

**Minutes of Hollesley Parish Council Meeting**

Held on 5<sup>th</sup> November 2015 ~ 7.30pm

Present

Cllr. Jane Day (Chair)

Cllr. Colin Beecroft

Cllr. Helen Lewis

Cllr. Chris Walker

Cllr. Trevor Burbridge

Cllr. Cyril Stammers

Cllr. Tony Barnard

Cllr. Tom Daly

Cllr. Sylvia Wade

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

14 members of the public: Mr P Findley. Mr A Shelcott. Mr A Catchpole, Ms G Bathe, Mrs S Goddard, Mr P Youngs, Mr and Mrs Higbee, Mr S Young, Mrs L Hammond, Rev. Hatchett, Ms H Culling, 2 x unnamed

**1. To receive Apologies for absence:**

Apologies for absence had been received from Cllr. Friend (unwell)

**2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation:**

There were no declarations of interest and no applications for dispensation.

**3. Public Session:**

a) Reports or comment from any member of the public:

- Mr and Mrs Higbee – Commented on application DC/15/4209/VOC: Their house is not mentioned on any maps, they were not consulted, concern that the house is much bigger than other properties in the area, there is overshadowing, it overlooks their house, if the trees come down this will mean their property is overlooked, there are badgers using the site and their run goes through the property, the trees are a wind and surface water break.
- Mrs Goddard (from Clumber) - Commented on application DC/15/4209/VOC: we are next to the development, we are pleased a family is moving in to the village, we have boundary concerns, since Clumber was built it has been assumed the wall and fence was the border, the fence/wall has been there for 40 years, this would be an intrusion on our privacy, the east facing window will look in to our house, we don't know what the plans are for the current wall (the wall retains soil), the badgers visit our garden – Cllr. Block advised that comments regarding overbearing nature of the development should quote Planning Policy DM23
- Mr Steven Young – Commented on street lighting at Oak Hill – the current lighting is very old, it provides a wide light and lights the bedrooms of some residents. A report had been produced by the residents association and handed to the Clerk for the Parish Council to consider [Residents Association were thanked for their work on the project so far]
- Ms Culling – Comment on trees at Glebe House - Have we secured a visit from the SCDC Tree warden to visit the Glebe? The Clerk agreed to follow this up

- Mr Catchpole – Commented on the Site Allocation Plan – Are there any proposals to develop in Bushy Lane? Councillors replied that there was no known development as yet. The exercise carried out by all District Councils to find suitable land for development was explained to the audience.

**Action: Clerk**

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid - No report had been received
- Cllr. Block reported on the following items:
  - i. Footpath between Oak Hill and Duck Corner – Cllr. Block is Chair of the Coastal Community Team and she would gladly organise a meeting between the Suffolk Punch Trust and the Parish Council with reference to taking forward the idea of a path between Oak Hill and Duck Corner and with a view to requesting funds form the CCT as part of the Economic Development Plan for the Deben peninsular (see point 10.b))
  - ii. Devolution marches onwards and proposals to link with Norfolk are now in place; there should be a decision by the end of the month

c) Report or comment from Safer Neighbourhood Team:

- No report had been received from the SN. Cllr Barnard offered to represent HPC on all Police matters and handed a copy of the latest SNT report to the Clerk

**4. To agree Minutes of Council meeting dated 1<sup>st</sup> October 2015:**

The minutes of the Full Council meeting dated 1<sup>st</sup> October 2015 were proposed as a true record by Cllr. Stammers, seconded by Cllr. Lewis and all Councillors were in favour that they were signed by the Chair.

**5. To formally adopt contract for new Clerk, Mrs Judi Hallett, and to appoint her as Responsible Finance Officer:**

The Chair formally welcomed Mrs Hallett to the Council. The Clerk's contract had been circulated to all Councillors and all were happy with the Content. Cllr. Burbridge pointed out that a Health and Safety policy would need creating for the Council (as it was mention in the contract); Clerk to organise this.

The signing of the Clerk's contract and her appointment as Responsible Finance Officer was proposed by Cllr. Barnard, seconded by Cllr. T Daly and all Councillors were in favour.

