

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 4th August 2016 ~ 7.00pm

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Tony Barnard, Cllr. Jane Daly (from 7.10pm), Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Trevor Burbridge

Judi Hallett (Clerk) Dist. Cllr. Christine Block Cnty. Cllr. Andrew Reid

4 members of the public: Paul Finlay, Andrew Coyne, Mark Denny and Catherine Denny

Record of Public Session:

- a) Reports or comment from any member of the public:
 - No member of the public wished to make comment
- b) Reports or comment from SCDC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had been circulated. In addition he reported on the following items: **Hate Crime** – unanimous agreement to try to stamp it out; **3 Upper Orwell Crossings** – consultation ongoing; **Park and Ride** – New proposals have been approved; **Meeting for Connecting Communities** at Orford PC Meeting, Orford Village Hall on 6th Sept; **Highways** – cutting of verges, path from water tower to Oak Hill is impassable, Clerk to send picture of issue.
 - Cllr. Block – Cllr. Block reported on the following items: **Devolution** – consultation continues, **SCDC and Waveney merger** has passed another milestone and should be complete in 2019; **Bawdsey Coast** – Bawdsey PC have written to EA with concerns
- c) Report or comment from any other Village Group: No reports had been received.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Colin Beecroft (Pervious engagement) and Cllr. Tom Daly (work commitments)	<ul style="list-style-type: none"> • 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"> • Clerk to send picture of overgrown footpath at Oak Hill to Cllr. Reid
4. To agree Minutes of Council meeting dated 7 th July 2016	The minutes were proposed as accurate by Cllr. Lewis, seconded by Cllr. Friend 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: <ul style="list-style-type: none"> a) DC/16/3177/FUL – Enclosure of internal courtyard at 4 Poplar Park Cottages, Heath Road, Hollesley 	<ul style="list-style-type: none"> a) Councillors commented that the proposal improved the appearance of the property, was to the rear and seemed to match the property next door. Cllr. Mallinder proposed the Council supported the application. This was seconded by Cllr. Stammers and all Councillors were in favour <p>The Clerk commented on the following planning applications:</p> <ul style="list-style-type: none"> • Application DC/16/2437/VOC had been invalidated by SCDC due to ‘an error in the submission of documents’. This application was now in the process of being re-submitted but the Parish Council’s comments would be recognised. Cllr. Block added that the Planning Dept. had not given timely information and that she had looked back to Feb 2015 when the discussion around the affordable units took place. SCDC should have contacted HPC about the affordable houses. The Agent had been pressing for affordable units and the move to pay the sum instead was quite surprising. This is not ideal for rural parishes as this does not meet the cost of building houses in a rural village. 	<ul style="list-style-type: none"> a) Clerk to write to SCDC Planning accordingly • Cllr. Block to send some quotes for Clerk to use. Clerk to ask for the money to be ring-fenced for Hollesley. Clerk to request a meeting with SCDC Planning to discuss the S106/CIL process

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	<p>Cllr. Block suggested HPC enter in to discussion as to how the money could be bought to Hollesley to help build affordable units as there has been a change in policy regarding affordable houses. Unfortunately the S106 agreement is not available for the HPC to see. Cllr. Burbridge commented that the application clearly stated affordable homes were a preference; a change in Government policy has allowed the 'either/or' situation. We agreed to affordable houses and not market value houses.</p> <ul style="list-style-type: none"> • DC/16/2407/FUL (accommodation for Head Groom at SPT) – The Clerk explained that SCDC had suggested a condition providing that only one of the two authorised locations for a property could be occupied at any one time, should allay HPC’s concerns that the both sites could be developed. • DC/16/0551/ARM (Glebe House) – The permission had now been passed on this application with a condition covering the concerns HPC had raised with the internally controlled affordable houses. Cllr Block added this was a very unusual situation in that the applicant wanted to manage the units themselves. The case officer had sought advice on the situation and there is a condition that if the applicant wishes to pass on these affordable units he must give notice, which gives the district council time to find another provider. However, 2 months is no time at all so it may be an idea to look in to working in partnership with SCDC and see what other parishes have done. 	<ul style="list-style-type: none"> • None • Clerk to discuss possibilities with SCDC Planning and other Councils who have taken on affordable units themselves

