

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 1<sup>st</sup> December 2016 ~ 7.30pm  
At Suffolk Punch Trust, Oak Hill, Hollesley

Present

Cllr. Chris Walker (Chairman), Cllr. Helen Lewis, Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

4 members of the public: Mrs Cheryl Gray, Mr Alan Shelcott, Mr Andy Stebbens and Mrs Michelle Stebbens

**Record of Public Session:**

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

- Mrs Cheryl Gray (Speeding) – Article in VV, children are worried about speeding vehicles, recreation ground crossing is especially bad, prison officers are known to be guilty, tractors are also to blame, would like an official campaign with a meeting with the whole community, it is about all of us, could HPC send a direct appeal to prison and farmers, ask farmers to look at article [school could do a campaign outside pub], the children are on board, if we had a meeting then lots of people would have ideas (walking bus is an example), we need to slow traffic down, [we have been working for many months to try to work on this issue and we have spoken to SCC at length, we are constantly nagging SCC Highways; SCC are giving out large reflecting badges, could design stickers for bins and posters], Melton Road is especially bad, [you may want to ask the school about mobile phone use], Mums taking kids to school are guilty; some trees could do with cutting back at the bottom of Fox Hill
- Mr Andy Stebbens (Highways) – Plans for Black Ditch Bridge, little disappointed with plans but they have made some alterations also needs concealed entrance sign, width and length of road is not suitable for a priority system but SCC will put in road markings with extra signs, ‘slow’ markers will also be a help, SCC were really surprised at the volume of traffic and speeds and it was taken at a quiet time of the year, how can we get the speed control? PCSO only contracted for 9-5, tractors also have overloaded vehicles and unsafe loads, 2.9m wide should have an escort, the SID will be effective, we could work with other parishes, we will not stop the volume but we need to do something about the speed.

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated.
- Cllr. Block – No report had been received from Cllr. Block

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Reid (Work commitments)	<ul style="list-style-type: none"> <li>Noted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	<ul style="list-style-type: none"> <li>Noted</li> </ul>
3. To co-opt Parish Councillor and the signing of the Declaration of Acceptance of Office – ITEM DEPENDENT ON AUTHORISATION FROM SCDC	The Clerk informed Council that the go-ahead had not been received from SCDC to co-opt so this would need to be referred to the January meeting	<ul style="list-style-type: none"> <li>Clerk to place on the Jan agenda</li> </ul>
4. Public Session (record above)	See above	<ul style="list-style-type: none"> <li>Please see above and below</li> </ul>
5. To agree Minutes of Council meeting dated 3 <sup>rd</sup> November 2016	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Stammers and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> <li>Clerk to post on Web Pages</li> </ul>
<p>6. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/16/4597/FUL - Single and 2 storey extensions and cart lodge to dwelling - 9 Boyton Road Hollesley</p> <p>b) DC/16/4934/FUL - Replace flat-roofed dormers - including more appropriate traditional windows - to total three on the front and one on the rear, insert two Velux roof windows to the rear, insert small high window to side over dark existing stairs &amp; extend porch. - 2 The Cottages, Bushey Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>In keeping with other houses</li> <li>Neighbour is happy</li> <li>Conclusion: A response of <b>Support</b> was proposed by Cllr. Mallinder, seconded by Cllr. Lewis and all were in favour</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>An improvement to the property</li> <li>Just changing the windows</li> <li>Will look more attractive</li> <li>Conclusion: A response of <b>Support</b> was proposed by Cllr. Stammers, seconded by Cllr. Friend and all were in favour</li> </ul>	<p>a) Clerk to notify SCDC Planning of Council's opinion</p> <p>b) Clerk to notify SCDC Planning of Council's opinion</p>

