

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 7th April 2016 ~ 7.30pm

Present

Cllr. Jane Daly (Chair), Cllr. Colin Beecroft, Cllr. Tony Barnard, Cllr. Helen Lewis, Cllr. Tom Daly, Cllr. Chris Walker, Cllr. Trevor Burbridge, Cllr. Steve Young, Cllr. Cyril Stammers and Cllr. Michael Friend

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

5 members of the public: Ms H Culling, Andy and Michelle Stebbens, Mrs M Parsey and Mr James Mallinder

Record of Public Session:

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

- Mr Andy Stebbens (Highways) – Traffic – Synopsys of comments: Copy of e-mail sent to all Councillors, problem for years, larger farm equipment, got to earn a living, doesn't help road situation, lots of roads are bad, Cedar farm to Butley Corner very bad, Top of Fox Hill to Cedar Farm is a big issue, some work has been done, large vehicles and car drivers feel intimidated, recently outside Run Cottage the cars have pulled over and the tractor keeps coming with a result of a hedge and bollards damaged, Malcolm King contacted but has indicated no money. Various tractor drivers spoken to, idea to have a priority system to slow traffic coming down Fox Hill, everyone would know where they stood, this would alleviate the issue; further towards Alderton there are puddles and these are becoming pot holes that are very deep. This might be a way forward; could the PC get SCC Highways involved; something needs to be done. See item 9 e for Councillors comments
- Mr James Mallinder (Highways) – Tractors churn up the hedge and boundary on Melton Road, road signage is quite poor and is in bad repair

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – No report had been submitted
- Cllr. Block – Report given on the following subjects: **Glebe House** – The future security of the affordable housing had been raised with SCDC Planning; **Suffolk Punch Trust** – first meeting held and was very successful (see point 9 a)

Chair's initials.....

c) Report or comment from Rev'd. Hatchett:

- The Clerk read a verbal report from Rev'd Hatchett "the main thing to say is that all parishioners are welcome to the annual meeting on Wednesday 20th April at 7pm in the church, when two churchwardens will be elected for the coming year. Also, our plans for the Queen's 90th birthday celebrations are to hold a 'Royal Songs of Praise' at 11am on Sunday 12th [June] in church, followed by a shared lunch."

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Cllr Andrew Reid	None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	<ul style="list-style-type: none"> • None
3. Public Session (record above)	See above	<ul style="list-style-type: none"> • Actions noted under item 9
4. To agree Minutes of Council meeting dated 29 th March 2016	The minutes were proposed as accurate by Cllr. Walker seconded by Cllr. Young and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on Web Pages
5. To discuss and agree responses to the following Planning Applications: a) There were no application to discuss	<p>a) None</p> <p>The Clerk advised Council that Application DC/16/0990/FUL had been referred as the Planning Officer was minded to approve the application and 5 residents plus the parish Council had objected. Councillors confirmed they would like the application referred to the Planning Committee Chair/Vice-Chair for consideration that it be decided by the Planning Committee.</p>	<p>a) None</p> <ul style="list-style-type: none"> • Clerk to work with Cllr Block on this matter

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<p>6. Pension provision for Clerk – To receive an update from the Finance Councillors</p>	<p>Cllr. Burbridge reported that he had investigated various options for provision of a pension from the SCC ‘Gold Star’ scheme (which was very expensive for the Council) to various private providers, many of whom had various fees and charges to take in to consideration.</p> <p>It was suggested a meeting was held outside the public meeting to discuss options with the Clerk and report back to Council.</p> <p>Cllr. Walker suggested a company called Lighthouse may be able to provide further options</p>	<ul style="list-style-type: none"> • Cllr. J Daly to speak to Ufford PC Chairman • Clerk and Cllrs J Daly and Burbridge to hold discussions outside the meeting a bring a proposal to the table
<p>7. Village Hall/Recreation Ground:</p> <p>a) To receive an update from the Chair/Vice-Chair on New Pavilion meeting with Football Clubs and Village Hall Committee</p>	<p>a) Cllr Walker reported a meeting had been held with the Football Clubs and Village Hall committee with good representation. The men’s FC <i>needs</i> a Pavilion to remain in the league and all clubs <i>want</i> a Pavilion. There are two proposals: knock down the original building and put up new building or add changing facilities on to the VH. The FC are looking at finding from the Football Federation (FF) and possibly the Lottery; hopefully someone will come on site form the FF to look at what can be done and comeback with proposals including costs.</p> <p>This is a long time project so we need to look at the safety of the present building. Mark Green and Cllr. Walker met at the Pavilion to do an assessment. There is water coming in and electrics are affected but the roof is in good condition. We need a builder to do temporary repairs; it is not that bad and it is fixable.</p> <p>The Clerk reported that she had drafted a licence in case this was needed to secure funding from the Football Foundation and had obtained a quote for checking it by the Suffolk Legal team at SCC of £200⁰⁰.</p>	<p>a) Clerk to contact local pest controller to deal with rats under the Pavilion. Clerk to arrange for GW Smith to do an assessment and quote for repairs to existing building to make it safe and usable</p>

