



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
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NOTICE OF THE PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 5th JANUARY 2017 AT THE VILLAGE HALL, 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 receive Apologies for absence
2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items
3. To co-opt Parish Councillor and the signing of the Declaration of Acceptance of Office
4. Public Session (15 mins max):
 - a) Reports or comment from any member of the public or from any other village organisation
 - b) Reports or comment from SCDC or SCC Councillors
5. To agree Minutes of meeting dated 1st December 2016
6. To discuss and agree response to the following Planning Applications:
 - a) DC/16/4952/FUL - Two storey side extension to existing property. – Congor, The Street, Hollesley
 - b) DC/16/4972/CLE - Certificate of Lawfulness - Existing - Use of the whole house as a dwelling house - Rowan House, Bushey Lane, Hollesley
 - c) Any application coming forth
7. Village Hall/Recreation Ground :
 - a) Update on the draft license for the Football clubs
 - b) To discuss contract for cutting the grass at both Recreation Grounds
8. Highways and Footpaths:
 - a) To discuss a rota for the SID locations
 - b) To discuss proposed removal of the BT Pay Phone at Virtues Corner
 - c) To discuss a request for a Zebra Crossing at Fox Hill
 - d) To receive update on outstanding Highways issues (Cllr. Mallinder)

9. Finance Matters:

- a) To agree accounts for month ending 30th November 2016.
- b) To approve transfer of £5,000 from savings account to current account
- c) To approve adding Cllr. Helen Lewis as a cheque signatory
- d) To discuss request from Hollesley Primary School for grant of £100 towards Christmas Fair fundraising
- e) To discuss donation of £1,000 to Bawdsey Coastal Partnership Executive Committee to contribute towards the Engineering Study on Coastal Protection until 2050
- f) To review the Internal Controls and Efficiency of our Internal Audit
- g) To authorise the following Invoices for Payments:
 - i. J Hallett (Expenses for previous 3 months) £183.10
 - ii. HMRC (Clerk's Tax) £462.29
 - iii. D Barnard (litter picking for Oct, Nov and Dec 2016) £120.00
 - iv. Any invoice coming forth
- h) To note Payments made since December meeting:
 - i. J Hallett (3 months' salary) £1,144.77
- i) To note Payments received since December meeting:
 - i. F Masters (Grave Stone) £125.00
 - ii. Sign Donation £20.00
 - iii. Allotment rents £96.57
 - iv. Community Café (Donation for sign) £152.50
 - v. SCC Grant (for SID) £750.00

10. Documentation – Authorisation of:

- a) Three suggested additions to the model Standing Orders (as sent to Councillors on 4th Dec 2016)

11. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:

- a) An update on the new village sign
- b) Meeting with Hollesley Primary School to discuss traffic calming measures
- c) Update on the CATS bus service

12. To discuss HPC's involvement in community events throughout 2017 (as requested by Cllr. Mallinder)

13. Allotments

- a) To discuss placing a sign, warning of uneven path, either end of the Allotments footpath and any additional action to take
- b) To discuss the Community Allotment's request to place a sign for their garden on the vehicle access gate

14. To receive agenda items for next meeting and agree date of Next Meeting

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