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<p>7. Village Hall/Recreation Ground:</p> <p>a) To discuss the draft license for the Football Clubs</p>	<p>a) The draft license had been sent to Councillors on 3<sup>rd</sup> November. It was agreed that no annual charge should be made at the present time but that due to the upkeep, there is likely to be a charge in the future.</p>	<p>a) Clerk to send to all football clubs for their initial opinion</p>
<p>8. <u>Highways and Footpaths:</u></p> <p>a) To discuss quotation for Bus Shelter (if received by date of meeting)</p> <p>b) To discuss purchase of a Speed Indicator Device (SID) device</p> <p>c) To confirm School Lane and Shingle Street Road as Quiet Lanes</p>	<p>a) The Clerk informed Council that the quotation from the local builder had not yet been received. It was felt that this project perhaps should be put on hold for now to concentrate on other things but Council agreed to wait until the quote was received as it may come within the budget already allocated by Cllr. Reid</p> <p>b) Cllr. Mallinder ran through updates on outstanding highways matters. The comparison document for the SID had been passed to all Councillors and, given the current mood for action to be taken on speeding motorists, Council decided to proceed with the purchase straight away. It was acknowledged that the device would be set for upper and lower limits and would display 'SLOW DOWN' if the vehicle was doing over 30mph. Cllr. Mallinder proposed purchase of the appropriate Westcotec model. This was seconded by Cllr. Lewis and all Councillors were in favour.</p> <p>c) The Clerk confirmed that Bawdsey PC had indicated that they had no objection to Shingle Street Road being designated as a quiet lane, as long as there were no additional signs in Shingle Street. It was agreed to proceed with this project on the understanding that any cost would be minimal</p>	<p>a) Clerk to place on the January agenda</p> <p>b) Clerk to claim funds from SCC and SCDC Councillors. Clerk to purchase SID in liaison with Cllr. Mallinder</p> <p>c) Clerk to speak to Neil Winship</p>

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<p>d) To discuss makeup of 'Duck Corner to Water Tower' Working Party</p>	<p>d) Due to Cllr. J Daly and Dist. Cllr. Block not being present it was agreed to add this item to the January agenda. Mr Shelcott advised that he would speak to the rest of the working party and they would appoint a 'lead' who would be responsible for taking the group forward in devising a plan.</p>	<p>d) Mr Shelcott to contact working party members and working party to appoint a lead</p>
<p>e) To discuss Link Bus availability in recent months</p>	<p>e) Various passenger experiences of using the 'Link' bus were portrayed and it was generally accepted that the service had deteriorated in recent months. The Clerk was asked to write to the operator and ask if there was anything the PC could do to improve the situation (copying Andrew Reid in) and also write to Andrew Reid to ask if he knew of a way a 'time-tabled bus service could operate via a private company; even if it was for just 1 or 2 days a week.</p>	<p>e) Clerk to seek views of other Clerks, to contact CATS and to contact Andrew Reid</p>
<p>f) Proposal to work with Hollesley School with reference to traffic issues</p>	<p>f) [Leading on from comments made by Mrs Cheryl Gray in the public session]: Think we could set up a meeting, an ideas collecting meeting, is there much more we can do? Perhaps we can help with reflective jackets? The VV article is very good and may be a kick-start for a campaign. It is very good that the school are discussing it.</p>	<p>f) Clerk to contact School to arrange a meeting in mid Jan. Clerk to notify Head Teacher of reflective discs that are available.</p>
<p>g) Proposed Public Footpath 65</p>	<p>g) The Clerk informed Council that the order to establish Footpath 65 (the Blue Bell Wood Path) had now been created and the closing date for 'representation or objection' was 17<sup>th</sup> January 2017. She confirmed that she had called SCC Rights of Way to clarify if it was necessary to send in letters of support again. The person who had spoken to had indicated that it was only necessary to send in any additional information that was received.</p>	<p>g) Clerk to double check the process with Mr David Last (SCC Rights of Way)</p>

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<p>h) Proposed alterations to the Black Ditch Bridge in Alderton Road</p>	<p>h) Councillors indicated support for this project (and for SCC's knowledge in this area) and requested the Clerk ask for a timetable of works. The Council also wished it to be recorded that they were very grateful for Cllr. Reid's support, both practically and financially</p>	<p>h) Clerk to send in Council's comments. Clerk to thank Cllr. Reid for his support</p>
<p>9. <u>Finance Matters:</u>                      a) To agree Accounts for month ending 31<sup>st</sup> October 2016                      b) To discuss the draft budget for 2017/2018                      c) To approve expenditure on pollarding of trees in the Cemetery (Cost £255 + VAT)                      d) To approve reduction of hedge at Allotments (Cost £270 + VAT)</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Burbridge                      b) The Clerk explained the draft budget process and the reasoning behind a proposed increase in the precept from £28,200 to £29,000. After discussion the budget and precept increase was proposed by Cllr. Stammers, seconded by Cllr. Friend and all Councillors were in favour.                      c) Cllr. Lewis advised that a small amount of leaf blowing would also be done as part of this quotation. She proposed that this project was approved, this was seconded by Cllr. Walker and all Councillors were in favour                      d) The Clerk was asked to speak to BTS about cutting the top of the hedge before accepting this quote. If BTS were not prepared to do the work as part of their contract with UK Power Networks, Cllr. Walker proposed that this quotation be accepted (subject to a statement of works). This was seconded by Cllr. Mallinder and all Councillors were in favour.</p>	<p>a) None                      b) Clerk to request precept and keep budget documentation up to date as year progresses                      c) Clerk to accept quote and engage contractor                      d) Clerk to Contact BTS and engage contractor if necessary</p>

