

Minutes of Hollesley Parish Council Meeting

Held on 18th January 2024 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk) Dist. Cllr. James Mallinder (part) Five 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):

- Bushey Lane/Junction with Lodge Road – I am surprised that the County Council have reported they have ‘dealt with’ the overhanging branches; they must have cut them with a pair of secateurs!

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Reid’s report had been circulated
 - A12 – A question was raised concerning the state of the repairs to the A12 at Dobbies Roundabout, following the laying of the new gas main. The Clerk agreed to raise these with Cllr. Reid
- East Suffolk Council – Cllr. Mallinder’s report had been circulated and he further expanded on:
 - Attended retirement of Eyke PC’s Clerk, who had completed over 40 years’ service
 - I am still pushing for joined up thinking when it comes to Planning and Highways, but this is not always easy as it involves ESC, SCC and land owners working together
 - Managed to get road sweepers to Shingle Street and local landowners to clear ditches to relieve the flooding issue
 - DC/23/2120/FUL – Happy to speak at the Committee meeting if the PC need me to (see 8. d))
 - Coronation Avenue Application – Likely to be heard at Planning Committee, but in a closed session
 - Q. *We were told £10m was being made available for improvements to Suffolk’s roads, where has that gone?* That would be a question for Cllr. Reid
 - Possible Planning Breach along Melton Road (see 8. c))– *Clerk and Cllr. Mallinder to liaise*

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. Devine (unwell), and Cllr. John Hardwick (work). Cllr. Reid had also offered his apologies. In addition, Councillor Mallinder had indicated he would be late to the meeting.</p> <p>b) The apologies of Cllrs. Devine and Harwick were proposed as accepted by Cllr. Yates, 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 £50.00</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. <u>To co-opt a Parish Councillor</u> and sign the 'Declaration of Acceptance of Office' Form</p>	<p>No members of the audience wished to stand as a Parish Councillor.</p>	<ul style="list-style-type: none"> • Clerk to re-advertise
<p>4. <u>Public Session</u></p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • Clerk to contact SCC re. A12
<p>5. To agree <u>Minutes</u> of meeting dated 21st December 2023</p>	<p>The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Dawson, seconded by Cllr. Bevan-Biggs 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

Chair's initials.....

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<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st December 2023</p> <p>b) To review the Internal Controls observed by the Council and Appropriateness of our Internal Auditor</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (Expenses for previous 3 months) - £312.06</p> <p>ii. HMRC Cumbernauld (Clerk's PAYE) - £605.60</p> <p>iii. E Curtis (Litter Picking for past 3 months) - £150.00</p> <p>d) To note Payments made since last meeting:</p> <p>i. None</p>	<p>a) The accounts had been circulated and there were no questions on the day. Cllr. Yates reviewed the accounts and signed the bank statements.</p> <p>b) Councillors discussed the internal controls they currently have in place and the qualifications of the present Internal Auditor, Mr Trevor Brown. The following comments were made:</p> <ul style="list-style-type: none"> • Although there are only three Councillors with access to the Bank Accounts, this could easily be increased • It could be argued that a change in Auditor is a healthy thing to do, but what are others' charges? <p>In conclusion Cllr. Burbridge proposed that the two items had been sufficiently reviewed, there were no further controls to put in place and the Internal Auditor was suitably qualified to carry out the role. This was seconded by Cllr. Jacks and all were in agreement</p> <p>c) The payments were proposed by Cllr. Yates, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement that they be paid. Cllr. Jacks examined the invoices and agreed to authorise the payments the following day.</p> <p>d) Noted</p>	<p>a) None</p> <p>b) Clerk to ask Mr Brown if he would be willing to be the Internal Auditor for 2024/25 and to enquire as to prices of Internal Audits at other firms.</p> <p>c) Clerk to draw payments and Cllr. Jacks to counter authorise</p> <p>d) None</p>

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e) To note Payments received since last meeting: i. None	e) Noted	e) None
7. <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 b) To receive report from HPC Trustee	a) The Clerk confirmed that there had still been no further correspondence, either from the Hall Committee or their Solicitors. b) Cllr. Yates advised that the next meeting of the Hall Committee was the following week and she would ask for an item to be on the agenda for an update on the transfer.	a) Retain on agenda until matter resolved. b) Cllr. Yates to request an item on the Hall Agenda
8. To discuss the following <u>Planning Applications:</u> a) DC/23/4852/FUL - Proposed increase in height of existing B8 storage building. - Former Dairy Unit, Rectory Road (sic), Hollesley b) <i>Additional Item</i> – Possible Planning Breach	a) Councillors made the following comments: <ul style="list-style-type: none"> • I have seen the building, the height rise is 1.5m, which is in scale with some of the other buildings in the location • I believe there is at least one other building of that height, but I wouldn't want this to set a precedent for all the other buildings to grow • Conclusion = No objection (Prop. Cllr. Jacks, Sec. Cllr. Burbridge; all in agreement) b) The Clerk reported a potentially disturbing situation on the outskirts of Hollesley Lower Common. A burnt large wooden cross, a large underground den, and a number of flags linked to far right organisations had been found on land just outside the Common, accessed along Melton Road. The police had been informed but had found no criminal activity. However, they had suggested there may have been a planning breach. The Clerk suggested she report this to ESC and this was agreed.	a) Clerk to notify ESC Planning Department b) Clerk to report the matter to ESC