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<p>6. Village Hall/Recreation Ground:</p> <p>a) To receive updates on the Play Park Equipment required/requested by Hollesley Primary School, Just 42 members and gathered after Grapevine article</p> <p>b) To receive update on improvements to improve the hall driveway & parking areas (including drainage)</p> <p>c) To receive update on the marking an 'Accessible Parking Bay' at the front of the Hall car-park</p>	<p>a) The Clerk had previously circulated a proposal for a joint project with the parish of Boyton; working with both Boyton Parochial Church Council and Boyton Parish Council. Councillors felt this was a good idea and discussed the advantages (and disadvantages) of working together. Cllr. Walker suggested an open meeting to get all on board and this was acknowledged. Cllr. Mallinder proposed an invitation to Boyton Parochial Church Council and Boyton Parish Council was sent. This was seconded by Cllr. Burbridge and all Councillors were in favour</p> <p>b) Cllr. Walker reported drainage issue at the hall was a different job so no update on that element; a consultant would be needed to look at the drainage. Cllr. Walker had drawn up a specification using the quotes we had already had, plus knowledge of a local man from SCC Highways (Mr Wright). It was suggested that the Council could utilise the skill and equipment of Cllr. Stammers to reduce the costs. After discussion Cllr. Walker was asked to draw up a table of comparable quotes using both Cllr. Stammers' offer and without this.</p> <p>c) The Clerk reported that she had placed a 'Disabled Parking Only' sign in the location as suggested by a resident of Hollesley. She had also requested that SCC engineers mark the bay when they return to repaint the road markings following the repairs done to Woodbridge Road/Heath Road (The cost quoted by Mr O Moyse was £300.00)</p>	<p>a) Clerk to pursue the idea with Boyton Parochial Church Council and Boyton Parish Council.</p> <p>b) Clerk to draw up table for comparison to be completed by Cllr. Walker</p> <p>c) All to monitor SCC Highways working in the village and ask if the lines could be painted</p>

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<p>d) Old pavilion – Electrical test</p>	<p>d) The Clerk asked for this item to be discussed due to the urgency of the issue. The emergency repair work had almost been completed on the Pavilion but an electrical test had shown a number of issues. The total estimated cost of the electrical work was £1,250.00 (+ VAT). Cllr. Walker commented that some of the items on the electrical report were quite horrifying and that the pavilion must be more stringently managed in the future. As this was an emergency situation the Clerk was asked to contact the electrician to request the work is done as soon as possible. It was agreed that basic sockets would be replaced but any additional sockets would need to be paid for by the Football club. It was suggested that one small fridge should be adequate and no flexible cords were to be used. It was also agreed that any equipment in the pavilion would need to be PAT tested, at the expense of the Football Club. This is only a temporary measure so we don't want to spend too much money.</p>	<p>d) Clerk to instruct electrician to complete work.</p>
<p>7. <u>Highways and Footpaths:</u> a) To receive an update on the path between Water Tower and Duck Corner b) To receive an update on highways meeting with SCC from Cllr. James Mallinder</p>	<p>a) Cllr. Block reported that she had now been given details of the width of a path and SCC are producing a map of ownership b) Cllr Mallinder reported that many items were now being dealt with and monitored. The Clerk was keeping a running list of all issues. Cllr. Mallinder was thanked for his work on this subject</p>	<p>a) Clerk to liaise with Cllr. Block b) Cllr. Mallinder and Clerk to monitor issues list</p>

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<p>c) To receive an update on footpaths/bye-ways 25 and 33 at Oak Hill</p>	<p>c) <i>Issue with 25</i> – The Clerk reported that SCC Rights of Way team had been informed of this situation and it had been passed on to the area officer.</p> <p><i>Issue with 33</i> –(incident 3927799) – No further update save to say that a letter objecting to the construction of the RSPB car park had been found and forwarded to SCC Rights of Way committee</p>	<p>c) Clerk to chase SCC Rights of Way on both issues</p>
<p>d) To discuss installing Quiet Lane in School Lane, Hollesley</p>	<p>d) The Clerk had previously forwarded a report on this subject and also reported that Neil Winship was trying to recruit further help. Bawdsey and Shingle Street representatives had agreed to report back by the end of Sept.</p>	<p>d) Clerk to add to October agenda</p>
<p>e) To receive an update on the path at the Black Ditch Plantation/Poplar Park</p>	<p>e) Cllr. J Daly reported that six more pieces of evidence had been sent in to SCC (Meeting scheduled for October).</p> <p>It was reported that the footpath behind Mallard Way had lots of dog muck on it and requires a sign</p>	<p>e) Clerk to speak to SC Norse about signage</p>
<p>f) To receive an update on parking arrangements at the School from Cllr Jane Daly</p>	<p>f) Cllr. J Daly reported she would speak to new head in September</p>	<p>f) Cllr. J Daly to speak to Hollesley Primary School head teacher</p>
<p>g) To agree to the cost of installing a nameplate of ‘Mills Green’ on the green area in Swallows Close (cost of £82.00 + VAT)</p>	<p>g) Cllr’s agreed this plaque should be erected and that the Mills family may like to contribute and/or be involved in the unveiling.</p>	<p>g) Clerk to order sign and speak to Mills family</p>
<p>h) To discuss holding a ‘Road Sign Cleaning’ Working Party</p>	<p>h) This was agreed in principle</p>	<p>h) Clerk to set a date and advise all</p>