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. G Collins (Cemetery grass and allotment work for 2016) - <b>£739.20</b></li> <li>ii. M. Friend (Keys for gate) - <b>£10.00</b></li> <li>iii. Anglian Water (Allotments Water) - <b>£25.48</b></li> <li>iv. J Mallinder (Travel to SALC x 2) – <b>£46.80</b></li> <li>v. Parish On-line (Mapping system) – <b>£33.60</b></li> <li>vi. Suffolk.cloud (Web site) - <b>£150.00</b></li> <li>vii. SALC (M Friend AGM attendance) - <b>£12.00</b></li> <li>viii. SALC (J Mallinder training) - <b>£120.00</b></li> </ul> <p>f) To note Payments made since November meeting:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Overtime and Expenses) - <b>£712.53</b></li> </ul> <p>g) To note Payments received since November meeting:</p> <ul style="list-style-type: none"> <li>i. 2 donations (Sign) - <b>£55.00</b></li> <li>ii. Allotment Rents (12) - <b>£429.11</b></li> </ul>	<p>e) The payment of the invoices was proposed by Cllr. Burbridge, seconded by Cllr. Stammers and all were in favour. The cheques were signed by Cllrs. Walker and Burbridge</p> <p>f) Noted</p> <p>g) Noted</p>	<p>e) None</p> <p>f) None</p> <p>g) None</p>
<p>10. Allotments: To discuss report from Tree Surgeon with reference to the trees uprooting the path at the Allotments</p>	<p>The Clerk advised that the tree surgeon had indicated that removing the roots under the path would not make any difference. The only way to stop the path lifting was to remove the trees and re-lay the path. They are Mr Bingham’s trees, could we write to him? It was decided to take advise from SALC before proceeding</p>	<ul style="list-style-type: none"> <li>• Clerk to speak to SALC</li> </ul>

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<p>11. Documentation - To adopt the following documentation:</p> <p>a) Standing Orders – Dec 2016 (<i>sent to Councillors on 7<sup>th</sup> November 2016</i>)</p>	<p>Cllr. Walker proposed three amendments to the draft Standing Orders, to bring them back in to line with the current set. The Clerk agreed to make these amendments and re-send the document</p>	<ul style="list-style-type: none"> <li>• Clerk to add to Jan agenda for approval.</li> </ul>
<p>12. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) An update on the funding for new Village Sign</p> <p>b) An update on the Oak Hill Street Lights</p> <p>c) Details of training costs for Councillors</p> <p>d) Removal of BT Pay Phone at Virtues Corner</p>	<p>a) The Clerk reported that a small amount of further funding had been received but no correspondence from the Village Voices team. It was suggested a fundraising event should be organised for the New Year.</p> <p>b) The Clerk reported that she had requested a meeting between the MOJ, Dr Therese Coffey, residents of Oak Hill, the Parish Council and HMP Warren Hill in January; to date only the Chairman and one resident had indicated they would attend.</p> <p>c) The Clerk advised that SALC were always available to do onsite training (cost to be worked out depending on items covered). An alternative was Mrs Jayne Cole (former SLAC Deputy CEO) who ran evening sessions for £120</p> <p>d) The Clerk gave details of a proposal to remove the public pay phone at Virtues Corner. It had had just 9 calls made from it in the past year. It was suggested to move any decision on this to the January meeting and send out a ‘grapevine’ message asking for comments</p>	<p>a) Clerk to continue with promotion and plan a fund raising event</p> <p>b) Clerk to chase attendees</p> <p>c) Item to be kept in mind</p> <p>d) Clerk to send Grapevine and add to Jan agenda</p>

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13. To receive agenda items for next meeting and agree date of Next Meeting	<p>The following items were requested added to the January agenda:</p> <ul style="list-style-type: none"> <li>• Timing for street lights</li> <li>• BT Payphone</li> <li>• Zebra crossing at Fox Hill – Clerk to ask for SCC opinion</li> </ul> <p>Date of next meeting will be 5<sup>th</sup> January 2017 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> <li>• Clerk to add to the agenda</li> </ul>

The meeting was closed at 9.16pm

Signed: .....  
Cllr. Chris Walker, Chairman

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

*Chair's initials.....*