

**Minutes of Hollesley Parish Council Meeting**

Held on 16<sup>th</sup> November 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. John Hardwick, Cllr. Peter Jacks, Cllr. Igor Kaligarič, Cllr. David Physick, Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk)      5 Members of the Public      Dist. Cllr. James Mallinder (*part*)      Ms Julia Catterwell (ESC Community Partnerships Rep)

*The Chair welcomed everyone to the meeting*

**Record of Public Session:**

- a) Update from Julia Catterwell (ESC) with reference to Community Partnerships: Ms Catterwell explained the Community Partnerships to all in attendance and the new funding objectives. The Clerk stated she had a couple of ideas for possible funding, would liaise with the Council later in the meeting and would correspond with Ms Catterwell.
- b) Reports or comment from any member of the public or any other village organisation (*notes only*):
  - Allotments – Will the registration of the Allotments include the Pit? [The Clerk explained the latest correspondence from the solicitors, and that there was not sufficient evidence to register the Pit as being ‘owned’ by the Parish Council]. I would be able to obtain a number of written statements from local residents, regarding this [Clerk thanked member of the public and stated she would forward the statements to the solicitor, once received.
- c) Reports or comment from ESC and SCC Councillors:
  - Suffolk County Council – Cllr. Reid was not in attendance
  - East Suffolk Council – Cllr. Mallinder’s report had been circulated and he further reported on:
    - Proposed development in Coronation Ave – Looks like it will go ahead but it will go to Committee in the spring of 2024
    - Concern for resident in Hollesley – All agencies now involved and meetings with the resident in question have been held
    - Radio Suffolk Interview – Keen to highlight the issues with the highways caused by a number of issues, some good feedback

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies  b) To approve apologies	a) No apologies had been received.  b) N/A	a) None  b) None
2. <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	a) None  b) None  c) None  d) None  e) None	a) None  b) None  c) None  d) None  e) None
3. <u>To co-opt a Parish Councillor</u> and sign the 'Declaration of Acceptance of Office' Form	No members of the audience wished to step forward to be a Councillor	<ul style="list-style-type: none"> <li>• Clerk to re-advertise vacancy</li> </ul>
4. <u>Public Session</u>	<i>See above record</i>	<ul style="list-style-type: none"> <li>• Clerk to forward statements when received.</li> </ul>
5. To agree <u>Minutes</u> of meeting dated 26 <sup>th</sup> October 2023	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Yates, seconded by Cllr. Bevan-Biggs and all present for all of the meeting agreed they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
6. <u>Hollesley Village Hall:</u> a) To receive an update on the transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO	a) The Clerk confirmed again that there had been no further correspondence, either from the Hall Committee or their Solicitors.	a) Retain on agenda until matter resolved.

Chair's initials.....