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<p>c) <i>Additional Item</i> – Report from Cllr. Dawson on ESC Planning Forum</p> <p>d) <i>Additional Item</i> - Application DC/23/2120/FUL Erection of new agricultural machine store and workshop Land At Pages Hill Alderton Road</p>	<p>c) Cllr. Dawson reported on a Planning Forum he had attended at ESC the previous day. He agreed to circulate the slides and reported that one of the Clerk’s responses to an application was used as an example of ‘good practice’ during the presentation.</p> <p>d) The Clerk reported that this application would be going to Committee on 27th February. She asked if anyone would be prepared to speak at the meeting, and indicated she would assist with preparation of a speech.</p>	<p>c) Cllr. Dawson to circulate forum slides</p> <p>d) All to consider attending and notify the Clerk.</p>
<p>9. <u>Recreation Grounds:</u></p> <p>a) To receive an update on funding for the Toilet and the resurfacing of the Zip Wire mound at the Village Hall Recreation Ground</p>	<p>a) The Clerk reported that she had finally completed the Lottery Grant Application form but the expected turn around was 16 weeks so she would report back as soon as a reply was received</p>	<p>a) Clerk to monitor</p>
<p>10. <u>Highways and Footpaths:</u></p> <p>a) To discuss proposed new Bus Shelter at Oak Hill</p>	<p>a) The Clerk had distributed a report on the shelter, including her concerns. Councillor made the following comments:</p> <ul style="list-style-type: none"> • This bus stop is not just for the children, it would be for all the residents of Oak Hill. There was a shelter in this location before so this is not new, it is a replacement • This is taking a long time but it is definitely worth pursuing. I followed the school bus yesterday and now it approaches Oak Hill from the Water Tower and turns around in the Old Circle entrance; it is quite dangerous. However, a shelter in the original position would be a good idea. • The shelter should go back to its original position. The hardstand is still there and it is a much safer place to stand than on the other side of the road. • There has only been one letter objecting to this position but the young people who caused all the issues 20 years ago have now grown up and we shouldn’t label today’s children with their misdemeanours 	<p>a) Cllr. Yates to speak to Prison Workshops</p>

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	<ul style="list-style-type: none"> • The last shelter was taken down because some people were using it as a meeting place in the evenings and were damaging the garage behind it; we must make sure that does not happen • Perhaps the Prison can be involved. They would be much cheaper than the £11k+ that we are looking at now • The shelter is needed. We are one community and the residents at Oak Hill should be treated equally to other residents • A recent Planning Forum revealed a special pot of CIL money for larger community projects. Once the cost is known we should apply for a grant from that. <p>In conclusion Cllr. Yates agreed to speak to the Prison workshops to ascertain they could build a shelter and what the cost would be. Once this was known, the Clerk would apply for CIL funding.</p>	
<p>11. <u>Affordable Housing:</u> a) To discuss the re-draft Affordable Housing Policy as drafted by the Clerk</p>	<p>a) The revised policy had been circulated and Councillors agreed it was a good base from which to reply to future planning applications, with reference to Affordable Housing. Cllr. Physick proposed it be adopted. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<p>a) Clerk to finalise and publish</p>
<p>12. <u>Documentation – To review and Adopt:</u> a) Publication Scheme (Nov 2023)</p>	<p>a) The Clerk apologised as she had not had chance to revisit the Publication Scheme in line with suggestions made in December as yet, but would do so soon after the meeting and would circulate the revised document.</p>	<p>a) Clerk to amend and send for review (naming the document Feb 2024)</p>
<p>13. <u>Cemetery:</u> a) To receive an update from Cllr. Yates with reference to hedge cutting by HMP Hollesley Bay residents</p>	<p>a) Cllr. Yates reported that the working party were still scheduled to attend the Cemetery but had been delayed at other sites.</p>	<p>a) Noted</p>

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<p>b) To receive recommendation from Working Party with reference to establishing an Ashes Interment Area within the Cemetery</p>	<p>b) The Clerk reported that herself and Cllr. Devine had visited the Cemetery and had surveyed different options. The recommendation from them was to use the area to the left of the gates as you enter, for an Ashes Interment Area, starting nearest to Church Farm and working towards the current graves. Each plot would be approx., 2' square, and would require a 18" plaque to be placed on top of the Urn(s) – maximum of 2 – within 6 months of the interment. This concept was acceptable to the Councillors and the Clerk was asked to research costs from other local Cemeteries and report back.</p>	<p>b) Clerk to research costs from other Cemeteries</p>
<p>14. <u>Facebook Group</u> – To discuss establishing a Community Facebook group for the distribution of urgent information</p>	<p>Cllr. Dawson had circulated a paper regarding the establishment of a Community Facebook Group, for signed up members only, in order to share urgent information such as road closures, missing cats, predicted bad weather, etc. The group would be independently run of the Parish Council but could be promoted on the Grapevine.</p> <p>Councillors felt this was an excellent idea and asked Cllr. Dawson to provide suitable wording for the group to be advertised. Cllr. Dawson advised that he would be happy to administer the group initially, but hoped someone else would take it over, once established.</p>	<ul style="list-style-type: none"> • Cllr. Dawson to provide working for the Grapevine, to the Clerk
<p>15. To receive <u>agenda items for next meeting and agree date of Next Meeting 15th February 2024</u>)</p>	<p>It was suggested the following items were added to the January agenda:</p> <ul style="list-style-type: none"> • Items carried forward from this meeting <p>Date of next meeting: 15th February 2024</p>	<ul style="list-style-type: none"> • Clerk to prepare February agenda

The meeting was closed at 8.30pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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