



# HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, Clerk to the Council  
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## NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 20<sup>th</sup> SEPTEMBER 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.

***The meeting will be preceded by a presentation from the Hollesley Play Ambassadors – starting at 7.30pm***

### Agenda

1. To receive Apologies for absence
2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items
3. 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
4. To agree Minutes of meeting dated 19<sup>th</sup> July and 16<sup>th</sup> August 2018
5. To discuss and agree response to the following Planning Applications:
  - a) *None at the time of producing the agenda*
  - b) Any application coming forth
6. Update on Planning Matters including:
  - a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)
  - b) To discuss establishing a process for the Clerk to follow when a Referral to the Planning Committee is an option
7. Clerk's Review – An update from Cllrs. Lewis and Mallinder and to discuss increasing Clerk's Salary Grade to SCP24, in line with her contract of employment
8. Community Land Trust - Update from Cllrs. Mallinder, Hardwick and Palmer
9. To receive update on Play Park Project
10. To discuss changes at HMP Hollesley Bay and outcome of meeting on 15<sup>th</sup> September
11. Cemetery – To discuss boundary hedge and requirement to cut.
12. Mallard Way Orchard – To discuss requirement for a planning application in order to 'trim' oak trees overhanging Mallard Way orchard.

*Please be aware that recording of meetings is probable*

13. Highways and Footpaths:

- a) Duck Corner to Water Tower Path - To receive update from the Clerk
- b) To discuss organising a Sign Cleaning working party
- c) To discuss advertising for a Footpaths Warden
- d) To discuss purchase of 'Pedestrians in Road ahead' signs on the Shingle Street Road
- e) To receive an update on the Litter Picking contract
- f) To discuss costings for proposed additional signage to Fox Hill
- g) To discuss asking SCC to register the path beside the Recreation Ground on the Footpaths Map.

14. Finance Matters:

- a) To acknowledge receipt of the accounts as at 30<sup>th</sup> June and 31<sup>st</sup> July and inspection of the Bank Statements
- b) To receive and acknowledge External Audit Conclusion and Certificate from PKF Littlejohn LLP
- c) To authorise the following Invoices for Payments:
  - i. Notice Board Company (UK) Ltd £2,254.80
  - ii. Hollesley Bowls Club (Teen Hub use) £138.00
  - iii. T M Terrell (Fixing of new Notice Board) £151.40
  - iv. Hollesley Bowls Club (use of Hut for Play Ambassadors) £156.00
  - v. Hazel Hughes (Mileage to LCPAS) £37.08
  - vi. Mr A Stebbens (Collection of village sign) £49.77
  - vii. *Any invoice coming forth*
- d) To note Payments made since last meeting:
  - i. A Palmer (SID Security) £49.15
  - ii. J Brown (CLT) £400.00
  - iii. Hollesley Village Hall (CLT) £25.00
  - iv. J Hallett (Play Park Project Expenses) £105.31
  - v. G Bathe (Play Park Project Expenses) £21.74
  - vi. PKF Littlejohn LLP (External Audit) £240.00
  - vii. SC Norse (Extra Refuse Collection) £27.60
  - viii. A Cartwright (Teen Hub Project Expenses) £1,000.00
  - ix. LCPAS (Training) £80.00
  - x. Came and Co (Insurance) £732.66
  - xi. Just 42 (Teen Hub Project Expenses) £1,307.85
  - xii. J Brown (CLT) £400.00
  - xiii. Shottisham WI (CLT) £60.00
- e) To note Payments received since last meeting:
  - i. Various Cross charges form other Councils £95.36
  - ii. SCDC Grant for PP Project £500.00
  - iii. Various Cross charges form other Councils £22.69
  - iv. Co-Op Memorial (J G Archer) £25.00
  - v. E B Buttons (M L Elford) £225.00
  - vi. Various Cross charges form other Councils £6.03
  - vii. SC Norse (Grant for Litter Pick) £20.00

15. 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

16. Documentation – To approve the following documents:

- a) Standing Orders – Sept 2018 (England) – *sent to Councillors on 8<sup>th</sup> August 2018*

17. To receive agenda items for next meeting and agree date of Next Meeting (18<sup>th</sup> October 2018)

*Judi Hallett* - Clerk to the Parish Council (12<sup>th</sup> September 2018)

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