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b) To receive report from HPC Trustee	b) Cllr. Yates had nothing to report as there had been no meetings since the last PC meeting.	b) None								
<p>7. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/23/4142/FUL - Alterations And Extensions To Existing Residential Dwelling Together With The Erection Of A Detached Garage - Greenway, Alderton Road, Hollesley</p> <p>b) DC/23/3972/FUL - Extension and conversion of existing cartlodge into annex accommodation. - The Old Rectory, School Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This development is well set back; a similar proposal was permitted a few years ago and this is very similar</li> <li>• It is two extensions but it is not raising the height; the development is central to the plot and there will no impact on the neighbours</li> <li>• The Cart Lodge will replace the Garage, but all is in keeping</li> <li>• Conclusion = <b>No Objection</b>– (Prop. Cllr. Devine, Sec. Cllr. Burbridge and all in agreement)</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• There appear to be no neighbours comments as yet</li> <li>• This will double the size of the existing cartlodge but it is not intrusive on any neighbour</li> <li>• The proposed development will be in proportion to the existing house and it is well related to it</li> <li>• Conclusion = <b>No Objection</b> – (Prop. Cllr. Jacks, Sec. Cllr. Bevan-Biggs and all in agreement)</li> </ul>	<p>a) Clerk to notify ESC Planning Department</p> <p>b) Clerk to notify ESC Planning Department</p>								
<p>8. <u>Projects List</u> – To review list and agree which Projects will be tackled in 2024/25</p>	<p>The Projects List was circulated and the following decisions were taken:</p> <table border="1" data-bbox="712 1139 1756 1418"> <thead> <tr> <th data-bbox="712 1139 1151 1182">Item</th> <th data-bbox="1151 1139 1756 1182">Action Agreed</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 1182 1151 1262">1. Work to Heritage Oak Trees</td> <td data-bbox="1151 1182 1756 1262">Plan set out by Tree Surgeon, Clerk to include annual costs in Budget</td> </tr> <tr> <td data-bbox="712 1262 1151 1378">2. Provision of Toilet next to Recreation Ground Shed</td> <td data-bbox="1151 1262 1756 1378">Clerk to apply for £2,000 from Community Partnership Fund and £2,000 from National Lottery Big Fund</td> </tr> <tr> <td data-bbox="712 1378 1151 1418">3. Oak Hill Bus Shelter</td> <td data-bbox="1151 1378 1756 1418">Awaiting final costs from SCC</td> </tr> </tbody> </table>	Item	Action Agreed	1. Work to Heritage Oak Trees	Plan set out by Tree Surgeon, Clerk to include annual costs in Budget	2. Provision of Toilet next to Recreation Ground Shed	Clerk to apply for £2,000 from Community Partnership Fund and £2,000 from National Lottery Big Fund	3. Oak Hill Bus Shelter	Awaiting final costs from SCC	<ul style="list-style-type: none"> <li>• Clerk to take actions as detailed in list</li> </ul>
Item	Action Agreed									
1. Work to Heritage Oak Trees	Plan set out by Tree Surgeon, Clerk to include annual costs in Budget									
2. Provision of Toilet next to Recreation Ground Shed	Clerk to apply for £2,000 from Community Partnership Fund and £2,000 from National Lottery Big Fund									
3. Oak Hill Bus Shelter	Awaiting final costs from SCC									

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	4. Additional Play Equipment at Oak Hill	Next CIL funds to be allocated to this project and shortfall assessed	
	5. Upgrade of 5 Streetlights at Oak Hill	Cost of £2,215 received from SCC. Clerk to request £500 each from Cllrs. Mallinder and Reid to help meet this cost; if realised Clerk to book upgrade for as soon as possible	
	6. Resurfacing of Zipwire Mound with Soft Bond	Quote from NGF estimated cost at £2,500 – Clerk to request this funding from Community Partnership Fund	
	All other projects to be left on list and investigated when the above had been actioned.		
<p>9. <u>Affordable Housing:</u></p> <p>a) To agree the Parish Council’s stance on Affordable Housing and to draft a Policy</p> <p>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</p>	<p>a) The following comments were noted:</p> <ul style="list-style-type: none"> <li>Recently a Housing Needs Survey was conducted by the Peninsular Villages Community Land Trust (PVCLT); it would be good to have a copy of the official results</li> <li>We have generally supported plans for ‘Affordable’ housing in the past, due to the amenities in Hollesley when compared to neighbouring villages, but we have never had an official ‘Policy’ on our stance</li> <li>I think we should support ‘Affordable’ housing in the village, as long as it is high quality and in a sustainable location.</li> </ul> <p>In conclusion the Clerk was asked to research Policies held by other Parish Councils and draw up a draft document for discussion at the December meeting.</p> <p>b) After discussion all Councillors felt this would be useful information to have and may assist in the drawing up of a Policy on the subject. Cllr. Yates proposed a FOI request was placed with East Suffolk Council. This was seconded by Cllr. Devine and all were in agreement.</p>	<p>a) Clerk to research and draw up draft Policy</p> <p>b) Clerk to raise FOI request with ESC</p>	

