



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 16th MARCH 2023 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. 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
4. To agree Minutes of meeting dated 16th February 2022
5. Finance Matters:
 - a) To receive and accept Accounts as at 28th February 2023
 - b) To discuss and agree a maximum amount that the Parish Council will underwrite the Kings Coronation expenses to.
 - c) To authorise the following Invoices for Payments:

i. J Hallett (Salary for three months)	£1,804.38
ii. SCC Pension Fund (Clerk's Pension for 3 months)	£653.99
iii. K N Coe (Maintenance)	£100.00
iv. Birketts LLP Client Account (Advice re. Caravans)	£120.00
v. SALC (Payroll provision for 6 months)	£22.80
vi. Any invoice coming forth	
 - d) To note Payments made since last meeting:
 - i. None
 - e) To note Payments received since last meeting:

i. Hollesley Village Hall (for Caravan Fee)	£100.00
ii. HMRC (VAT Refund)	£7,902.99
iii. Alford Storage (Clothes Bank)	£57.00

Please be aware that recording of meetings is probable

6. To discuss the following Planning Applications/Appeals:
 - a) DC/23/0743/VOC - Variation of Condition No.2 of DC/16/0551/ARM - Proposed erection of 9 dwellings; Change of use of managers accommodation to a single dwelling and creation of new access to Glebe House Residential Home – Housing plans have been updated to suit national described space standards (NDSS). Plots updated to 3 no. 3 bedroom units - Glebe House Residential Home , Rectory Road, Hollesley
7. Alde and Ore Community Partnership – To discuss attending these meetings once again.
8. Total Number of Councillors on Hollesley Parish Council – To discuss if this number is correct or requires adjusting
9. To discuss establishing a Projects List for 2023 and beyond.
10. To receive update on the Annual Parish Meeting, including change of Venue
11. Highways:
 - a) To receive update on New Benches at Tank Hill and Allotments
 - b) To receive update on proposed new Bus Shelter at Oak Hill
12. Hollesley Village Hall
 - a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive update on a meeting with the Hall Committee
 - b) To receive update from Hall Committee on payment of Solicitors Fee, with reference to allowing Caravans to use the Recreation Ground
 - c) Doctors Lease – To nominate two Councillors to execute a deed, in relation to the surrender of the Lease on the Doctors Surgery.
13. Recreation Grounds:
 - a) To receive update on the celebrations for the Coronation of King Charles III
 - b) To discuss the appearance of the two shipping containers on the Recreation Ground and how they can be improved
 - c) To receive an update on Wickham Market Youths using the Recreation Ground for Football on a Saturday morning (from Sept 2023)
 - d) To discuss wire around hew hedge and options for containing it.
14. Cemetery:
 - a) To review the Cemetery Fees
15. Documentation – To review the following Documents:
 - a) Risk Assessment (Financial) – March 2023
 - b) Risk Assessment (Non-Financial) – March 2023
 - c) Risk Assessment (Cemetery Maintenance) – March 2023
 - d) Risk Assessment (Litter Picking) – March 2023
16. To receive agenda items and agree date of Next Meeting (20th April 2023 – In Hollesley Village Hall)
17. 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 16)
18. To discuss Clerk’s performance over the past year and to confirm Pay Grade rise for Clerk, from SCP 22 to SCP 23 from 1st April 2023 (as per resolution on 17th March 2022)

Judi Hallett ~ Clerk to the Parish Council (10th March 2023)