



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
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NOTICE OF THE HOLLESLEY ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 17th MAY 2018 AT HOLLESLEY VILLAGE HALL, WOODBRIDGE 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 elect Chairman of the Council for 2017/18 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. Co-option of New Councillor and signing of Declaration of Acceptance of Office
5. 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
6. To elect Vice-Chairman of the Council for 2017/18 and signing of the 'Declaration of Acceptance of Office'
7. To confirm following roles and advisory groups:
 - a) Planning Councillors (*currently Cllrs Burbridge, Mallinder, Palmer and Vacancy*)
 - b) Finance Councillors (*currently Cllrs Burbridge, J Daly, Lewis and Vacancy*)
 - c) Allotments Councillors (*currently 2 Vacancies*)
 - d) Environment Councillors (*currently Cllr Lewis and 2 vacancies*)
 - e) Cemetery Councillors (*currently Cllr Lewis and 2 vacancies*)
 - f) Oak Hill Resident's Association Representative (*currently Vacant*)
 - g) Village Hall Representative (*currently Cllr Friend*)
 - h) SALC Representative (*currently Cllr Friend*)
 - i) Internal Auditor (*currently Mr Trevor Brown*)
8. To receive any changes to member's interests and remind members to review their Register of Interests
9. To agree Minutes of meeting dated 19th April 2018
10. To discuss and agree response to the following Planning Applications:
 - a) DC/18/1657/FUL - Single Storey Rear Extension - 83 Oak Hill, Hollesley
 - b) Any application coming forth

Please be aware that recording of meetings is probable

11. Community Land Trust
 - a) Report from Cllrs. Mallinder, Hardwick and Palmer
 - b) To discuss the stats of the Prison Social Club at Oak Hill

12. Data Protection Legislation:
 - a) To receive update from the Clerk
 - b) To appoint a Data Protection Officer for the Council
 - c) To adopt the following documents and Policies:
 - i. Data Protection Impact Assessment
 - ii. Data Protection Risk Assessment
 - iii. Data Protection Councillors Check List
 - iv. Information Security Incident Policy (May 2018)
 - v. Information Protection Policy (May 2018)
 - vi. Retention of Documents and Records Policy (May 2018)

13. Recreation Ground:
 - a) To receive update on Play Park Project and to acknowledge the Project Plan to date.
 - b) To discuss allowing bonfires on the Recreation Ground
 - c) To discuss promotion of the Parish Council at Hollesley Fete (30th June)

14. Highways and Footpaths:
 - a) To receive an update on the Duck Corner to Water Tower Path and to approve consultation paper
 - b) To receive an update on traffic calming measures on Fox Hill at the school crossing
 - c) To discuss quote for Footpaths Map Frame to be placed in Bus Shelter

15. Cemetery – To consider retaining the Brown Bin at the Cemetery (at an annual cost of £43.00)

16. Finance Matters:
 - a) To discuss considering putting in a bid for CIL funding for a community project (mail of 4th May)
 - b) To discuss and adopt new NALC/SLCC rates of pay for Clerk, in line with contract (to £11.275 per hour)
 - c) To authorise the following Invoices for Payments:

i. SPC Trees and Landscapes Ltd (Work to Oak Trees)	£2,940.00
ii. <i>Any invoice coming forth</i>	
 - d) To note Payments made since last meeting:

i. Local Council Public Advisory Service	£100.00
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 - e) To note Payments received since last meeting:

i. Precept (Half)	£14,523.58
ii. Hollesley WI (Projector Hire)	£25.00
iii. Spencer Wix (Memorial Stone)	£125.00

17. Documentation:
 - a) To adopt Standing Orders (May 2018) – *sent to Councillors on 19th April 2018*
 - b) To review Suffolk Code of Conduct

18. 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 items for the next Village Voices article
 - c) *Any other matters forthcoming*

19. To receive agenda items for next meeting and agree date of Next Meeting (21st June 2018)

Judi Hallett - Clerk to the Parish Council (11th May 2018)

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