

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

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Held on 17th July 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr. Anna Yates, Cllr. David Physick, Cllr. Jon Hardwick, Cllr. Andy Rust, Cllr. Sharon Bushnell and Cllr. Martin Scannell.

Clare Cooper (Clerk) Four 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):

A member of the public asked if the Parish Council were aware of two building projects in the village. The first at Schillings Farm where it would appear a farm building is being erected on an existing concrete slab, the second outbuildings at Honor House, Alderton Road, Hollesley. The Parish Council were unaware that any planning applications had been made in either case and will investigate and refer to ESC Planning Department.

They also asked if there was any news on the final three properties to be built on the Pightles Lane development. It appears that building materials are being cleared from the site. The Parish Council responded to say that there was no time limit on the construction of the three houses which already have Planning Permission granted

A resident of Alderton Road commented that he had not been notified of a Planning Application on a property which abutted his land. ESC had notified neighbours either side of the property in question, but one of these was a property related to the application.

Finally, it was requested that the Parish Council ask that the hedge at West Cross, where it runs along The Street, be cut back as it is restricting the view of cars emerging at Duck Corner from Woodbridge 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 apologised that he was unable to send a report 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.

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. Linda Bowman, Cllr. Igor Kaligarič and Cllr. Roger Dawson.	a) Noted
b) To approve apologies	b) The apologies from Cllr. Trevor Burbridge, Cllr. Linda Bowman Cllr. Igor Kaligarič and Cllr. Roger Dawson were proposed as accepted by Cllr. Yates, seconded by Cllr. Physick and all were in agreement.	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
e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None	e) None

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3. <u>Public Session</u>	<i>See above record</i>	Clerk to contact ESC Planning. Clerk to report overgrown hedge
4. To agree <u>Minutes</u> of meeting dated 3 rd July 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Rust, seconded by Cllr. Scannell and Councillors who were present at the meeting voted all in agreement, that they were correct.	Clerk to post on the Website
5. <u>Finance Matters:</u> a) To authorise Accounts as of 30 th June 2025 b) To review Cemetery fees for 2025/26 c) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - £704.87 ii. SCC Pension Fund (Clerk’s Pension) - £210.05 iii. HMRC (Tax & NI) - £618.40 iv. Kevin Foreman (Maintenance) - £80.00 v. ESC (Cemetery Waste) - £54.00 vi. E Curtis (Litter Picking) - £180.00 vii. ESS (Trade Waste) - £59.39	a) The accounts had been sent to all and there were no questions. Cllr. Scannell agreed to review the Bank Statements. It was proposed by Cllr. Scannell that these be accepted, seconded by Cllr. Rust and all agreed. b) After comparing other charges by local cemeteries Cllr. Devine proposed that the fees be increased 5% with immediate effect rounded to the nearest £5. There were six votes for and two abstentions. c) The payments were proposed by Cllr. Physick, seconded by Cllr. Yates and all Councillors were in agreement that they be paid. Cllr. Bushnell examined the invoices and agreed to authorise the payment the following day.	a) None b) Clerk to update charges and post to website c) Clerk to draw payments and Cllr. Bushnell to counter authorise

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<p>d) To note Payments made since last meeting: i) Tesco Mobile (Phone) - £12.76</p> <p>e) To note Payments received since last meeting: i. Alford Storage (Recycling) - £34.00 ii. HMRC (VAT reclaim) - £190.18</p>	<p>d) Noted</p> <p>e) Noted</p>	<p>d) None</p> <p>e) None</p>
<p>6. <u>Hollesley Village Hall:</u> a) To give consent for a wedding to use the Recreation Ground for inflatable games on Saturday 2nd August 2025</p>	<p>a) Cllr. Hardwick proposed that this be accepted with a request that outside activities end by 9.45pm but certainly no later than 10pm. This was seconded by Cllr. Yates. Three votes in favour, one against and three abstentions.</p>	<p>a) Clerk to communicate to the Village Hall</p>
<p>7. <u>Recreation Ground</u> a) To discuss the boundary between the Recreation Ground and Gorselands</p>	<p>a) Cllr. Physick had noticed that behind the boundary fence edging Gorselands, there had historically been a second fence of concrete posts and wire. The PC has arranged for this to be removed several years ago, but there was an element of wire fence and a single concrete pot remaining. He was concerned that any children playing in the undergrowth might be injured.</p> <p>Cllr Rust proposed that a quote is obtained from Kevin Foreman to remove the wire, but that concrete post be retained in case there was any future query over the boundary. This was seconded by Cllr. Scannell and all were favour.</p>	<p>a) Clerk to arrange quote</p>

