



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 PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 5th OCTOBER 2017 AT HOLLESLEY VILLAGE HALL, HEATH ROAD, 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 a 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 Councillor and SCC Councillor
5. To agree Minutes of meeting dated 7th September 2017
6. To discuss and agree response to the following Planning Applications:
 - a) DC/17/3609/FUL - To construct a conservatory at the rear of the property attached to the existing kitchen. - Long House, Rectory Road, Hollesley
 - b) DC/17/3420/FUL - Use of first floor of detached outbuilding as tourist/ studio accommodation with associated external access staircase - 5 Boyton Road, Hollesley
 - c) *Any application coming forth*
 - d) To discuss final arrangements for Local Plan Review Special Meeting and draft letter
7. Clerk:
 - a) To receive report of Clerk's annual review and to discuss raising the Clerk's pay scale by one point (to SCP 23), as per her contract.
8. Community Land Trust – Report from Cllrs. Mallinder and Palmer
9. Allotments:
 - a) To receive an update on the path
10. Village Hall/Recreation Ground :
 - a) To receive an update on the disabled ramps at the Village Hall
11. Highways and Footpaths:
 - a) To receive an update on the Community Speed Watch programme
 - b) To receive an update regarding the path between Duck Corner and Water Tower.
 - c) To receive update on the bus shelter
 - d) To discuss the necessity to place additional bins at the Concrete Road, Shingle Street
 - e) To discuss poor state of 'HOLLESLEY' sign as you enter the village along Heath Road

Please be aware that recording of meetings is probable

12. Finance Matters:

- a) To agree accounts for to 31st August 2017.
- b) To agreed purchase of new Dog Bin for The Allotments (next to Plot 5A) – cost of £86.52 + VAT
- c) To discuss reclaiming the 2017 grant money for Just 42, from Hollesley Village Hall Committee (£648) and passing it straight to Just 42.
- d) To authorise purchase of new Notice Board for Village Hall Entrance and to agree a spend limit and style.
- e) To authorise the following Invoices for Payments:
 - i. J Hallett (Expenses and Admin for previous 3 months) £324.91
 - ii. HMRC (Clerk's PAYE) £293.20
 - iii. A Palmer (Mileage for AP and HL for Leadership Course) £39.60
 - iv. SALC (Leadership Training for HL and AP) £240.00
 - v. Any invoice coming forth
- f) To note Payments made since September meeting:
 - i. J Hallett (3 months wages) £1,172.67
- g) To note Payments received since September meeting:
 - i. Precept (SCDC) £14,500.00

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

- a) To receive reports on any meetings attended by Councillors
- b) To receive notification of an impending surgery held by Dr Therese Coffey MP
- c) To receive an update on any applications for Maintenance Person
- d) To discuss HPC producing a 'Guide to the Parish Council'
- e) Any other matters forthcoming

14. Minutes – To discuss content of minutes and suggested amendments from the Clerk

15. Documentation – To sign the September 2017 Asset and Responsibilities Register

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

Judi Hallett - Clerk to the Parish Council (30th September 2017)