**Action: Clerk**

**6. To discuss and agree responses to the following Planning Applications:**

- a) DC/15/4209/VOC - Variation of Condition 2 of applications C11/1093 and C13/0110; to change the design of the building at part of Hollesley Bay Garage, The Street – Councillors made the following comments:
- Cllr. Burridge took the opportunity to look at the original plans and commented that the new plans show a new room above the garage and a window on that corner
  - Neighbouring properties would now be overlooked and there was concern for the badgers
  - The Council agreed to object to this proposal unless the trees and the original wall are left in situ, the badgers are protected and there is a revised plan to place an obscured window where any might overlook other properties
- b) DC/15/3929/VOC - Variation of condition nos; 2, 5, 6 and 7 of DC/14/0056/FUL to amend drawings. - Land South East Of The Dell Meadow Farm Lane – Councillors made the following comments:
- It seems as if just a small part of the bank is being altered, it is not a significant alteration,
  - Disagreement with the above comment, it is difficult to work out what was going on
  - The Parish Council recorded support for this application (by a majority of 7 to 3)
  - The Clerk informed Council that they had received a copy of a letter from a neighbour of the property , that had been sent to SCDC. The letter asked if planning permission was required for a Caravan to be placed on the land whilst the new house was built and if the conversion of a stable block to 'kitchen, lounge, bedroom and bathroom' also required permission. The Clerk had spoken to SCDC earlier in the day and the enforcement officer had been notified of this situation.

**Action: Clerk**

**7. To discuss the previous months list of Planning decisions:**

Details of the Planning decisions made in October were noted by Council

**8. Community Emergency Plan - To acknowledge report from Cllr. Wade:**

Cllr. Wade was thanked for her work in bringing together the Community Emergency Plan and advised that another farmer had agreed to be part of the plan.

**9. Village Hall/Recreation Ground:**

- a) To acknowledge report from Cllr. Wade (sent on 16<sup>th</sup> Oct) – Report acknowledged
- b) To discuss insurance value for Pavilion on Insurance documentation – The Clerk brought to the attention of the Council the fact that the Pavilion (*which the Parish Council insure*) was only insured for a rebuild value of £23,000. Councillors suggested the present building was not worth that much and there was no merit in increasing the insurance until the new building was in place
- c) To discuss grant for Village Hall disabled access costs – The Clerk was asked to obtain two further quotes for this work to be carried out. Cllr. Block suggested some Locality Budget may be available and that other grants could also be obtained; Clerk to investigate.
- d) To discuss Play Park inspections from Ipswich Borough Council (IBC) – deferred to December meeting

- e) To discuss payment of invoice for architectural drawings for proposed new Sports Pavilion – The Chair pointed out that £3,000 was allocated for the project from this year’s budget and some of that could be used to pay the architects invoice. Other Councillors felt strongly that payment of the invoice had never been formally agreed by the present Parish Council and it had not been clearly recorded what had been agreed in the past - the only costs that had been minuted were those needed to pay for the Planning Application to SCDC (approximately £250).  
The issue was raised with the Football Coach at the recent meeting and the Parish Council did ask for confirmation of who was paying for the work done so far. It was suggested that the Football Coach agreed to take this item away. As a compromise, Cllr. Walker proposed that the Parish Council pay 50% of the bill with the Football Club paying the remainder. This was seconded by Cllr. T Daly and all were in favour. Councillors commented that they needed to keep an open dialogue with the Football Club over progress and that this must include clear details of ‘who’ was paying for ‘what’ costs before any were incurred.
- f) To discuss possible SCDC S106 funds for new Pavilion – The Clerk reported that there was currently £23,149.90 in the S106 Sports fund. Some of this was required by Boyton Parish but that there would be available funds for Hollesley to use for the Pavilion if this was agreed by the council at a future date.
- g) Insurance for the Village Hall – The Clerk was asked to check the cheque stubs to verify if the Parish Council had paid the insurance on the Village Hall earlier in the year

**Action: Clerk**

#### **10. Highways:**

- a) To receive update on Swallows Close line marking (Cllr. Wade) – Cllr. Wade reported that she had received an e-mail, via Cllr Burbridge, indicating that, given all the reports of near misses, the ‘Give way’ lines *would* be installed at the end of Swallows Close by SCC Highways. The down side was that it might not be until the next financial year. Cllr. Wade had forwarded this information to Cnty. Cllr. Reid and asked if the installation could be brought forward.
- b) To receive report from Cllr. Beecroft on the proposed footpath between Oak Hill and Duck Corner – Cllr. Beecroft reported that the Suffolk Punch Trust were thinking of selling part of their land so nothing would happen until this had gone through. Following on from Dist. Cllr. Block’s offer to set up a meeting with the Suffolk Punch Trust, Councillors formally accepted this offer and the following people agreed to form the Oak Hill to Duck Corner Footpath Working Group: Cllrs Burbridge, Lewis and Beecroft.