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<p>8. <u>To discuss the following Planning Applications/Appeals:</u></p> <p>DC/25/2605/FUL, Change of Use of Residential Annex to Independent Dwelling – Bryanton, Bushey Lane, Hollesley, IP12 3RU</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • The application is to convert a previous residential annex into an entirely separate dwelling with its own access. • The property is sited on a narrow lane which has issues with flooding and sand. • A further property will lead to an increase in traffic. • An application had previously been made to let the property out which was refused. • This could be construed as creeping development. <p>Cllr. Scannell proposed that the Parish Council objects of on the following grounds:</p> <ul style="list-style-type: none"> • The property is not suitable as a separate dwelling. • The previous application was for an annex and is now being changed to a separate dwelling which is creeping development. • The only neighbour consulted was on one side of the applicant. <p>This was seconded by Cllr. Bushnell and all were in favour.</p>	<p>Clerk to upload comment to the Planning Portal</p>
<p>9. <u>Neighbourhood Plan:</u></p> <p>To decide whether a Neighbourhood Plan is still viable</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • The Neighbourhood Plan (NP) had been discussed at the APM and details circulated via the Grapevine, Facebook and Village Voices. Whilst there was a degree of interest, no members of the public were prepared to take part in the project. • The NP would take five years work to create and would need to be reviewed every three years. • The NP might make no difference to planning decisions and could actually highlight suitable areas for additional housing to developers. • Cllr. Mallinder had suggested that although funding for NPs has been withdrawn, Eyke PC were investigating alternative funding streams and hoped to feed back at the Deben Ward meeting planned for November. <p>It was agreed to review this after the Deben Ward meeting in November.</p>	<p>Clerk to report back from Deben Ward meeting</p>

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<p>10. <u>Projects:</u> To agree a project list for 2025/26</p>	<p>The existing Project List was reviewed, completed projects removed along with those no longer relevant. Cllr. Devine proposed that the new list be adopted and Cllr. Physick seconded. There were seven votes for and one abstention.</p>	<ul style="list-style-type: none"> • Clerk to circulate revised list and post to website
<p>11. <u>Documents:</u> a) Safeguarding Policy 2025 b) IT Policy 2025 c) Cemetery Regulations 2025</p>	<p>The documents had been emailed to all Councillors prior to the meeting. Cllr. Yates proposed that all be approved. This was seconded by Cllr. Scannell. There were seven in favour and one abstention</p>	<ul style="list-style-type: none"> • Clerk to update website
<p>12. Allotments a) To discuss the division of plots 3C and 3D</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • Allotment holders are responsible for the provision of fences according to the T&Cs. • If the PC paid for the dividing fence this would set a precedent. <p>Cllr. Devine proposed that the dividing boundary be reinstated using wooden posts and a rope. This was seconded by Cllr. Rust and agreed by seven votes and one abstention.</p>	<p>a) Clerk to communicate to new tenant. Cllr. Devine to mark out boundary</p>
<p>13. Training a) To consider whether the council wish to continue with an entire council session now that it is known that this cannot be conducted face to face</p>	<p>a) Cllr. Yates proposed that as the training could only be provided online and consists of the basic councillor training this should be shelved. This was seconded by Cllr. Physick and all were in favour</p>	<p>a) None</p>
<p>14. Oak Hill Bus Shelter a) To receive an update on the siting of the bus shelter</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> • Cllr. Devine had spoken with the resident who had objected to the bus shelter proposed at Oak Hill. • He was against the project as a whole, feeling this a waste of public money as only three children used the bus stop. • He felt that if it went ahead it should be on the Suffolk Punch side of the road. • Cllr. Devine advised that there was insufficient room for the shelter without purchasing additional land from the Suffolk Punch Trust at an additional cost. 	<p>Clerk to contact Birketts for Legal advice and liaise with Highways.</p>

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	<ul style="list-style-type: none"> The resident also felt that a Perspex shelter was not in keeping and he was worried about graffiti. The option of replacing the shelter in its original position could cause problems as the resident believed that he owns the land. However, the Land Registry shows that someone else owns it. On one day there had been 18 children counted waiting for the school bus at Oak Hill. It is important that a legal agreement is in place between the landowner and the Parish Council and that the bus shelter is registered with the Land Registry. <p>Cllr. Devine proposed that the new shelter be sited on the land where the current bus stop is sited, which has been agreed by the landowner. This was seconded by Cllr. Yates and all were in favour.</p>	
<p>15. To receive agenda items and agree date of Next Meeting 21st August 2025 – in Hollesley Village Hall</p>	<p>It was suggested the following item were added to the August agenda:</p> <ul style="list-style-type: none"> To set down conditions for any outdoor events held on the Recreation Ground To discuss the possible provision of bus shelters at the Water Tower and outside the Shepherd & Dog. Cllr. Physick gave his apologies as he will be away. <p>Date of next meeting: 21st August 2025</p>	<p>Clerk to prepare agenda</p>

The meeting was closed at 9.30pm

Signed:

Chair

Date:

Clare Cooper

Clerk to Hollesley Parish Council

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