



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 HOLLESLEY PARISH COUNCIL ANNUAL MEETING TO BE HELD ON THURSDAY 21st MAY 2020 AT 9.00AM VIA ZOOM VIDEO CONFERENCING

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

PLEASE E-MAIL THE COUNCIL AT [HOLLESLEYPARISHCLERK@GMAIL.COM](mailto:hollesleyparishclerk@gmail.com) FOR ZOOM LOG-IN DETAILS

Agenda

1. To elect Chairman of the Council for 2020/21 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. 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 ESC Councillor and SCC Councillor
5. To elect Vice-Chairman of the Council for 2020/21 and signing of the 'Declaration of Acceptance of Office'
6. To receive resignation from Cllr. Lewis and to explain current co-option process
7. To agree Minutes of meetings dated 20th February 2020 and 19th March 2020
8. To confirm following roles:
 - a) Internal Auditor (*currently Mr Trevor Brown*)
 - b) Responsible Finance Officer (*currently the Clerk*)
 - c) Tree Warden (offer from Mr Jonathan Forsyth to take up the role)
9. To remind Councillors to review their Register of Interests entry on the ESC System
10. To confirm all Standing Orders and Direct Debits presently set up for the Council.
11. To ratify all decisions taken during the 'Coronavirus Break' – see appendix 1
12. To discuss and agree response to the following Planning Applications:
 - a) DC/20/1154/FUL - Proposed alterations & extensions and formation of new vehicular access. - Shepherds Cottage, Boyton Road, Hollesley
 - b) DC/20/1637/FUL Demolition of existing bungalow and replacement with new bungalow and detached cartlodge at Fourways, Alderton Road, Hollesley
 - c) Any application coming forth

Please be aware that recording of meetings is probable

13. To discuss the ESC Public Space Protection Orders – Dog Controls in the East Suffolk District

14. Finance Matters:

- a) To acknowledge receipt of the 2018/19 PKF External Audit Report (sent to Councillors on 24th July 2019)
- b) To accept and sign Year End Accounts as at 31st March 2020
- c) To accept Internal Auditor's Report for 2019/20 and Section 3 of Part 3 of the Annual Governance and Accountability Return 2019/20
- d) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2019/20
- e) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2019/20
- f) To agree Reserve Allocations
- g) To agree the CIL Report for 2019/20
- h) To authorise the following Invoices for Payments:
 - i. L Andrews (Sign Unveiling Cake) £40.00
 - ii. *Any invoice coming forth*
- i) To note Payments made since last meeting:
 - i. See Appendix 2
- j) To note Payments received since last meeting:
 - i. See appendix 3

15. Cemetery:

- a) To acknowledge receipt of the update from Cllr. Langdon on the review of the Management Process for the Cemetery
- b) To discuss and decide whether to subscribe to the Institute of Cemetery and Crematorium Management (ICCM) to assist with the above project
- c) To adopt the Survey Plan of Hollesley New Cemetery – sent to Councillors on 15th May 2020
- d) To discuss the Gravestone Survey in the Cemetery and to agree way forward
- e) To discuss the concept of a Central Cemetery Database and a demonstration

16. To receive agenda items for next meeting

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

Appendix 1 - Decisions taken during the 'Coronavirus Break'

- Payment of invoices dated 1st April (as per e-mail of 31st March (see list below))
- Payment of invoices dated 16th April (as per e-mail of 15th April (see list below))

Appendix 2 – Payments made since the March 2020 Meeting

• SALC (6 months payroll service)	£21.60
• Suffolk.Cloud (Web site provision)	£110.00
• J Hallett (Expenses for last 3 months)	£340.70
• Just 42 (Grant for 2020)	£756.00
• 1st Rendlesham Scouts (Grant for 2020)	£200.00
• Citizens Advice (Grant for 2020)	£100.00
• Hollesley Welcome Club (Grant for 2020)	£142.80
• SALC (Annual Subscription)	£444.66
• SC Norse Ltd (Recycling Bin)	£270.00
• SC Norse Ltd (Refuse Collection for Quarter)	£206.39
• Trevor Brown (Internal Audit)	£150.00
• Hollesley Village Hall (Charges for 2019/20)	£351.75
• NGF Play Ltd (30% of Play Equipment)	£17,197.25

Appendix 3 - Payments received since March 2020 meeting

• ESC Exemplar Fund Grant	£10,000.00
• ESC Enabling Communities Grant	£852.00
• ESC CIL Payment	£1378.91
• VAT Refund (receipt to be confirmed)	£3,481.32
• ESC 50% Precept	£16,070.00