of the public reported that they had a concern about the Speed Watch. They acknowledged that the group did a great job, but had witnessed a member of the Speed Watch group gesturing to motorists and staring at those they felt had exceeded the speed limit. Under Speed Watch guidelines this is not allowed and more importantly puts those carrying out the Speed Watch at risk of retaliation.

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 been received and circulated prior to the meeting.
- East Suffolk Council – Cllr. Mallinder
Cllr. Mallinder had sent a report prior to the meeting which had been circulated, and he recapped the important points.

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>To elect a Chair</u> of the Council for 2025/26 and signing of the Declaration of Acceptance of Office	Cllr. Physick proposed Cllr. Devine continue in the role as Chair. This was seconded by Cllr. Scannell. There were no other nominees and Cllr. Devine indicated he was happy to continue. Cllrs. voted all in favour of Cllr Devine’s appointment. The Declaration of Acceptance of Appointment was completed.	<ul style="list-style-type: none"> Noted
2. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	<p>a) Apologies had been received from Cllr. Roger Dawson, Cllr. Trevor Burbridge, Cllr. Jon Hardwick and Cllr. Yates had advised that she would be late.</p> <p>b) The apologies from Cllr. Roger Dawson, Cllr. Trevor Burbridge and Cllr. Jon Hardwick were proposed as accepted by Cllr. Scannell, seconded by Cllr. Kaligarič and all were in agreement.</p>	<p>a) Noted</p> <p>b) Noted</p>
3. <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	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p> <p><i>Cllr. Yates joined the meeting</i></p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> • Clerk to contact Speed Watch leader
5. <u>To elect a Vice-Chair</u> for 2025/26 and the signing of the Declaration of Acceptance of Office	Cllr. Burbridge was absent from the meeting but had said that he was willing to continue as Vice Chair in the absence of any other nominees. There were no other nominees and so Cllr. Devine proposed that Cllr. Burbridge continue as Vice-Chair. This was seconded by Cllr. Physick and all agreed,	<ul style="list-style-type: none"> • Clerk to arrange for the Declaration of Office to be signed
6. To agree <u>Minutes</u> of meeting dated 17 th April 2025	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Bushnell, seconded by Cllr. Scannell and Councillors who were present at the meeting voted all in agreement, that they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
7. To confirm following Appointments: a) Internal Auditor (<i>currently Mr Trevor Brown</i>) b) Maintenance Officer (<i>currently vacant</i>) c) Responsible Finance Officer (<i>currently the Clerk</i>) d) Cemetery Maintenance (<i>currently Mr G Collins</i>) e) Litter Picking Officer (<i>currently Mrs E Curtis</i>) f) SALC Representative (<i>currently Cllrs. Bushnell & Yates</i>) g) ESC Community Partnership Representative (<i>currently Cllr. Dawson</i>) h) Hollesley Village Hall Representative/Trustee (<i>currently Cllr. Yates</i>) i) Alde & Ore Association (<i>currently Cllr. Dawson</i>)	The following appointments were confirmed: a) Mr Trevor Brown b) Mr Kevin Foreman c) The Clerk d) Mr G Collins e) Mrs E Curtis f) Cllrs, Bushnell & Yates g) Cllr. Bushnell h) Cllr. Yates i) Cllr. Dawson	<ul style="list-style-type: none"> • Clerk to issue Terms of Reference to Kevin Foreman

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	The above appointments were proposed by Cllr. Physick, seconded by Cllr. Rust and all were in agreement.	
8. To remind Councillors to review their Register of Interests entry on the ESC System	The Clerk reminded all Councillors of their responsibility to review their entry on the ESC Register of Interests and to make any amendments if required.	<ul style="list-style-type: none"> • Clerk to provide assistance, if required
9. To confirm all Standing Orders and Direct Debits presently set up for the Council	<p>The Clerk confirmed the Council currently has the following financial Standing Orders and Direct Debits set up:</p> <ul style="list-style-type: none"> • Anglian Water (Wave) Ltd – Various amounts collected for water usage at the Allotments • Information Commissioners Office - £35.00 collected annually • Tesco Mobile – currently £12.76 <p>Cllr. Yates proposed these continue. This was seconded by Cllr. Kaligarič and all were in agreement.</p>	<ul style="list-style-type: none"> • Noted
10. Councillor Responsibilities – To agree the Councillor Responsibilities for 2025/26	The Clerk ran through the current list of Councillor responsibilities and enhancements were made.	<ul style="list-style-type: none"> • Clerk to update the list and circulate. Also to confirm with absentees
<p>11. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 30th April 2025</p> <p>b) To accept Internal Auditor’s Report for 2024/25 and ‘Annual Internal Audit Report’ within Part 3 of the Annual Governance and Accountability Return 2024/25</p> <p>c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2024/25</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements. It was proposed by Cllr. Physick that these be accepted, seconded by Cllr. Devine and all agreed.</p> <p>b), c) and d) The full Internal Auditor’s Report for 2024/25 and ‘Annual Internal Audit Report’ within Part 3 of the AGAR had been circulated to all and there were no recommendations from the Internal Auditor. Cllr. Bushnell proposed their official acceptance along with Sections 1 & 2 of the AGAR. This was seconded by Cllr. Physick and all were in agreement.</p>	<p>a) None</p> <p>b) Clerk to publish on the Website and send the AGAR to PKF</p> <p>c) As above</p>

