

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 2nd June 2016 ~ 7.30pm

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Present

Cllr. Chris Walker (Chairman), Cllr. Colin Beecroft, Cllr. Tony Barnard, Cllr. Jane Daly, Cllr. Tom Daly, Cllr. Cyril Stammers, Cllr. Michael Friend, Cllr. James Mallinder, Cllr. Helen Lewis and Cllr. Trevor Burbridge

Judi Hallett (Clerk) Dist. Cllr. Christine Block

3 members of the public: Ms Harriet Culling, Mr Paul Finlay and Mr Andrew Catchpole

Record of Public Session:

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

- Mr Catchpole (Highways) – I live at Alderton Road, March 2015 a surveyor looked at the roads but nothing has happened; same man again in Nov 2015, I was told job would be submitted and would be done in 14 weeks; It has now gone past that date. The area where the road was repaired before is falling apart. New surface 7 years ago and the issue was covered with chippings, the edge was never finished and this has eroded.
- Mr Finlay (Planning) – Discussion between Jenny Maddock and myself regarding a potential planning application on her land, access to land is not possible for lorries, I am pre-empting the application, there is no possible way a lorry would turn round at that site.
- Mr Finlay – (School Lane)- Recently a double decker bus went down School Lane which is far too small for a vehicle of that size; when it got to the church there was no room for other vehicles, the road is too narrow for buses; it might be better to re-route the double decked bus if possible; it does drop off young children at Hollesley School and carries on to Oak Hill in the morning. This may be an isolated case.

b) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – A report had been circulated
- Cllr. Block – Cllr. Block reported on the following items: **Broadband** – very poor in the village at the moment; **Coast Paths** – report to be sent to Clerk; **Devolution** – Briefing to SCDC Councillors 10 days ago, very quick timetable, decision on proposal on 30th June 2016, period of public consultation (this will be our only opportunity to give our views), final decision in Oct 2016, first Mayor in May 2017, lots of money promised from Government; **Glebe House**- management of affordable units - SCDC are taking advice

c) Report or comment from Rev'd. Hatchett: No report had been received. After discussion Councillors agree this item should be renamed "Items to report from any other village group"

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cnty. Cllr. Reid	<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 chase road works planned for Alderton Road • Clerk to find out if bus is usually a double decker
4. To agree Minutes of Council meeting dated 5 th May 2016	The minutes were proposed as accurate by Cllr. Stammers, seconded by Cllr. Mallinder 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: <i>There were no applications to discuss</i>	There were no applications to discuss	<ul style="list-style-type: none"> • None
6. Village Hall/Recreation Ground: a) To receive an update on New Pavilion progress b) To discuss the quotes received to tarmac the hall driveway and parking areas.	a) The Clerk read an update from Mr Mark Green on funding for the new pavilion which indicated there had been no progress on obtaining funding. Cllr. Walker reported that a quote had been received from GW Smith with reference to the remedial work required to the existing pavilion but that some work had been missed off so another quote was being sought. b) Two quotes had been received and the basic information was passed to Councillors. It was agreed that someone with greater knowledge of that area needed to look in to the quotes and that they needed to be comparable. It is important the work is done before the winter.	a) Cllr. Walker to obtain another quote for intermediate repairs to the existing Pavilion (Company called King and Baker) b) Cllr. Walker to ask a friend to assess the quotes and come back to the July meeting and Clerk to check when repairs to the Village Hall wall are scheduled

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<p>c) To discuss marking a disabled parking bay at the front car park</p>	<p>c) Cllr J Daly requested that the item should be labelled as ‘Accessible Parking Bay’ so as to comply with new legislation. It was suggested the company who do the tarmacking could do the marking of the accessible bay. There was discussion over location of bay and the Clerk was asked to seek informed advice. The bay would be for the use of blue badge holders only.</p>	<p>c) Clerk to contact the Disability Dial Advice Line and look up guidelines</p>
<p>7. 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"> • Concern there was only a small piece in VV but posters would go up this week-end • Programme for the day (picnic lunch, refreshments, Just 42 games, Crown Parade with small prizes, ceilidh, cream teas, cake) • Access to the hall will only be via the stage by the door • Bunting to go up on the day 	<ul style="list-style-type: none"> • Help needed to put gazebos up • Cllr. Lewis to ask Stuart Austerfield if he has any tents/gazebos • Cllr. J Daly to place posters on lamp posts • People needed from 10.00am • Cllr. J Daly to collect cake from Mr Les Andrews
<p>8. <u>Highways and Footpaths:</u> a) To discuss a possible alternative to a separate path between Water Tower and Duck Corner</p>	<p>a) It was discussed that the field previously owned by the SPT (opposite Duck Corner) had now been sold and it was thought the new owner was James Greenwell. Cllr. Block advised she knew the Greenwell family and would speak to them about the possibility of using part of the land for a path</p> <p>Cllr. Lewis suggest an alternative might be to have a shared road (like Felixstowe Road, Martlesham) but it was felt this would not work and would only be returned to if purchase of the land was not possible.</p> <p>It was agreed that at the very least 30 MPH speed limit was needed. It was also suggested the Greenwell family might be the owners of the land the other side so this may be an option?</p>	<p>a) Cllr. Block to speak to James Greenwell</p>

