

**Minutes of Hollesley Parish Council Meeting**

Held on 20<sup>th</sup> April 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Roger Dawson, Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk)      Five Members of the Public      Cnty Cllr. Andrew Reid

*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):

- Hollesley Village Hall - In relation to item 10 on the Agenda, I feel Hollesley Parish Council should retain the Title Deeds to the Hall [An explanation of the Parish Council's role in relation to the Village Hall was given to the member of public]
- Bushey Lane – This lane is covered in sand at present, please can the Parish Council contact the land owner of the fields surrounding it to ask for the road to be swept? [The Clerk notified the member of public that Cedar Farm had been contacted a week earlier and had promised to look at clearing the sand as soon as possible]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated and he expanded on the following items: Secondary School Places (98% of pupils allocated to one of their 3 choice schools with 93% getting their first place school); WRAP (a new waste food project has been set up); Trading Standards (recently stopped 300 faulty heaters entering circulation); Two New Bridges in Ipswich (in the Docks area, £9m to be spent on the bridges and £2m on other connectivity improvements in the Town); Foxhall Recycling Centre (improvements being made and the shop will be open soon); Sutton Hoo (new exhibition of Rendlesham artifacts is now open). Q. Will the recycling centre be selling bicycles again? A. Yes.
- Cllr. Mallinder – Cllr. Mallinder's report had been circulated.

---

*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. Jane Baker (Child care issues), Cllr. John Hardwick (Work), Cllr. Trevor Burbridge (Away), Cllr. Carolyn Bevan-Biggs (Away), and Cllr. James Mallinder (Due to PEP).</p> <p>b) Acceptance of the apologies of Cllrs. Baker, Hardwick, Burbridge, Mallinder and Bevan-Biggs were proposed by Cllr. Yates seconded by Cllr. Devine 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"> <li>• See above</li> </ul>
<p>4. To agree <u>Minutes</u> of meeting dated 16<sup>th</sup> March 2023</p>	<p>The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Rust, seconded by Cllr. Devine and all present for all of the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
<p>5. <u>Election:</u></p> <p>a) To receive notification of the Nominations for Council and confirmation that all Nominees were automatically elected</p> <p>b) To complete the Election Expenses Forms</p>	<p>a) The Clerk notified all present that nine candidates had been nominated for Parish Councillor in Hollesley and therefore there was not a requirement to have an election and all nine were automatically elected.</p> <p>b) Those Councillors present completed their Election Expenses form and the Clerk agreed to take blank forms to those absent.</p>	<p>a) Clerk to revise all listings after 9<sup>th</sup> May</p> <p>b) Clerk to arrange for all Councillors to complete a form and for them to be taken to ESC</p>
<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31<sup>st</sup> March 2023</p> <p>b) To accept Internal Auditor’s Report for 2022/23 and ‘Annual Internal Audit Report’ within Part 3 of the Annual Governance and Accountability Return 2022/23</p>	<p>a) The accounts had been internally audited and then sent to all for review. They were proposed as correct by Cllr. Yates, seconded by Cllr. Devine and Councillors voted all in agreement that they were accepted. The Chair and Clerk signed the official copy.</p> <p>b) The full Internal Auditor’s Report for 2022/23 and ‘Annual Internal Audit Report’ within Part 3 of the AGAR had been passed to all and were published on the Website. The Clerk highlighted two recommendations that had been made by the Internal Auditor: To review the valuation of the Play Park Equipment and notify the Insurers [the Clerk confirmed this had been actioned] and to work towards raising the levels of General Reserves held by the Council. Cllr. Devine proposed their official acceptance. This was seconded by Cllr. Dawson and all were in agreement</p>	<p>a) All documents to be posted on to the website and relevant details sent to PKF Littlejohn</p> <p>b) As above</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2022/23</p>	<p>c) The Clerk read out each sentence within Section 1 of Part 3 of the AGAR and the Councillors answered in the affirmative to each. Cllr. Devine proposed the completion of the form in the affirmative. This was seconded by Cllr. Yates and all were in agreement. The Chair and Clerk signed the official copy</p>	<p>c) As above</p>
<p>d) To agree and complete Section 2 of Part 3 of the AGAR 2022/23</p>	<p>d) The Clerk confirmed that the proposed figures were those that matched those suggested by the Internal Audit. Cllr. Yates proposed the completion of the form as drafted. This was seconded by Cllr. Dawson and all were in agreement. The Chair and Clerk signed the official copy</p>	<p>d) As above</p>
<p>e) To agree Reserve Allocations as at 1<sup>st</sup> April 2023</p>	<p>e) The proposed Reserve Allocations had been sent to all and there were no comments. Cllr. Devine proposed these be accepted. This was seconded by Cllr. Dawson and all were in agreement</p>	<p>e) As above</p>
<p>f) To agree the CIL Report for 2022/23</p>	<p>f) The CIL report had been sent to all and was published on the Website. Cllr. Dawson proposed its official acceptance. This was seconded by Cllr. Yates and all were in agreement</p>	<p>f) As above</p>
<p>g) To agree the Internal Control Statement for year ending 31<sup>st</sup> March 2023</p>	<p>g) This document had been circulated to all. Cllr. Devine proposed its official adoption. This was seconded by Cllr. Rust and all were in agreement</p>	<p>g) As above</p>
<p>h) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses for last three months) - <b>£261.05</b></li> <li>ii. HMRC Cumbernauld (Clerk's PAYE) - <b>£477.40</b></li> <li>iii. Suffolk.Cloud (Website hosting) - <b>£150.00</b></li> </ul>	<p>h) The payments were proposed by Cllr. Yates, seconded by Cllr. Rust 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 had agreed to view the invoices on her return from holiday and then authorise the payments)</p>	<p>h) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise</p>

