



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 21st FEBRUARY 2019 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 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 meetings dated 17th January and 4th February 2019
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)
7. Clerk – To review Clerk's timesheet and consider request for hours paid to be raised to 12 per week (from 10.5)
8. Housing - To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer
9. Allotments:
 - a) To receive update regard the renewal of the Path
 - b) To discuss and review Allotment charges
10. Alde and Ore Estuary Partnership – To discuss if Hollesley PC wish to be represented on the AOEP and, if so, who would be the representative.
11. Meeting Administration – To discuss process for administering a meeting's proceedings in the event the Clerk is unwell
12. Hollesley Village Sign – To receive an update from the Clerk and to agree a location
13. Hollesley Shop – To discuss comments received from Hollesley residents and what action, if any, the Parish Council would like to take.

Please be aware that recording of meetings is probable

14. Highways and Footpaths:

- a) To discuss proposal to divert part of Path 22 at Dairy Close
- b) Duck Corner to Water Tower Speed Reduction - To receive update from the Clerk
- c) To discuss creating a flat area at Store's Corner for children to wait for the School Bus
- d) To discuss purchase and filling of a Grit Bin for the Village Hall Car Park
- e) To discuss dog mess at Shingle Street (on the Grass Banks).

15. Finance Matters:

- a) To acknowledge receipt of the accounts as at 31st December and inspection of the Bank Statements
- b) To authorise the following Invoices for Payments:
 - i. SALC (Election Briefing) £10.00
 - ii. J M Terrell (Installation of Bench) £101.82
 - iii. Binder Ltd (Sewage disposal at Village Hall) £92.00
 - iv. *Any invoice coming forth*
- c) To note Payments made since last meeting:
 - i. Realise Futures (Bench) £805.22
- d) To note Payments received since last meeting:
 - i. SCC Grant (for Village Hall Ramps) £750.00
 - ii. SCC Grant (for Allotments Path) £300.00
 - iii. SCDC Grant (for Allotments Path) £200.00

16. 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) To receive guidance on the timetable for the 2019 Elections
- d) Any other matters

17. Documents – To review and adopt the following documents:

- a) Asset Register (October 2018) – *sent to Councillors on 4th Feb 2019*
- b) Risk Assessment (Financial) - *sent to Councillors on 12th Feb 2019*
- c) Risk Assessment (Non-Financial) - *sent to Councillors on 12th Feb 2019*

18. To receive agenda items for next meeting and agree date of Next Meeting (21st March 2019)

Judi Hallett - Clerk to the Parish Council (15th February 2019)