



# HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, Clerk to the Council  
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## NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 16<sup>th</sup> NOVEMBER 2023 AT 7.30PM HOLLESLEY VILLAGE HALL, WOODBRIDGE ROAD, HOLLESLEY

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.  
All public and press are also cordially invited.

### Agenda

1. Apologies for Absence:
  - a) To receive apologies
  - b) To approve Apologies
2. To receive any...
  - 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.
3. To co-opt a Parish Councillor and sign the 'Declaration of Acceptance of Office' Form
4. Public Session (15 mins max):
  - a) Update from Julia Catterwell (ESC) with reference to Community Partnerships
  - b) Reports or comment from any member of the public or from any other village organisation
  - c) Reports or comment from ESC Councillor and SCC Councillor
5. To agree Minutes of meeting dated 26<sup>th</sup> October 2023
6. Hollesley Village Hall
  - a) To receive an update on the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO
  - b) To receive report from HPC Trustee
7. To discuss the following Planning Applications/Appeals:
  - a) DC/23/4142/FUL - Alterations And Extensions To Existing Residential Dwelling Together With The Erection Of A Detached Garage - Greenway, Alderton Road, Hollesley
  - b) DC/23/3972/FUL - Extension and conversion of existing cartlodge into annex accommodation. - The Old Rectory School Lane Hollesley
8. Projects List – To review list and agree which Projects will be tackled in 2024/25
9. Affordable Housing:
  - a) To agree the Parish Council's stance on Affordable Housing and to draft a Policy
  - b) To discuss raising a Freedom of Information Request to ask the volume and location of all land in Hollesley owned by East Suffolk Council

*Please be aware that recording of meetings is probable*

10. Working with HMP Hollesley Bay – To receive a report from Cllr. Yates on Prison inmates working on projects within the village
11. Cemetery:
  - a) To receive notification of increase in charges from Mr Collins, from 2024
  - b) To discuss Ashes Burial Area in the Cemetery
12. Allotments:
  - a) To receive an update on the registration of the Allotments with the Land Registry
13. Finance Matters:
  - a) To receive and accept Accounts as at 31<sup>st</sup> October 2023
  - b) To receive and discuss Grant Requests for April 2024 payment
  - c) To discuss draft Budget for 2024/25
  - d) To discuss potential Precept Amount to be requested for 2024/25
  - e) To ratify decision to implement new Pay Rate for Clerk, as from 1<sup>st</sup> April 2023
  - f) To authorise the following Invoices for Payments:
    - i. East Suffolk Services (Refuse Collection) £238.38
    - ii. *Any invoice coming forth*
  - g) To note Payments made since last meeting:
    - i. None
  - h) To note Payments received since last meeting:
    - i. Suffolk Monuments (Cemetery) £150.00
14. Highways and Footpaths:
  - a) To receive update on proposed new Bus Shelter at Oak Hill
  - b) To discuss quote for upgrading 5 Street Lights at Oak Hill and possibly requesting £500 grant from District and County Councillors
15. Documentation – To review and adopt:
  - a) Formal Complaints Procedure (Nov 2023)
  - b) Publication Scheme (Nov 2023)
  - c) Grievance Procedure (Nov 2023)
16. To establish Meeting Dates for 2024
17. To receive agenda items and agree date of Next Meeting (21<sup>st</sup> December 2023 – In Hollesley Village Hall)

*Judi Hallett* ~ Clerk to the Parish Council (10th November 2023)