Agenda Item	Resolution / Agreement / Fact	Action
iv. Husband Collection Services (Receiver for Eastern Play Services) - <b>£3,720.00</b>		
v. Hollesley Bowls Club (APM Hall Hire) - <b>£27.00</b>		
vi. K N Coe (Maintenance on Hedge Fence) - <b>£170.00</b>		
vii. E Curtis (Litter Picking) - <b>£150.00</b>		
viii. S C Norse Ltd (Refuse Collection) - <b>£238.21</b>		
ix. Hollesley Village hall (Hall Hire for past 6 months) - <b>£186.00</b>		
x. SALC (Annual Subscription) - <b>£493.10</b>		
xi. Trevor Brown (Internal Audit) - <b>£210.00</b>		
xii. Just 42 (Grant) - <b>£1,080.00</b>		
xiii. Friends of Hollesley School (Grant) - <b>£500.00</b>		
xiv. All Saints Church, Hollesley (Grant for Fete) - <b>£150.00</b>		
xv. Hollesley Good Neighbours (Grant) - <b>£220.00</b>		
xvi. Hollesley Welcome Club (Grant) - <b>£360.00</b>		
xvii. AJGIBL GBP Client NST Account (Additional Insurance for Play Park) - <b>£117.29</b>		

Agenda Item	Resolution / Agreement / Fact	Action
<p>i) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. Suffolk County Council (Street Lighting) - <b>£1,429.49</b></li> <li>ii. ES Norse Ltd (Grass Cutting) - <b>£2,159.17</b></li> </ul> <p>j) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. EB Button (Cemetery) - <b>£525.00</b></li> <li>ii. Co-op Funerals (Cemetery) - <b>£100.00</b></li> <li>iii. Hollesley Village Hall (Refuse Collection Contribution) - <b>£397.28</b></li> <li>iv. Alford Storage (Clothes Bank) - <b>£15.00</b></li> </ul>	<p>i) Noted</p> <p>j) Noted</p>	<p>i) None</p> <p>j) None</p>
<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/0909/FUL- Retrospective Application - The installation of 3no. animal feed silos - Part Land South Of , Melton Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• The new signs appear to be there to assist delivery drivers</li> <li>• The bins are not in keeping with the AONB and were erected before planning permission was applied for</li> <li>• This is a very narrow road and is now often dirty and dangerous as vehicles often travel at 60 Mph along that stretch of road</li> <li>• The lorries are causing the edge of the road to collapse</li> <li>• Conclusion: <b>Objection</b> (Prop: Cllr. Devine, Sec: Cllr. Dawson, all in agreement)</li> </ul>	<p>a) Clerk to respond to ESC</p>
<p>8. <u>Projects List</u> - To discuss draft list and agree priorities</p>	<p>It was agreed that this item be deferred until the May meeting when the new Council could establish a list of projects</p>	<ul style="list-style-type: none"> <li>• Clerk to place on May agenda</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
<p>9. <u>Highways:</u></p> <p>a) To receive update on New Benches at Tank Hill and Allotments</p> <p>b) To receive update on proposed new Bus Shelter at Oak Hill</p> <p>c) To discuss hosting a 'Beating the Bounds' walk on 14<sup>th</sup> May</p> <p>d) Quiet Lanes – To discuss liaising with the Quiet Lanes Team to ask if others on the Peninsular could be designated in a mini-project; Lodge Road to be included</p> <p>e) To consider purchase of a 'Deer in Road' triangular sign (400mm) to be placed on an existing post along Lodge Road</p>	<p>a) The Clerk was delighted to report that the new benches were installed and very positive comments had been received about both. She had thanked Vinci for the purchase and installation of them, had made them cakes and had officially thanked them in the next Village Voices article.</p> <p>b) The Clerk again reported that she had not heard from the Passenger Transport Team; she agreed to chase the matter. Cllr. Rust reported that the Suffolk Punch horses often leant over the fence to get the lush grass and any shelter would need to be strong.</p> <p>c) The Clerk reported that she was happy to advertise this event but could not be present due to a previous commitment. She agreed to ask a member of the public who had previously lead the walk, if he would be prepared to lead this year</p> <p>d) The clerk explained that the residents of Lodge Road were keen to have it designated as a 'Quiet Lane' if possible. The official project had now completed but it was agreed that the Clerk should speak to Mr Cassey and Mr Chenery who had been involved in the project to see if a mini project could be undertaken locally.