



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 MARCH 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 one Councillor and signing of the Declaration of Acceptance of Office Form
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 17th February 2022
6. Finance Matters:
 - a) To receive Accounts as at 28th February 2022
 - b) To authorise the following Invoices for Payments:

i. SALC (Clerk's Training + Payroll for 6 months)	£52.80
ii. K N Coe (Work on Allotment Barrier)	£150.00
iii. J Hallett (Three Months Pay)	£1,542.69
iv. SCC Pension Fund (Clerk's Pension for three months)	£559.11
v. Hollesley Village Hall (Hire in February)	£30.00
vi. Any invoice coming forth	
 - c) To note Payments made since last meeting:
 - i. Hollesley Village Hall (Grant for Roof) £8,000.00
 - d) To note Payments received since last meeting:

i. HMRC VTR (VAT Refund)	£1,026.07
ii. F Masters (Cemetery)	£150.00
7. To discuss the following Planning Applications/Appeals:
 - a) DC/22/0798/FUL | Proposed detached annex for use ancillary to main dwelling | 86 Oak Hill, Hollesley

Please be aware that recording of meetings is probable

8. To discuss suggestion that the Council should request two more Councillors, as the Village is growing, as part of the Community Governance Review in East Suffolk
9. Project Updates – To receive updates from:
 - a) Hollesley Climate Action Group – To discuss setting up a public meeting
 - b) Platinum Jubilee – To nominate a person to carry the Festival Of Suffolk Torch
10. Hollesley Village Hall
 - a) Doctors Surgery Lease - To receive update on the draft Lease
 - b) To receive update on the published accounts for the Village Hall
 - c) To receive update in the amendments to the Village Hall Trust Deed
 - d) To receive notification of a new Charity established in the name Hollesley Village Hall CIO
 - e) To receive an update on the Free Electric Vehicle Charging Point installation project
 - f) To discuss Trade Waste Collection Services for 2022/23
11. Recreation Grounds:
 - a) To receive news regarding the Play Park Project Phase II
 - b) To receive update on Recreation Ground Actions List
 - c) To discuss quotes for the replacement of the Half Round Tyres with planting (and rabbit fencing)
 - d) To receive notification of concerns from a resident of Oak Hill and to discuss how the Oak Hill Playing Field can be enhanced.
 - e) To discuss purchasing two new Toddler Seats for the Original Equipment (total cost of £395.25 + VAT)
12. Assets of Community Value
 - a) To receive update on eligibility for Glebe House and Hollesley Bowls Club to be nominated as Assets of Community Value.
 - b) To discuss nominating Hollesley Bowls Club as an Asset of Community Value
13. Highways
 - a) To receive comment from resident of Oak Hill about the poor state of the area.
 - b) To receive update from the Clerk regarding the 'Layby' along Boyton Road
14. Annual Parish Meeting – To consider format of the APM for 2022
15. Trees/Hedges:
 - a) Platinum Jubilee Oak I – To receive update on location for tree and discuss any additional expenditure required to protect it
 - b) Platinum Jubilee Oak II – To decide where to plant a second Oak granted to the Parish and discuss any additional expenditure required to protect it
16. Allotments:
 - a) To receive report regarding the entrance to the Allotments from The Street
17. Cemetery – To discuss suggestion from resident that an Ashes Burial Area (with Memorial Wall) is established in Hollesley New Cemetery
18. Documentation – to review and/or adopt the following documents:
 - a) Dispensation Policy (March 2022) – *sent to Councillors on 22nd Feb 2022*
 - b) Risk Assessment (Financial) (March 2022) - *sent to Councillors on 2nd March 2022*
 - c) Risk Assessment (Non-Financial) (March 2022) - *sent to Councillors on 2nd March 2022*
 - d) Risk Assessment (Financial) (March 2022) - *sent to Councillors on 2nd March 2022*
 - e) Risk Assessment (Cemetery Maintenance) (March 2022) - *sent to Councillors on 2nd March 2022*
 - f) Risk Assessment (Litter Picking) (March 2022) - *sent to Councillors on 2nd March 2022*
 - g) Litter Picking TOR (2022) - *sent to Councillors on 2nd March 2022*
19. To receive agenda items and agree date of Next Meeting (21st April 2022 – In Hollesley Village Hall)

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20. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the following business to be discussed (see item 21).
21. To discuss Clerk's Pay Scale – as per email of 11th January 2022

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