**Action: Cllr. Wade and Oak Hill to Duck Corner Footpath Working Group**

#### **11. To discuss a new village sign and planting of tree on land as you enter the village (next to Moorlands Close):**

Planting of Tree – Cllr. Lewis explained that the WI would like to plant a tree to mark their 100<sup>th</sup> anniversary. The suggested location for the tree was on land next to Moorlands Close, prominent as you enter the village from the Sutton Heath direction. Permission had been obtained from Flagship Housing (who owns the land) but an old tree stump would need to be removed before the new tree was planted. An estimate had been received of £100 to remove the stump. The Parish Council agreed this would be a lovely idea and agreed to pay for the removal of the stump, on the basis of the verbal quote of £100. Cllr. Lewis was asked to confirm to the WI that the planting of a tree was acceptable to the Parish Council and that the Parish Council would pay up to £100 for the stump removal. The Clerk agreed to speak to the stump removing company

New Village sign – Cllr. Lewis reported that she had spoken to Andy Stebbings about the possibility of a new village sign (placed close to the WI tree) and that he would be honoured to make it for the village free of charge. It was suggested that Cllr. Lewis speak to Mr Stebbings to firstly thank him for his generosity and to ask for guidance on what style of sign would be possible. It would then be an idea to ask villagers (via Village Voices) for suggestions as to what could be on the sign.

**Action: Clerk and Cllr. Lewis**

**12. To discuss feasibility of setting up a formal Planning Committee and moving to full council meetings every 2 months:**

*Item deferred to December meeting*

**13. Finance Matters:**

- a. To review and authorise Accounts up to 30<sup>th</sup> September 2015:

The Clerk explained the Budget Working Sheet she had produced and was commended for her work. Cllr. Barnard agreed to review the bank statements. It was accepted that a different Councillor would review the statements each month.

- b. To acknowledge receipt of the External Audit report from BDO and items raised:

The Clerk read a short list of issues the External Auditors had raised and confirmed that any within her control would be actioned.

- c. To discuss the PWLB Loan held by the Parish Council – options paper sent out by Clerk on 29<sup>th</sup> Oct:

The Clerk was thanked for her work in analysing the status of the PWLB Loan and for setting out the options available to Council. Cllr. Burbridge proposed that 'Option 2', to repay £15,000 of the capital, was taken up. This was seconded by Cllr. Wade and all Councillors were in agreement. The Clerk suggested the repayment was actioned via a cheque so as not to incur any bank charges for a CHAPS payment.

- d. To consider a grant for Hollesley Village Hall for £2,500.00 for year 2016/17:

The Clerk reported that a letter had been received from the Village Hall committee asking for a donation in the fiscal year 2016/17. Councillors commented that this had been an annual donation but that the most recent set of accounts should be available. The Clerk was asked to obtain these and add this to the agenda at the December meeting.

- e. To discuss registering with the Information Commissioner's Office (£30 per annum) as per 2013/14 Internal Audit report:

The Clerk gave explanation as to the requirement for a Parish Council who held electronic data to be registered with the Information Commissioners Office. This registration was proposed by Cllr. Walker, seconded by Cllr. Burbridge and all Councillors were in favour.

f. To consider request for grant from Just 42 (details sent to Councillors on 29<sup>th</sup> Oct):

Cllr. Lewis gave a short report on the work of the Just 42 group and their financial obligations to their staff. Unfortunately their leader, Neil Fox, was leaving the group at the end of November but it was hoped that a new leader would be found and that volunteers from the village would assist the group. Cllr. T Daly proposed that the cost of hiring the village hall for 30 sessions was met by the Parish Council (being paid directly to the Village Hall). This was seconded by Cllr. Barnard and all Councillors were in favour. Cllr. Lewis was thanked for all her work on this project.

g. Accounts for Payment:

i.	S Wade (Councillors Training Expenses)	£24.79
ii.	Business Services at CAS (Annual Insurance)	£798.70
iii.	Hollesley Village Hall (2015/16 grant)	£2,500.00
iv.	Rushmere St Andrew PC (RoSPA Course for 2 Cllrs)	£66.00
v.	SC Norse (Refuse collection)	£564.10
vi.	SALC (6 months payroll service)	£16.80
vii.	SALC (Councillors Training)	£744.00
viii.	Greenbarnes Ltd (Notice Board)	£1,816.98
ix.	Heelis and Lodge (Internal Audit)	£108.00
x.	J Hallett (Salary 14/10/15 ~ 30/11/15) – dated 30 <sup>th</sup> Nov	£426.96

