

Minutes of Hollesley Parish Council Meeting

Held on 16th March 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Jane Baker (from 8.00pm), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Tina Fletcher, and Cllr. James Mallinder

Judi Hallett (Clerk) Dist. Cllr. James Mallinder Three 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):

- New Play Equipment – Congratulations to the Parish Council, the new equipment is great, well done
- Planning Application at Glebe House – You will have seen my letter, I am very worried that, somehow, the three remaining houses will not be built as ‘affordable’ properties, there is no mention about them being ‘affordable’ on the new plans, please can you also comment that these have to remain?
- New Heating/Air Conditioning in the Hall – there appear to be new Air Source Heat Pumps or Air Conditioning units on the side of the hall, the present system was only put in (with a substantial grant from the PC) in 2018; is this new system going to replace the existing one? Where have the Hall Committee got all this money from? The current system was supposed to save the committee 50% of the costs on the storage heaters but now a new system is being installed. Once again the Hall Committee have not worked with the PC on this project to reclaim the VAT, another waste of residents money. [The hall is managed by a committee and they have control over all day to day management of it and their funds]
- Powers of the new CIO – [The ‘Powers’ listed in the new CIO constitution were read aloud] I am very concerned about these new powers; it seems the Trustees have a lot of power to take out loans on the Hall, what if it all goes wrong?

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated, he further reported on the following items: ESC finished for now, elections in May; Feeding the Bees campaign started again; Litter picks are being encouraged; new Recycle Bins for smaller household goods; Climate Action Plan for next term; Talk given to Bawdsey WI; I am not standing for Hollesley PC but I have put my name down for ESC and for Parliament; Car Boot at Sutton Heath being investigated.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. <u>Apologies for Absence</u></p> <p>a) To receive apologies</p> <p>b) To approve apologies</p>	<p>a) Apologies had been received from Cllr. John Hardwick (Work), and Cllr. Anna Yates (Childcare issues). Cllr. Baker had also indicated she would be arriving around 8.00pm. Apologies had also been received from Cnty. Cllr. Andrew Reid</p> <p>b) Acceptance of the apologies of Cllrs. Hardwick and Yates were proposed by Cllr. Fletcher, seconded by Cllr. Bevan-Biggs and all were in agreement</p>	<p>a) Noted</p> <p>b) Noted</p>
<p>2. <u>To receive any...</u></p> <p>a) Declarations of Pecuniary Interest</p> <p>b) Declarations of Non-Pecuniary Interest</p> <p>c) Applications for Dispensation on Agenda Items</p> <p>d) Declarations of Gifts or Hospitality received over the value of £25.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>3. Public Session</p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • See above
<p>4. To agree <u>Minutes</u> of meeting dated 16th February 2023</p>	<p>The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Bevan-Biggs, seconded by Cllr. Dawson and all present for all of the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website
<p>5. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 28th February 2023</p> <p>b) To discuss and agree a maximum amount that the Parish Council will underwrite the Kings Coronation expenses to</p>	<p>a) The accounts to 28th February 2023 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts.</p> <p>b) Councillors discussed this matter at length. In conclusion it was proposed by Cllr. Mallinder that the Parish Council could underwrite the cost of the Coronation celebrations to the sum of £1,000 only, given the recent depletion of Council funds. This was seconded by Cllr. Fletcher and Councillors voted 5 For and 1 Against this motion.</p>	<p>a) None</p> <p>b) Clerk to inform Coronation Committee</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Salary for three months) - £1,804.38 ii. SCC Pension Fund (Clerk’s Pension for 3 months) - £653.99 iii. K N Coe (Maintenance) - £100.00 iv. Birketts LLP Client Account (Advice re. Caravans) - £120.00 v. SALC (Payroll provision for 6 months) - £22.80 vi. NGF Play Ltd (Phase II Play Equipment) - £44,238.26 vii. Suffolk County Council (Street Lighting) - £1,429.49 – Invoice awaited <p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Hollesley Village Hall (for Caravan Fee) - £100.00 ii. HMRC (VAT Refund) - £7,902.99 iii. Alford Storage (Clothes Bank) - £57.00 	<p><i>Cllr. Baker entered the meeting at 8.00pm</i></p> <p>c) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Bevan Biggs counter authorising them (Cllr. Bevan-Biggs reviewed the invoices and receipts during the meeting)</p> <p>d) Noted</p> <p>e) Noted</p>	<p>c) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise</p> <p>d) None</p> <p>e) None</p>