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<p>b) To discuss the broken window and damaged wall</p>	<p>b) Cllr. Friend reported the broken glass in the store room should be replaced soon and it was not related to the car hitting the wall. Councillor raised concerns that the broken glass remained on show and that there was evidence people had been pushing items through it, possibly children.</p>	<p>b) The Clerk was asked to raise our concerns with the Hall Committee and ask if the window could be boarded up whilst it was awaiting replacement</p>
<p>8. Queen's 90th birthday Celebrations – To receive an update from the Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • The Clerk reported that a donation of £250 from the Village Voices team had been received to help fund the celebrations; Council acknowledged this very generous gift. • An update from Cllr. Lewis was given: help wanted on the day, there will be something in May VV, we need some strong people. The timetable of events was run through. • It was acknowledged that the Pub and the Church are both having events but that non clashed 	<ul style="list-style-type: none"> • Councillors were asked to assist on the day where possible
<p>9. <u>Highways and Footpaths:</u> a) To receive report from Oak Hill and Duck Corner Footpaths Working Group on the proposed footpath between Oak Hill and Duck Corner</p>	<p>a) Cllr. Block reported a meeting between representatives from HPC and SPT had taken place on 16th March. It had gone very well. It was an introductory meeting for both sides and a series of actions to improve communications were put in place. The SPT will attend the APM and we can use the SPT facilities when the hall is booked. In the future a working party is to be set up to look at footpaths in the area (including inside the SPT).The SPT are selling some land to a local farmer and this may cause difficulties (it was too late for a clause in the land sale to request a footpath). It was thought that 2/3 of the land will be owned by new owner. SPT have also taken on board the need for improved access for walkers</p>	<p>a) Clerk to liaise with Cllr. Block</p>

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<p>b) To receive an update from Cllrs. T Daly and Stammers on the 'Beat the Bounds'</p>	<p>b) 24th April – Cllr. T Daly and Mr Shelcott will do a 'trial run' and provide the Clerk with a description of the walk so that this can be put out on the Grapevine to encourage attendees</p>	<p>b) Cllr. T Daly to provide Clerk with additional information. Clerk to send out Grapevine 10 days before</p>
<p>c) To receive an update on the bus shelter at Duck Corner</p>	<p>c) The Clerk reported that SCC had acknowledged this project was in hand but that it might take a number of weeks. Councillors asked that they saw the design before it was given the go ahead</p>	<p>c) Clerk to chase SCC Highways if nothing further heard and to pass round design</p>
<p>d) To receive an update on installing Quiet Lane in School Lane, Hollesley</p>	<p>d) Cllr. Lewis reported that Neil Winship had conducted a site visit and was happy with School Lane. Bushy Lane was also felt to be a possibility but this was perhaps one for next year. A meeting was arranged for 21st April and everyone in village is invited. Letters will be hand delivered to residents of School Lane. Boyton is also taking park in meeting; Helen to ask who would chair</p>	<p>d) Cllr. Lewis to check who will chair the meeting and Clerk to arrange refreshments</p>
<p>e) To discuss the use of School Lane and other village roads by large farm equipment (<i>e-mail from resident</i>)</p>	<p>e) There was total agreement with Mr Stebbens' comments. Large vehicles are causing the issues, often going too fast, the new road from Duck Corner is being ruined. The priority system works well on Fox Hill & it would probably work well at the Bridge. Malcom King is aware of the 'pinch point'. Would there be a possibility of 20MH? Also School Lane is an issue, contractors left lots of mud on School Lane & breaking down the banks, is there something that could be done to protect the school? Could we restrict the farm traffic by the school? Moors Farm is being developed, there are going to be sheep at Moors Farm which will mean more traffic, a potential problem.</p>	<p>e) The Clerk was asked to draft a letter to SCC Highways and to circulate before it was sent. It should list the issues and suggest a site meeting (to which Mr Stebbens would be invited). The Clerk was also asked to write to the local farms to ask if they had any ideas of action that could be taken</p>

