



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB

Tel: 01394 411405 / 07739 411927 hollesleyparishclerk@gmail.com

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 5th MAY 2016 AT THE SUFFOLK PUNCH TRUST, OAK HILL, HOLLESLEY AT 7.30pm

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. To elect Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office'
2. To receive Apologies for absence
3. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items
4. Public Session (15 mins max):
 - a) Reports or comment from any member of the public
5. To co-opt to the Council Mr James Mallinder and the signing of the 'Declaration of Acceptance of Office'
6. To elect Vice-Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office'
7. To confirm following roles:
 - a) Planning Councillors (*currently Cllrs Burbridge, T Daly, Stammers and Walker*)
 - b) Finance Councillors (*currently Cllrs Burbridge, J Daly, Stammers, Barnard and Walker*)
 - c) Allotments Councillors (*currently Cllrs Stammers and Walker*)
 - d) Environment Councillors (*currently Cllrs Beecroft, T Daly and Lewis*)
 - e) Cemetery Councillors (*currently Cllrs Stammers, Lewis and Walker*)
 - f) Oak Hill Resident's Association Representative (*currently Cllr Young*)
 - g) Village Hall Representative (*currently Cllr Friend*)
 - h) SALC Representative (*currently Cllr Friend*)
 - i) Internal Auditor (*currently Mr Trevor Brown*)
8. To agree Minutes of meeting dated 7th April 2016
9. To discuss and agree response to the following Planning Applications:
 - a) DC/16/1436/FUL - Construction of single storey front, side and rear extensions to bungalow, detached cart lodge outbuilding to front courtyard and improvement to highway access including security gates - 5 Boyton Road, Hollesley
 - b) DC/16/1602/FUL - Proposed single detached chalet style dwelling with garage / cart lodge and improvement to existing vehicular access. - Part OS 8465 Woodbridge Walk Hollesley
 - c) DC/16/1638/FUL - Erection of a boat store within the curtilage of plot 5 - Plot 5 Heath Dairy Farm Melton Road
 - d) Any application coming forth

Please be aware that recording of meetings is probable

10. Village Hall/Recreation Ground :
- a) To receive update from Chair/Vice Chair on New Pavilion meeting with Football Clubs and Village Hall Committee
 - b) To discuss the condition of the hall driveway and parking areas
11. Queen's 90th birthday Celebrations – To receive an update from the Working Party
12. Highways and Footpaths:
- a) To discuss state of road signs in the parish
 - b) To discuss issues with footpaths 25 and 33 at Oak Hill
 - c) To receive a report from Cllrs. T Daly and Stammers on the 'Beat the Bounds'
 - d) To receive an update on the bus shelter at Duck Corner
 - e) To receive an update on installing a Quiet Lane in School Lane
 - f) To receive an update on the deterioration of village roads by large farm equipment & other vehicles.
 - g) To receive an update on the path at the Black Ditch Plantation/Poplar Park
 - h) To discuss request from resident for parking arrangements at the School to be reviewed.
13. Finance Matters:
- a) To agree Accounts for year ending 31st March 2016 and acknowledge Internal Auditor's Report
 - b) To complete annual return for External Audit and Annual Governance Statement
 - c) To authorise the following Invoices for Payments:

i. J Hallett (Expenses and Admin)	£109.06
ii. Fenland Leisure Products Ltd (Play Equipment materials)	£287.69
iii. Trevor Brown (Internal Audit)	£100.00
iv. Any invoice coming forth	
 - d) To note Payments made since April meeting:

i. C Stammers (Expenses)	£121.47
ii. Clerk's Salary (April)	£284.51
 - e) To note Payments received since April meeting:

i. Precept	£14,200.00
------------	------------
14. To receive an update from the Village Street Lighting Working Party
15. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:
- a) An update on the Current Project List
 - b) A reminder to all Councillors to review their Register of Interests on the SCDC Web Site
 - c) An update on the new Village Sign budgeting
 - d) A update on maintenance arrangements for the existing village sign
 - e) An update on the Allotments
16. To discuss the merits of producing a Neighbourhood Plan
17. Clerk:
- a) To receive report from Cllr. J Daly on Clerk's 6 months' probation review
 - b) To discuss payment of the overtime completed by the Clerk between October and March (total of 70 hours)
 - c) Pension provision for Clerk – To receive an update from Cllrs. Burbridge and Walker
18. To receive agenda items for next meeting and agree date of Next Meeting

Judi Hallett ~ Clerk to the Parish Council (29th April 2016)