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<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/0743/VOC - Variation of Condition No.2 of DC/16/0551/ARM - Proposed erection of 9 dwellings; Change of use of managers accommodation to a single dwelling and creation of new access to Glebe House Residential Home – Housing plans have been updated to suit national described space standards (NDSS). Plots updated to 3 no. 3 bedroom units - Glebe House Residential Home , Rectory Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • [The Clerk explained that the Architects had confirmed that the title of the application was incorrect, it should be 2 x 3 Bed houses and 1 x 2 Bed house; they had also indicated that the ‘affordability’ element of the project had not been removed] • [Cllr. Mallinder explained that the building of the ‘affordable’ properties was not enforceable as the project had started on time and that ESC could not enforce when it was completed. However it seemed the project would be completed as per the original plans] • If similar plans come up we must ensure the ‘affordable’ properties are built first • The original plans showed a bungalow and a pair of semi-detached houses; I would like to see this still • These changes will not be seen from the road so it does not affect the street scene, so I have no objections • I think it is a shame the bungalow is being taken out as this will close the door to any residents with mobility issues. • We must ensure these properties remain ‘Affordable’, i.e. are rented out at an affordable rent by a recognised housing provider or are sold as part of a ‘part buy/part rent’ deal • Conclusion: Objection on the grounds that the original plans provided for a bungalow, which would make the property available to someone with mobility issues. It must also be made clear the properties MUST remain in the ‘Affordable’ category as recognised by ESC (Prop: Cllr. Burbridge, Sec: Cllr. Devine, all in agreement) 	<p>a) Clerk to respond to ESC</p>

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7. <u>Alde and Ore Community Partnership</u> – To discuss attending these meetings once again	The Councillors who had been on the Council when membership of the group had originally been discussed explained the reasons why the Council had not become a member of the AOCF. It was agreed that the <i>status quo</i> should remain, with the Councillors being sent copies of the minutes as and when they were received.	<ul style="list-style-type: none"> • None
8. <u>Total Number of Councillors on Hollesley Parish Council</u> – To discuss if this number is correct or requires adjusting	The Clerk advised Council that they had the ability to suggest to ESC if they felt the number of Councillors on the Council was incorrect. After discussion it was agreed that the situation be monitored but no action was to be taken at the present moment.	<ul style="list-style-type: none"> • None
9. To discuss establishing a <u>Projects List</u> for 2023 and beyond	<p>The Clerk explained that many Councils were now establishing a list of projects in their Parish, for which CIL funds could be spent. This had been in response to situations where projects had to be developed quickly, when large amounts of CIL funds had been received.</p> <p>This was agreed to be a good idea and the Councillors agreed to let the Clerk have their ideas so that a Projects List could be started.</p>	<ul style="list-style-type: none"> • Councillors to provide Clerk with their ideas and Clerk to produce draft list
10. To receive update on the <u>Annual Parish Meeting</u> , including change of Venue	<p>The Clerk explained that the APM had been moved to the Bowls Club (as the Karate had asked to use the hall for longer that night). She explained that, due to the Pre-Election Period, she would happily deliver the Councils report so that no Councillor could put themselves at risk. It was agreed that the meeting would be further advertised a week beforehand.</p> <p>It was remarked that, should a large crowd be expected, the hall at the Suffolk Punch Trust could be hired.</p>	<ul style="list-style-type: none"> • Clerk to advertise and prepare Council’s report
11. <u>Highways</u> : a) To receive update on New Benches at Tank Hill and Allotments b) To receive update on proposed new Bus Shelter at Oak Hill	a) The Clerk reported that she had no further update. b) The Clerk reported she had written to SCC Highways regarding this matter and had been told her correspondence had been passed to the Passenger Transport team; a response was still awaited	a) Clerk to monitor and report back b) Clerk to chase SCC and report back

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<p>12. <u>Hollesley Village Hall:</u></p> <p>a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive update on a meeting with the Hall Committee.</p> <p>b) To receive update from Hall Committee on payment of Solicitors Fee, with reference to allowing Caravans to use the Recreation Ground</p>	<p>a) Cllrs Burbridge, Bevan-Biggs and Dawson had attended a meeting with three members of the Hall Committee the evening before. A report on the meeting had been circulated but the following items were noted:</p> <ul style="list-style-type: none"> • The meeting had started positively and co-operatively but it had soon become clear that the Hall Committee did not wish to hold a Public meeting under any circumstances and were not willing to negotiate on this point. They had fears a public meeting would not be democratic as it could not be proved if the attendees were Hollesley residents or not. • The Committee had committed to a ‘consultation’ to be sent to every household but there were no details of how responses would be received and recorded. <p>The following comments were recorded:</p> <ul style="list-style-type: none"> • Having sought and paid for legal advice, we must not go against it. We may have to fork out for further advice • The Agenda and a Pre-Prepared statement were sprung on us at the meeting with no prior sight; this was unfortunate. • In previous Hall Committee minutes it is recorded that they would hold a public meeting • Have the decisions of the Hall Committee been minuted? <p>In conclusion it was agreed that a letter of response would be drafted and all Councillors would be given a chance to comment before it was sent.</p> <p>b) The Clerk confirmed the £100 had been received from the Hall Committee and, once the payment was made to Birketts (<i>see item 5. c) iv.</i>), the solicitor would be notified and the documentation would be completed.</p>	<p>a) Letter to be drafted, reviewed and agreed by all and then sent.</p> <p>b) Clerk to notify Birketts of payment</p>