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10. <u>Working with HMP Hollesley Bay</u> – To receive a report from Cllr. Yates on Prison inmates working on projects within the village	Cllr. Yates reported that, following a slight misunderstanding, they were again on track to start to supply working parties from HMP Hollesley Bay, to work in the village on projects such as hedge cutting. The Clerk suggested the hedges around the Cemetery were probably the top priority.	<ul style="list-style-type: none"> <li>• Cllr. Yates to liaise with the Clerk on work dates</li> </ul>
11. Cemetery: <ul style="list-style-type: none"> <li>a) To receive notification of increase in charges from Mr Collins, from 2024</li> <li>b) To discuss Ashes Burial Area in the Cemetery</li> </ul>	<ul style="list-style-type: none"> <li>a) The Clerk reported that Mr Collins had not as yet indicated any changes to charges for Cemetery maintenance in 2024, but that she had encouraged him to review his charges as these had not changed in three years</li> <li>b) The Clerk raised concern that the area behind the Memorial Wall got very little light and was not, in her opinion, the correct location for the new Ashes Interment Area. It had been suggested that an area close to the Wildflower Bed would be more appropriate. Cllrs. Devine, Yates and Bevan-Biggs agreed to visit the Cemetery with the Clerk to view the potential area and make a recommendation to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to seek clarification from Mr Collins</li> <li>b) Cllrs. Devine, Yates and Bevan-Biggs to make a site visit with the Clerk</li> </ul>
12. <u>Allotments:</u> <ul style="list-style-type: none"> <li>a) To receive an update on the registration of the Allotments with the Land Registry</li> </ul>	<ul style="list-style-type: none"> <li>a) The Clerk reported that there was no further update from the Land Registry. With reference to the comments made during the public session, the Clerk agreed to collate all statements and take to the Solicitor.</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to monitor</li> </ul>
13. <u>Finance Matters:</u> <ul style="list-style-type: none"> <li>a) To receive and accept Accounts as at 31<sup>st</sup> October 2023</li> <li>b) To receive and discuss Grant Requests for April 2024 payment</li> </ul>	<ul style="list-style-type: none"> <li>a) The accounts had been circulated and there were no questions on the day. Cllr. Yates reviewed the accounts and signed the bank statements.</li> <li>b) The grant requests had been circulated and each was discussed in detail. In conclusion the following grants were awarded (Prop. Cllr. Dawson, Sec. Cllr. Physick and all in agreement):               <ul style="list-style-type: none"> <li>• Just 42 - £1,296</li> <li>• Friends of Hollesley School - £500</li> <li>• Hollesley Fete - £150</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) None</li> <li>b) Clerk to notify all applicants and contact Peninsular Performers in March 2024 to seek clarification of their status</li> </ul>

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<p>c) To discuss draft Budget for 2024/25</p> <p>d) To discuss potential Precept Amount to be requested for 2024/25</p> <p>e) To ratify decision to implement new Pay Rate for Clerk, as from 1<sup>st</sup> April 2023</p> <p>f) To authorise the following Invoices for Payments:</p> <p>i. East Suffolk Services (Refuse Collection) - <b>£238.38</b></p> <p>ii. Hollesley Village Hall (Hall Hire for past 6 months) - <b>£193.00</b></p>	<ul style="list-style-type: none"> <li>• Hollesley Good Neighbours - £360</li> <li>• Peninsular Performers - £500 (see below)</li> <li>• Hollesley Welcome Club – 360</li> </ul> <p>With reference to the grant for the Peninsular Performers, as this was a new group, Councillors asked that proof of establishment and further funding be provided, before the grant was paid. All grants to be paid in April 2024.</p> <p>c) The draft budget had been discussed by the Finance Councillors and circulated to all. Each line was discussed in detail and amendments made. The Councillors were asked to consider the draft budget and let the Clerk know any suggested alterations</p> <p>d) The Clerk had calculated the draft budget and had made a recommendation that a Precept of £38,230 should be charged. All Councillors were asked to consider this in preparation for the matter to be discussed and decided at the December meeting.</p> <p>e) The Clerk clarified that the recommended Pay rate for Scale SCP 23 (which the Clerk was on) had been raised to £16.67, back dated to 1<sup>st</sup> April 2023. Cllr. Yates proposed this be paid, this was seconded by Cllr. Devine and all were in agreement.</p> <p>f) The payments were proposed by Cllr. Devine, seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. Cllr. Bevan Biggs examined the invoices and agreed to authorise the payments the following day. Clerk to send current Bank Statement to Cllrs. Jacks and Physick, to allow them to register for online banking.</p>	<p>c) All to consider draft budget</p> <p>d) All to consider proposed Precept amount</p> <p>e) Clerk to contact SALC</p> <p>f) Clerk to draw payments and Cllr. Bevan-Biggs to counter authorise and send bank statement</p>