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<p>f) Ownership of Moorlands Car Park</p> <p>g) Village Hall Driveway</p>	<p>f) Cllr. Friend asked if anyone knew the ownership of the Car Park between the houses and bungalows in Moorlands</p> <p>g) Cllr. Friend indicated that 2 or 3 new complaints had been received regarding the state of the Village Hall driveway, especially passed the hall round the recycling bins. It was suggested that this issue would be looked at as part of the wider village hall review but concerns were raised that this may be a long term project and something needed to be done in the meantime.</p>	<p>f) The Clerk agreed to contact Flagship and Ms Culling indicated she may have access to papers that would assist</p> <p>g) Clerk to place this item on the May agenda and invite the Hall Committee to be present.</p>
<p>10. To receive update on creating village gardens spaces (suggestions from Cllr. Lewis)</p>	<p>Cllr Lewis gave an update on her suggestions for creating garden spaces in the village and was thanked for her work</p> <p>It was suggested that this item could be combined with the project to improve the Village Street Scene in future.</p>	<ul style="list-style-type: none"> • None
<p>11. <u>Finance Matters:</u></p> <p>a) To review and authorise Accounts for year to 29th February 2016</p> <p>b) To consider a grant request from Hollesley Welcome Club for £141.00 (cost of their insurance)</p>	<p>a) The accounts were accepted</p> <p>b) All Councillors agreed this team do a really good job and it is a really vital service for many villagers. A grant of £141.00 was proposed by Cllr. Young, Seconded by Cllr. Burbridge and all Councillors were in favour</p>	<p>a) Bank statement checked by Cllr. Walker</p> <p>b) Clerk to draw the cheque</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses and Admin) - £42.98 ii. Hollesley Village Hall (Grant for 2016/17) - £2,500.00 iii. SALC (Provision of Payroll Service, Good Councillor Guides + S Young & Clerk Training) – £211.65 iv. HMRC (PAYE for Jan, Feb and March) - £213.60 v. D Barnard (3 month’s litter picking) - £120.00 vi. Business Services at CAS Ltd - £94.98 vii. Anglian Water (set up charges for allotments) - £34.61 viii. C Walker (disposal of tyres from allotments) - £30.60 ix. E Jacobs and Sons (allotment tanks) - £252.00 x. S C Norse (Refuse collection) - £393.12 	<p>c) Invoices were agreed.</p>	<p>c) Cheques signed by Cllrs Walker and Burbridge</p>
<p>d) To note Payments made since March meeting:</p> <ul style="list-style-type: none"> i. J Hallett (Salary March) £284.51 ii. C Stammers (notice board) £5.84 	<p>d) Noted</p>	<p>d) None</p>
<p>e) To note Payments received since March meeting:</p> <ul style="list-style-type: none"> i. Grant from Village Voices £250.00 ii. Allotment Rents (x6) and training recoup £162.98 	<p>e) Noted</p>	<p>e) None</p>

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<p>12. To receive an update from the Village Street lighting Working Party</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • The Clerk reported that she had requested final details of the lights SCDC claim they own but that this had not been forthcoming • Cllr. Walker reported that details had been sent to another contractor for second quote and this was still awaited • Cllr. Friend reported the light at the school was on permanently 	<ul style="list-style-type: none"> • Clerk to continue to chase SCDC • Clerk to report light at School
<p>13. To discuss setting up a working party to improve the Street Scene (Grit bins, seats/benches, communal spaces, etc.)</p>	<p>A Working Party was established comprising Councillors Lewis, J Daly, Beecroft and Barnard. It was felt this group could combine with the Village Garden Spaces project but would need to take things slowly due to the number of projects already on the go</p>	<ul style="list-style-type: none"> • None
<p>14. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) Update on Play Park and inspection recording process</p> <p>b) Update new Village Sign designs and discussion on budgeting</p>	<p>a) There is a condemned piece of equipment on the park; the cost of replacing this would be around £1,800. Councillors suggested the village children should be asked what they would like. It was also suggested a piece of adult equipment would be nice and there may be organisations that might help with funding.</p> <p>b) Discussion was held on this subject. In the ‘for’ camp Councillors felt it would welcome visitors to the village and give a good impression. On the other hand many Councillors felt it was a waste of money, and that other projects such as the repair of the Village Hall car park was more important. A proposal to proceed with the project was not carried. In conclusion the Clerk was asked to investigate funding sources & come back to next meeting</p>	<p>a) Clerk to contact Hollesley School to ask what pieces of equipment the children would like to see at the Play Park. Cllr. T Daly to investigate funding for adult outdoor training equipment</p> <p>b) Clerk to investigate further funding sources</p>

