

# **Hollesley Parish Council**

## **Minutes of the Annual Meeting of the Parish Council on Thursday 14th May 2015 at Hollesley Village Hall**

**Present:** Cllr C Walker, Cllr C Beecroft, Cllr T Daly, Cllr J Daly, Cllr S Wade, Cllr T Burbridge

**Attendance:** 4 residents, D Cllr C Block, Sally Loader Clerk

### **Welcome**

Clerk welcomes the new council and asks for the proposals for the new chairman

### **1-14/5/15 To elect a Chairman of the Parish Council**

Sylvia Wade proposed Jane Daly, Cyril Stammer's proposed Chris Walker

A vote was taken, and equally split. No casting vote could be used.

A second vote was taken by secret ballot and the resulting votes were split.

Chris Walker and Jane Daly left the room to discuss the role and returned at 19.14, there discussion led to the decision of Jane Daly to take office.

a) To receive the Chairman's declaration of acceptance of office

- Jane Daly signed the declaration

### **2-14/5/15 To elect a Vice-Chairman of the Parish Council**

Chris Walker was proposed as chairman and full council agreed, thus was duly elected Vice Chairman

a) To receive Vice Chairman's declaration of acceptance of office

- Chris Walker signed the declaration

### **3-14/5/15 To fill any vacancies left unfilled at the election by reason of insufficient nominations/ Co-option**

a) To receive co-opted councillors declaration of acceptance of office

- No nominations received

### **4-14/5/15 Clerk to receive Councillors declaration of acceptance of office**

a) Code of conduct/standing orders

- Clerk gave copies of the code of conduct to the new councillors
- Full set of standing orders to be adopted
- Declaration of acceptance signed, Cllr Burbridge, Cllr Wade, Cllr Stammers, Cllr Beecroft

### **5-14/5/15 To decide when any declarations of acceptance of office which have not been received as provided by law shall be received**

- John Bishop has decided not to take office

### **6 -14/5/15 Apologies for absence**

- Outgoing Chairman D Driver

### **7 -14/5/15 Declarations of interest/dispensations received**

- None received
- Clerk reminded councillors of their obligations to declare interests online

### **8 -14/5/15 To appoint representatives**

- Finance – Precept *Cllr Stammers, Cllr Walker, Cllr Daly, Cllr Burbridge*
- Responsible Finance Officer – *S Loader*
- Parish Paths Liaison Officer – *Cllr T Daly,*
- Representative on Village Hall Management Committee – *Cllr Wade*
- Representative on Hollesley Commons Management Association – *Cllr T Daly*
- Representative to attend SALC meetings –*Cllr Wade, Cllr Daly*

- Police Liaison Officer – Cllr Beecroft
- Tree and Pond Warden – Cllr Beecroft
- Allotment working group – Cllr Stammers, Cllr Walker, Cllr J Daly
- Water Tower to Duck Corner Footpath Working Group- No longer exists
- Cemetery Working Group – Cllr Stammers, Cllr Wade
- Emergency Plan Group- Cllr Wade
- Coastal Management – Cllr T Daly

*District Councillor C Block explains that it is important for Hollesley to be represented*

*Clerk asks the council if a planning committee would be beneficial, Cllr Walker agreed. D Cllr C Block comments on recent planning applications for Hollesley which were made against policy and encourages the use of local plan as it is now a working document. Full council agree to a planning committee. Copies of the local plan document required.*

- Planning Working Group – Cllr Burbridge, Cllr Walker, Cllr T Daly, Cllr Stammers

#### **9 -14/5/15 Finance**

- Appointment of internal auditor – Heelis and Lodge
- End of year accounts – update of process – Audit Date: 16<sup>th</sup> June 2015
- Payments for Approval – Payments approved  
Bank signatories – Cllr Daly, Cllr Walker, Cllr Burbridge

#### **10-14/5/15 Minutes to be agreed 2<sup>nd</sup> April 2015 and 1<sup>st</sup> May 2015**

- Minutes agreed duly signed

#### **11-14/5/15 Matters to be considered at the next meeting**

- Cllr Beecroft asks if a tree officer could assess the whole site at Glebe House, as trees are being removed. Action: Cllr Beecroft to contact and arrange an appointment and report at the next meeting.
- Sports Pavilion – D Cllr Block to query Jane Marson offer of contribution towards the planning application of £200
- Allotments terms and conditions, Cllr Stammers reports access issues on the allotment, water connection can't be completed
- Recognition of outgoing councillors
- Resident raised concern over footpath removal on the site at the water tower in respect to Mr Crisps development, a footpath is clearly shown in maps dating 1961. Footpath is now on the road, making it dangerous for children along the route to the bus stop. Clerk to contact Planning.

#### **12-14/5/15 Date and time of next meeting**

4<sup>th</sup> June 2015 at 7pm

**X**

---

Chairman