</p> <p>e) After discussion Cllr. Dawson proposed that this sign be purchased (to a maximum value of £60). This was seconded by Cllr. Yates and all were in agreement</p>	<p>a) Clerk to purchase grass seed for the Tank Hill bench and Cllr. Rust to plant wild flower seeds</p> <p>b) Clerk to chase SCC and report back</p> <p>c) Clerk to speak to the member of public</p> <p>d) Clerk to speak to the QLS Team</p> <p>e) Clerk to purchase sign if under £60</p>
<p>10. <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</p>	<p>a) The Clerk confirmed that no further updates on this matter had been received from the Hall Committee. Cllr. Yates confirmed that the next meeting of the Hall Committee was the following week. She also confirmed she was happy to sign up as a Trustee of the new CIO and represent the Parish Council</p>	<p>a) Item to remain in the agenda until resolved.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>11. <u>Recreation Ground:</u></p> <p>a) To receive update on the celebrations for the Coronation of King Charles III</p> <p>b) Shipping Containers – To receive update on moving and disguising them</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 if the existing goals need further work</p> <p>e) To discuss moving across to David Bracey for Play Park Quarterly and Annual Inspections</p> <p>f) To discuss if the rules regarding dogs on the Recreation Ground should be reviewed</p>	<p>a) Cllr. Devine gave an update on the plans (despite the Lottery Grant not being received) and the Clerk confirmed the event had been advertised on the Grapevine.</p> <p>b) A quote to clear the scrub, lay a base and move the containers had been received and a second quote just to move the containers (no grounds work) had also been received. After discussion, it was agreed that this project should go on to the Projects List, to be completed when funding was available and after the General Reserves had been improved.</p> <p>c) The Clerk reported the Hall Committee had not given permission for the Hall toilets to be used on match days. It was agreed to defer the item to the May meeting where more Councillors would be present</p> <p>d) It was agreed to defer this item until it was known if the Football Team would be using the pitch.</p> <p>e) The Clerk explained that although ES Norse had carried out repairs to the Play equipment to a high standard, they had failed to send the RoSPA report to her and had not billed the Council in over 3 years. After discussion it was agreed to terminate the contract with ES Norse and move over to David Bracey for Quarterly and Annual Inspections</p> <p>f) Councillors discussed this situation at length. It was concluded that more signage may help to advise visitors to the field and the Clerk to asked to obtain quotes for 2 signs</p>	<p>a) None</p> <p>b) Clerk to notify company and add to Projects List</p> <p>c) Clerk to add to the May agenda</p> <p>d) Clerk to add to the May agenda</p> <p>e) Clerk to contact ES Norse and Mr Bracey</p> <p>f) Clerk to obtain quotes</p>



Agenda Item	Resolution / Agreement / Fact	Action
12. <u>Documentation</u> – To review the following documents: a) Asset Register (March 2023)	a) All Councillors confirmed they had read the register. Cllr. Devine proposed it be adopted. This was seconded by Cllr. Rust and all were in agreement	a) Clerk to finalise and publish
13. To receive <u>agenda items for next meeting and agree date of Next Meeting 18<sup>th</sup> May 2023</u> )	It was suggested the following items were added to the May agenda: <ul style="list-style-type: none"> <li>• Election of Chair</li> <li>• Tank Hill Barrier</li> </ul> Date of next meeting will be <b>18<sup>th</sup> May 2023</b>	<ul style="list-style-type: none"> <li>• Clerk to prepare May agenda</li> </ul>

The meeting was closed at 8.47pm

Signed: .....  
 Chair

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

---

*Chair's initials.....*