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<p>8. <u>Finance Matters:</u></p> <p>a) To agree Accounts for month ending 30th June 2016</p> <p>b) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. J Hallett (Expenses and Admin) - £114.78</p> <p style="padding-left: 20px;">ii. C Walker (3 Isolation valves and ink/paper allowance) - £40.08</p> <p style="padding-left: 20px;">iii. J Hallett (August Pay – dated 30th August 2016) – £284.51</p> <p>c) To note Payments made since July meeting:</p> <p style="padding-left: 20px;">i. J Hallett (Salary July) £284.51</p> <p>d) To note Payments received since July meeting:</p> <p style="padding-left: 20px;">i. F Masters (memorial) - £125.00</p> <p style="padding-left: 20px;">ii. 3 x Donations for Village Sign - £650.00</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Burbridge</p> <p>b) Payment of the invoices was proposed by Cllr. Barnard, seconded by Cllr. Stammers and all Councillors were in favour they were paid</p> <p>c) Noted</p> <p>d) Noted</p> <p><i>Cllr. J Daly left the meeting at 8.19pm</i></p>	<p>a) None</p> <p>b) Cheques signed by Cllrs Burbridge and Walker</p> <p>c) None</p> <p>d) None</p>
<p>9. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) To agree design and location for the new village sign and to receive an update on the funding</p>	<p>a) The Clerk reported that so far donations totalling £650.00 had been received, 2 from local farms and one private donation. It was agreed that the location of the sign would be opposite the Poplar Park entrance, close to the WI Tree. It was agreed that a final design drawing would be agreed by the Council once the finding was in place.</p>	<p>a) The Clerk to continue fundraising.</p>

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<p>b) An update on the Allotments</p> <p>c) Report from Community Feedback Meeting with Police (Cllr. Mallinder)</p> <p>d) Mileage Expenses Claim Forms</p> <p>e) Village Garden Spaces</p>	<p>b) The Clerk advised that plot 1A had been strimmed by Mr Collins and it was agreed the land should be sprayed to kill the grass and make it easier to till. Mr Collins was also requested to trim behind plots 6A and 6B to gain access. The Clerk suggested the Allotment Councillors should do an inspection and ask any tenant who was not meeting the requirements of the rental agreement to do so. Cllr. Walker reported the new valves would be fitted next week and then boxes will be completed.</p> <p>c) Cllr. Mallinder reported on a meeting he had held with the Police. There had been confusion as to when they were coming and unfortunately notice had not been given to Chris Clement.</p> <p>d) The Clerk distributed a number of mileage claim forms for use when attending authorised meetings.</p> <p>e) Cllr. Lewis' report had been sent to all. A budget of £50 for bulbs and wild flower seeds was agreed</p>	<p>b) Clerk to contact Mr Collins about spraying. Cllrs. Stammers and Walker and Clerk to arrange inspection in September</p> <p>c) Clerk to promote Police Connect and next session</p> <p>d) None</p> <p>e) Cllr. Lewis and Clerk to promote bulb planting session on 24th September</p>
<p>10. Documentation – To adopt the Equal Opportunities Policy – August 2016 (sent to Councillors on 25th July 2016)</p>	<p>This item was deferred to the September meeting. The Clerk was asked to remind Cllr. T Daly that his comments would be welcomed.</p>	<ul style="list-style-type: none"> • Cllr. T Daly to review policy

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11. To receive agenda items for next meeting and agree date of Next Meeting	The following items were requested added to the September agenda: <ul style="list-style-type: none"> • Pension provision for Clerk • New drive on Fox Hill. Date of next meeting will be 1 st September 2016 – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> • Clerk to contact SCDC to ask if Planning Permission was required

The meeting was closed at 8.36pm

Signed:
 Cllr. Chris Walker, Chairman

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

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