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<p>c) Doctors Lease – To nominate two Councillors to execute a deed, in relation to the surrender of the Lease on the Doctors Surgery</p>	<p>c) Cllrs. Dawson and Bevan-Biggs indicated they would be willing to sign the papers. Their nomination was proposed by Cllr. Fletcher, seconded by Cllr. Devine and all were in agreement.</p> <p>Cllr. Mallinder advised Council that he had written to Dr. Therese Coffey (MP for Suffolk Coastal) and a reply had been received and circulated to all Councillors.</p>	<p>c) Clerk to advise solicitors of two names immediately after the meeting.</p>
<p>13. <u>Recreation Ground:</u></p> <p>a) To receive update on the celebrations for the Coronation of King Charles III</p> <p>b) To discuss the appearance of the two shipping containers on the Recreation Ground and how they can be improved</p> <p>c) To receive an update on Wickham Market Youths using the Recreation Ground for Football on a Saturday morning (from Sept 2023)</p> <p>d) To discuss wire around hew hedge and options for containing it</p>	<p>a) Cllr. Devine read the latest minutes of the Coronation Committee. The Clerk suggested she took the minutes and provide any assistance where possible (e.g. existing bunting). It was commented that the plans should be submitted soon as people were beginning to make plans. The Clerk was asked to ensure the Committee knew they could make use of the Grapevine</p> <p>b) Cllr. Baker commented that the Recreation Ground was looking so good now but that the only thing letting the location down were the two Containers. It was agreed that the Clerk should obtain a quote for moving them to the side of the grounds. They would then be assessed for a screen (possibly a living willow or something similar).</p> <p>c) The Clerk reported that the WM Youth Football Club were still hoping to play on the Recreation Ground from Sept 2023. They would supply the goals and mark the pitch. The Clerk had contacted the Hall Committee about then allowing the teams to use the toilets, and was awaiting a reply.</p> <p>d) The Clerk had spoken to the Maintenance Officer regarding the wire around the new hedge, and the best way to ensure it did not curl up. After discussion it was agreed to ask the Maintenance Officer to use wooden pegs where required, along the length of the fence.</p>	<p>a) Clerk to notify Committee that bunting was available and also that they were welcome to make use of the Grapevine.</p> <p>b) Clerk to contact Bye Engineering to obtain a quote to move the containers.</p> <p>c) Clerk to chase Hall Committee re. toilets if no reply received.</p> <p>d) Clerk to contact Maintenance Officer</p>

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e) <i>Additional Item</i> – New Play Park Equipment	e) Cllr. Baker wished her thanks to be recorded for the brilliant new play equipment. It had already been heavily used (despite the cold weather) and the children loved it.	e) None
14. <u>Cemetery:</u> a) To review the Cemetery Fees	a) The Clerk explained that the fees for the Cemetery required review. Cllr. Burbridge agreed to work with her to review fees for comparable cemeteries, review the expected costs over the coming few years and produce a recommendation for Council to debate.	a) Cllr. Burbridge and Clerk to work on proposal
15. <u>Documentation</u> – To review the following documents: a) Risk Assessment (Financial) – March 2023 b) Risk Assessment (Non-Financial) – March 2023 c) Risk Assessment (Cemetery Maintenance) – March 2023 d) Risk Assessment (Litter Picking) – March 2023	a) Items a) to d) were taken together. All Councillors confirmed they had read the four documents. Cllr. Devine proposed they be adopted. This was seconded by Cllr. Mallinder and all were in agreement b) See above c) See above d) See above	a) Clerk to finalise and publish b) As above c) As above d) As above
16. To receive <u>agenda items for next meeting and agree date of Next Meeting 20th April 2023</u>)	It was suggested the following items were added to the April agenda: <ul style="list-style-type: none"> • Review and Signing of Annual Accounts • Play Park inspection and the possibility of moving across to David Bracey • Replacement of Goal Posts <p>Date of next meeting will be 20th April 2023</p>	<ul style="list-style-type: none"> • Clerk to prepare April agenda
17. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the following business to be discussed (see item 18)	Cllr. Mallinder proposed that the public be excluded from the meeting for item 18. This was seconded by Cllr. Devine and all were in agreement. The member of the public remaining, and the Clerk, left the meeting.	<ul style="list-style-type: none"> • None

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18. To discuss Clerk’s performance over the past year and to confirm Pay Grade rise for Clerk, from SCP 22 to SCP 23 from 1st April 2023 (as per resolution on 17th March 2022)	<p>Councillors discussed this resolution. Cllr. Dawson proposed the Clerk’s Salary Scale be amended to SCP 23 from 1st April 2023. This was seconded by Cllr. Fletcher and all were in agreement.</p> <p>The Clerk returned to the meeting and was advised of the motion and thanked for her work for the Council.</p> <p>The Clerk thanked the Council for their support and remuneration.</p>	<ul style="list-style-type: none"> • Clerk to notify SALC.

The meeting was closed at 9.21pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair’s initials.....