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<p>iii. Mr G A Collins (Cemetery Grass Cutting and Maintenance) - <b>£1,000.00</b></p> <p>iv. SALC (Allotment Training) - <b>£84.00</b></p> <p>g) To note Payments made since last meeting:</p> <p style="padding-left: 20px;">i. None</p> <p>h) To note Payments received since last meeting:</p> <p style="padding-left: 20px;">i. Suffolk Monuments (Cemetery) - <b>£150.00</b></p>	<p>g) Noted</p> <p>h) Noted</p>	<p>g) None</p> <p>h) None</p>
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To receive update on proposed new Bus Shelter at Oak Hill</p> <p>b) To discuss quote for upgrading 5 Street Lights at Oak Hill and possibly requesting £500 grant from District and County Councillors</p>	<p>a) The Clerk had reported that there was no further news from SCC.</p> <p>b) The Clerk had circulated a quote from SCC detailing that the total cost of upgrading the remaining five street lights at Oak Hill, to LED lanterns would be £2,215. After discussion Councillors agreed this would be a very good project to pursue and asked the Clerk to seek £500 funding from both Cllr. Mallinder and Cllr. Reid, towards the cost of the project. If this was forthcoming, the Clerk to be instructed to give permission for the upgrade to be planned. This resolution was proposed by Cllr. Devine, seconded by Cllr. Rust and all Councillors were in agreement</p>	<p>a) Clerk to monitor</p> <p>b) Clerk to seek funding and proceed as appropriate.</p>
<p>15. <u>Documentation – To review and Adopt:</u></p> <p>a) Formal Complaints Procedure (Nov 2023)</p> <p>b) Publication Scheme (Nov 2023)</p> <p>c) Grievance Procedure (Nov 2023)</p>	<p>a) These documents had been passed to all but a number of Councillors had not had chance to read them. It was agreed to postpone this item until the December meeting.</p>	<p>a) Clerk to place on December agenda</p>

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16. To establish <u>Meeting Dates for 2024</u>	After discussion it was agreed to keep the meeting dates to the third Thursday of each month, 7.30pm start, meeting in Hollesley Village Hall.	<ul style="list-style-type: none"> <li>• Clerk to arrange suitable advertising on notice boards and the Website and book the hall</li> </ul>
17. To receive <u>agenda items for next meeting and agree date of Next Meeting 21<sup>st</sup> December 2023</u> )	It was suggested the following items were added to the November agenda: <ul style="list-style-type: none"> <li>• Agreement of 2024/25 Budget</li> <li>• Setting of Precept for 2024/25</li> <li>• Items carried forward from this meeting</li> </ul> Date of next meeting: <b>21<sup>st</sup> December 2023</b>	<ul style="list-style-type: none"> <li>• Clerk to prepare December agenda</li> </ul>

The meeting was closed at 9.20pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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*Chair's initials.....*