The following payments were authorised (invoices to be produced as soon as available):

xi.	C Stammers (lock for cabinet and allotment water materials)	£47.82
xii.	C Walker (Postage)	£1.50
xiii.	D Middleditch (assistance with the Allotment clearance)	£70.00
xiv.	Disposal of tyres (£2 per tyre)	£40.00 max

The above payments were proposed by Cllr. Burbridge, seconded by Cllr. Stammers and all Councillors were in favour that they be paid. The cheques were signed by Cllrs Burbridge and J Daly.

h. To note Payments made since last meeting:

i.	Claydon Skip Hire	£276.00
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i. To note Payments received since last meeting:

i.	Precept	£14,100.00
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**Action: Clerk**

**14. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:**

- a) Web Site for Hollesley Parish Council – The Clerk reported that this was still under construction and that she would be grateful for any comments
- b) To discuss proposed plan for the positioning of underground cables to Shingle Street – Cllr Block reported on the struggle to obtain wayleave but that this was now all in place. The Clerk was asked to write in support of this proposal.
- c) Update on Scattered Orchards Project – Cllr. Lewis gave a short report on a meeting she and two other Councillors had had with Neil Lister from SCDC at the community space in Mallard Way. Whilst talking 2 residents had indicated that they would gladly help maintain the land if trees were planted there. Mr Lister had suggested 2 medium size apple trees and 3 smaller trees would be ideal for the land. Cllrs Stammers and Walker offered reservations about residents maintaining the site as this had been promised before but it was felt new enthusiasm was in place to ensure this happened. Cllr. Lewis agreed to ask one of the volunteers to cut the grass and the Clerk agreed to complete the application form for the trees.
- d) Street Lights at Oak Hill – Cllr. Walker informed Council that the ownership of the streetlights in Oak Hill was transferred to the Parish Council some years back. A Streetlight Working Party was set up to look in to the renewal of the lights comprising: Cllrs. Walker, Burbridge and Beecroft, Mr Steven Youngs (Oak Hill Residents Association) and the Clerk
- e) To discuss possible change in meeting date to 3<sup>rd</sup> Thursday of each month – *defer to the December meeting*
- f) Oak Hill Club House and Tennis Court - *defer to the December meeting*
- g) Planning Training on 26<sup>th</sup> November at SCDC – a reminder was given to Councillors who wished to attend this session
- h) Site Allocations and Area Specific Policies – Councillors only comment was an objection to the village envelope being extended to properties south of the Black Ditch along the Alderton Road. The Clerk was asked to comment to that effect directly to SCDC. Cllr, Block also suggested that it would help if residents in that area also commented directly to SCDC and she offered to drop leaflets to each of the houses (thought to be 30). The Clerk was asked to draft a leaflet and send it to the Planning Councillors for review.
- i) Village Voices Article for December – Cllr. Wade was thanked for her draft article and suggested the item referring to Just 42 could now be removed.
- j) Bank Mandates – The Clerk reported that there had been “success at last!” and that the bank mandates had now all gone through.

**Action: Clerk**

**15. Allotments – To acknowledge report from Cllr. Walker:**

Cllr. Walker's report had been circulated to all. Further information about the skip was made available and many thanks were given to Cllrs Walker and Stammers for many hours work.

**16. To acknowledge correspondence received by the Clerk and respond as appropriate**

- a) Just 42 – Invitation to AGM on 25<sup>th</sup> November – Details of this AGM were noted by Council
- b) Uncontrolled dogs on farmland – what action should we take? – it was suggested that no further action could be taken by the Parish Council but that anyone effected should report incidents to the SNT
- c) Request for a donation towards the British Legion’s Poppy Appeal – After a short discussion Cllr. Stammers proposed the Parish Council give a donation of £50 to the British Legion’s Poppy Appeal. This was seconded by Cllr. Barnard and all Councillors were in favour.

**17. To receive agenda items for the next meeting and agree date of the Next Meeting:**

The Clerk was asked to place the deferred items from this meeting and ‘Listing of Village Assets’ on the agenda for the December meeting.

The date of the next meeting was confirmed as **Thursday 3<sup>rd</sup> December 2015**. The Clerk reminded Council that the Village Hall would be being used for the Pantomime on that day so she would try to book the Bowls Hut

**Action: Clerk**

The meeting was closed at 9.35pm

Signed: .....  
Chair (J Daly)

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council