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<p>d) To agree and complete Section 2 of Part 3 of the AGAR 2024/25</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £695.91 ii. SCC Pension Fund (Clerk’s Pension) - £210.05 iii. Kevin Foreman (Allotments) - £600.00 iv. Kevin Foreman (Maintenance) - £80.00 <p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. Tesco Mobile (Phone) - £12.76 <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. E B Button (Cemetery) - £590.00 ii. Hollesley Village Hall (Trade Waste) - £244.20 iii. East Suffolk Council (50% of Precept) - £20,700.00 iv. Hollesley Players (Container Hire) - £50.00 v. Alford Storage (Recycling) - £16.00 <p>h) To note transfers to be made between accounts:</p> <ul style="list-style-type: none"> i. Community Account to Business Premium Account - £10,000.00 	<p>e) The payments were proposed by Cllr. Rust seconded by Cllr. Bushnell and all Councillors were in agreement that they be paid. Cllr. Bushnell examined the invoices and agreed to authorise the payment the following day.</p> <p>f) Noted</p> <p>g) Noted</p> <p>h) Noted</p>	<p>d) As above</p> <p>e) Clerk to draw payments and Cllr. Bushnell to counter authorise</p> <p>f) None</p> <p>g) None</p> <p>h) None</p>

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Agenda Item	Resolution / Agreement / Fact	Action
<p>12. <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>b) To grant permission for two gazebos, a bench, outdoor game and food truck to be parked on the Rec on Saturday 21st June, to be used during a wedding reception</p>	<p>a) The Parish Council were impressed by the presentation by Meryl Montague which answered some of their original concerns. Cllr. Physick proposed that the PC agree to permitting caravans on the Recreation Ground for a further two years, subject to a licence being granted by the Diocese and the maximum number of nights including those when the stewards set up. This was seconded by Cllr. Scannell and all were in favour,</p> <p>b) It was confirmed that all music would be within the Village Hall and that the event would end at 11pm. Cllr Devine proposed that permission be granted. This was seconded by Cllr. Yates and all agreed.</p>	<p>a) Clerk to communicate to the Village Hall and arrange a licence.</p> <p>b) Clerk to confirm to the Village Hall</p>
<p>13. <u>Recreation Ground</u></p> <p>a) To discuss whether any action is to be taken regarding moles on the field</p> <p>b) To discuss is a bramble bush is to be removed</p>	<p>a) Since this was originally raised the Recreation Ground has been mowed on a regular basis and the Clerk reported that the tractor driver had told her that he filled in the mole hills before cutting to avoid blunting the cutting blades. Cllr. Devine proposed that no further action be taken which was seconded by Cllr. Kaligarič. All agreed.</p> <p>b) A resident had requested the removal of a bramble bush which has been growing through her garden fence from the Recreation Ground. The Clerk had investigated and pruned back no more than ten branches and was able to walk between the bush and the fence. Cllr. Devine proposed that permission be granted for the bramble to be removed providing the resident met the cost and the work was carried out by the Parish Council’s contractor. This was seconded by Cllr. Bushnell and agreed by all.</p>	<p>a) Noted</p> <p>b) The Clerk to communicate with the resident</p>

Agenda Item	Resolution / Agreement / Fact	Action
14. <u>Documentaton – To agree and adopt:</u> a. Financial Regulations 2025 b. Standing Orders 2025 c. Safeguarding Policy 2025	The documents had been emailed to all Councillors prior to the meeting. a) & b) Cllr. Yates proposed that these be adopted. Cllr. Kaligarič seconded and all were in favour. c) Cllr. Bushnell queried the reference to report to Customer First on pages 3 and 9, rather than LADO referred to on page 11. As this was prepared from a SALC template it was agreed to clarify with them.	a) & b) The Clerk to upload to the website c) The Clerk to query with SALC
15. To receive agenda items for next meeting and agree date of Next Meeting 19 th June 2025	It was suggested the following items were added to the June agenda: <ul style="list-style-type: none"> • Safety rails to replaced at the bottom of Tank Hill • Play equipment for Oak Hill Recreation Ground • Cllr. Bushnell gave her apologies Date of next meeting: 19th June 2025	<ul style="list-style-type: none"> • Clerk to prepare June agenda

The meeting was closed at 9.20pm

Signed:
 Chair

Date:

Clare Cooper
 Clerk to Hollesley Parish Council

Chair's initials.....