



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 MEETING TO BE HELD ON THURSDAY 17th FEBRUARY 2022 AT 7.30PM HOLLESLEY VILLAGE HALL, WOODBRIDGE ROAD, HOLLESLEY

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. Apologies for Absence:
 - a) To receive apologies
 - b) To approve Apologies
2. To receive any...
 - a) Declarations of Pecuniary Interest
 - b) Declarations of Non-Pecuniary Interest
 - c) Applications for Dispensation on Agenda Items.
 - d) Declarations of Gifts or Hospitality Received over the value of £25.00
 - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
3. To co-opt two Councillors and signing of the Declaration of Acceptance of Office Forms
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 agree Minutes of meeting dated 16th December 2021 and 6th January 2022
6. Finance Matters:
 - a) To receive Accounts as at 31st December 2021 and 31st January 2022
 - b) To receive final update on changing to Online Banking
 - c) To review the Internal Controls and Efficiency of our Internal Auditor
 - d) To authorise Clerk's attendance at SALC Councillor Training Courses (total cost of £75)
 - e) To authorise the following Invoices for Payments:
 - i. K N Coe (Installation of Grit Bins and Re-alignment of Allotment Barrier) £220.00
 - ii. SC Norse Ltd (Old Grit Bin Removal) £120.00
 - iii. SC Norse Ltd (Grass Cutting) £2,159.17
 - iv. *Any invoice coming forth*
 - f) To note Payments made since last meeting:
 - i. SC Norse Ltd (3 months refuse collection) £211.69
 - ii. E Curtis (Litter Picking for 3 months) £150.00
 - iii. Hollesley Village Hall (Hall Hire for Nov, Dec and Jan) £109.88
 - iv. SALC (Clerk's Training) £60.00
 - g) To note Payments received since last meeting:
 - i. None

Please be aware that recording of meetings is probable

7. To discuss the following Planning Applications/Appeals:
 - a) DC/22/0149/FUL Front extension traditional brick built - Stihlways, The Street, Hollesley
 - b) DC/22/0432/FUL Change of use of 2 x agricultural buildings to Use Class E - Former Dairy Unit, Grove Road, Hollesley
 - c) *Any application coming forth*
8. To discuss the Community Governance Review in East Suffolk
9. Project Updates – To receive updates from:
 - a) Hollesley Climate Action Group
 - b) Platinum Jubilee Group
10. Hollesley Village Hall
 - a) To discuss and decide request from Hollesley Village Hall Committee for grant of £10,000 towards the replacement of the Hall Roof.
 - b) Doctors Surgery Lease:
 - i. To discuss ‘Engagement’ and other documents received from Prettys and to agree to meet half the costs, alone with the Village Hall Committee
 - ii. To discuss the draft Lease and to agree two signatories of the final lease.
 - c) To discuss the published accounts for the Village Hall
 - d) To discuss amendments to the Village Hall Trust Deed (previously reported to the Trustees)
11. Recreation Ground:
 - a) To receive news regarding the Play Park Project Phase II
 - b) To receive update on Recreation Ground Actions List
 - c) To discuss quote for the replacement of the Half Round Tyres with planting (and rabbit fencing) and a possible grant from Suffolk Coast and Heath AONB Team for this work
12. Assets of Community Value – To consider if the Parish Council wish to re-nominate the Shop/Post Office, Shepherd and Dog Inn and Hollesley Garage as Assets of Community Value.
13. Spring Clean – To set a date and format for the 2022 Spring Clean
14. Trees/Hedges:
 - a) Platinum Jubilee Oak – To decide on a suitable planting location for the Platinum Jubilee Oak and if a Metal Tree Guard and/or Water Bag is required
 - b) To consider request from resident for tress to be obtained from the Woodland Trust
 - c) To receive notification of work to hedges at HMP Hollesley Bay
 - d) To discuss planting of hedgerow and trees along Boyton Road where vehicles have damaged verges
15. Allotments
 - a) To discuss recent adjustments to the entrance to the Allotments to allow access for powered mobility scooters and possible re-ordering of signs on The Street
 - b) To discuss method of clearing items left on Plot by previous tenant
16. Documentation – to review and/or adopt the following documents:
 - a) Financial Regulations (January 2022) – *send to Councillors on 12th January 2022*
 - b) Standing Orders (August 2020) – *send to Councillors on 12th January 2022 - review only*
 - c) Code of Conduct (Jan 2016) - *send to Councillors on 12th January 2022 - review only*
17. To receive agenda items and agree date of Next Meeting (17th March 2022 – In Hollesley Village Hall)

Judi Hallett - Clerk to the Parish Council (11th February 2022)