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c) To discuss a request from a parishioner that the existing village sign is maintained	c) The original sign now looks very tired and is in need of refurbishment	c) Clerk to contact the Prison to ask if they would like to carry out the refurbishment
d) An update on the Allotments	d) The Clerk advised the Council of the very sad death of Mr Cedric Prew, a longstanding allotment holder. It was also noted that new tenants had taken on plot 6a. The Clerk confirmed that the contract to install the 3 water tanks had gone to tender. One reply had indicated that the gentleman did not wish to quote for the work and another, from a Hollesley resident, was surprised he had been ask to quote when he had offered to do the job free and gratis as a gift to the village last year. The Clerk indicated that she had apologised to the plumber in question and explained that a change in personnel on the Council had resulted in this mix up. Cllr. Stammers reported that the slabs for the new water tanks were now in lace and locks had been purchased. A new fence at plot 6a was also up.	d) Clerk to review tenders for water connections in conjunction with Cllrs Walker and Stammers
e) An update on the cemetery	e) The Clerk reported that the grass at the cemetery was looking very good and that all updates since the last meeting had been posted on to the web site	e) None
f) To receive an update on the request for a further container for the Hollesley Players	f) Cllr. Barnard reported that the Hollesley Players had decided to keep the two containers and have a spring clean of them. It was hoped that many would support the next production (Plaza Suite) in May	f) None

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<p>g) An update on the listing of village assets</p> <p>h) An update on the Annual Parish Meeting</p> <p>i) Village Voices Article for May</p> <p>j) Clerk's 6 months review and overtime</p>	<p>g) The Clerk advised that the process for listing village assets required the gathering of personal data of the present owner of such properties and asked if the Council were happy she proceeded with the process of gathering such data. After discussion Councillors suggested further advise was obtained from SCDC</p> <p>h) The Clerk reminded everyone that the Annual Parish Meeting would take place on 28th April, 7.30pm in the Village Hall. Attendees were still being confirmed but an agenda would be put up 10 days before and a Grapevine message will hopefully encourage attendees</p> <p>i) The Clerk requested that any amendments to the May article were advised to her by 9th April.</p> <p>j) The Clerk advised that her 6 months' probation review would take place the following week and asked that any comments on her work so far should be sent to the Chair or Vice-Chair. The Clerk also advised that as at the end of last week she had completed 53 hours work over the standard 8 hours per week (over the 6 months period) and asked if the Council would consider paying the overtime once this week had been completed.</p>	<p>g) Clerk to speak to SCDC</p> <p>h) Clerk to continue to organise and promote</p> <p>i) Clerk to send article in by 10th April</p> <p>j) Clerk and Cllrs Walker and J Daly to meet on 11th April.</p>
<p>15. To receive a report on the Bawdsey Coastal Partnership from Cllr. Lewis</p>	<p>Cllr. Lewis reported there was not much more to report at present and we were waiting for a detailed report to come through</p>	<ul style="list-style-type: none"> • Clerk to place on May agenda

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<p>16. To discuss the merits of conducting a Housing Needs Survey for Hollesley</p>	<p>Cllr Walker described how a survey conducted in 2005 had brought need to the attention of the Council but this information had not been acted upon by SCDC and the whole process had seemed like a waste of time and effort.</p> <p>Councillors felt this may be a good idea to bring up at APM</p> <p>Bawdsey PC have completed a limited survey recently, Cllr. Block suggested a survey was good for discovering the type of housing needed. SCDC were pushing hard for Neighbourhood Plans (NP's); these can't stop development but they can influence where and what type is permitted</p>	<ul style="list-style-type: none"> • The Clerk was asked to place the subject to Neighbourhood Plan on the May agenda
<p>17. Correspondence:</p>	<p>There was no specific correspondence to discuss.</p> <p>Cllr Barnard reported the lock on the gate at the Recreation Ground was not working</p> <p>Cllr Stammers reported the footpath sign at the end Bussock Lane was broken</p> <p><i>It was noted that general correspondence is circulated in the Weekly Mail</i></p>	<ul style="list-style-type: none"> • Cllr. Friend to investigate lock on recreation ground gate • Clerk to report many broken footpath signs in the village to the Rights of Way Office at SCC

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18. To receive agenda items for next meeting and agree date of Next Meeting	<p>The following items were requested added to the May agenda:</p> <ul style="list-style-type: none"> • Footpaths – 25 and 33 at Oak hill issues • SCC Highways signs review <p>The Clerk reminded Council that the May meeting would be held at the Suffolk Punch Trust and would be the Annual Meeting of the Council where the Chair and Vice-Chair and all other officials were appointed</p>	<ul style="list-style-type: none"> • Date of next meeting will be 5th May 2016

The meeting was closed at 9.29 pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....