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<p>b) To receive an update on highways meeting with SCC</p>	<p>b) The Clerk reported that meeting had been set up for 14th June at 4.00pm; Cllr Mallinder had been invited and gave an update on items he would bring up; Cllr Mallinder to send reports; all items have been reported and are logged on the system</p>	<p>b) Cllr. Mallinder to attend meeting with one other Councillor</p>
<p>c) To receive an update on footpaths 25 and 33 at Oak Hill</p>	<p>c) <i>Issue with 25</i> – There is a new kerb that has been put in and it now causes large puddles to appear when it has rained. The footpath includes large pot holes and these are dangerous when filled with water. The concrete is all heaped up but it is on private land and the owner has left a footpath and recently tidied up. There was disagreement as to whether or not an adequate path had been cleared to the Recreation Ground. It was noted that the Clerk has a copy of a letter the owner sent to Council some years ago. The land owner is responsible for the upkeep of the footpath and this needs to be reported to the Rights of Way Team <i>Issue with 33</i> – Still very bad; there is room for a footpath alongside the roadway</p>	<p>c) Clerk to chase both again with SCC Rights of Way</p>
<p>d) To receive an update on the bus shelter at Duck Corner</p>	<p>d) The Clerk reported that designs were still awaited</p>	<p>d) Clerk to chase</p>
<p>e) To receive an update on installing Quiet Lane in School Lane, Hollesley</p>	<p>e) Item in Village Voices and now awaiting for comments from villagers</p>	<p>e) Clerk to monitor comments</p>

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<p>f) To receive an update on the path at the Black Ditch Plantation/Poplar Park</p>	<p>f) The Clerk reported that so far she had had one response to the VV article in the June magazine. These would be monitored and an official report form passed to anyone. Cllr. T Daly gave a detailed background on the situation for the benefit of new Councillors and advised that Mr Alan Shelcott will visit all people who have already submitted evidence to ask more detailed questions, especially about how they crossed the Black Ditch. It was suggested that once the item came to committee it would be a good idea for as many people as possible to attend Cllr. T Daly suggestion that we should start to think about accessing legal advice and perhaps setting up a fund. We need to be aware of any legal orders placed on land and everyone should be vigilant and ensure that any existing paths are kept open and accessible.</p> <p>Clerk gave an update on Footpath 22 and the forthcoming RofW Committee Meeting</p>	<p>f) Clerk to monitor responses and pass to Mr Shelcott. Clerk to send details of FP22 meeting to all</p>
<p>g) To receive an update on parking arrangements at the School</p>	<p>g) The Clerk reported that the school had recently undergone SATS tests and had requested that any meeting was carried out after Half-Term. Cllr. J Daly reported that she had spoken to the Head Teacher about another matter and she would like the yellow hash lines repainted at the front of the school. It was suggested that all schools have the same problem with parking. The Clerk suggested yellow bibs could be provided for those children who did walk. Cllr. Beecroft suggested the crossing at the top of Foxhill was dangerous. It was suggested that perhaps the new head could come to a meeting</p>	<p>g) Cllr. J Daly to speak to new head about parking arrangements at the school, parking at the pub and yellow bibs</p>

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<p>h) To discuss naming the green area in Swallows Close as 'Mills Green'</p>	<p>h) After discussion it was agreed that it would be a good idea to name the green space in Swallow Close 'Mills Green'. Cllr. J Daly reminded the Council that the lines have not been painted and the fence on Tower Hill and against the Playing Field had come down</p>	<p>h) Cllr Block to speak to relevant SCDC department about commissioning the signage. Clerk to chase painting of 'Give Way' road markings Clerk to report broken fence along Tower Hill Road and against the Playing Field to Bloor Homes who were thought to be the owners</p>
<p>9. <u>Finance Matters:</u> a) To agree Accounts for month ending 30th April 2016 b) To authorise the following Invoices for Payments: i. J Hallett (Expenses and Admin) - £31.56 ii. T Daly (Refreshments for Beating of the Bounds for 8 people) - £16.20 iii. SALC (Annual Subscription) – £423.87 iv. Countrywide Pest Control (Rats at Recreation Ground) - £84.00 c) To note Payments made since May meeting: i. J Hallett (Overtime) £718.20 ii. J Hallett (Salary May) £284.71 d) To note Payments received since May meeting: i. E B Button and Sons - £1,050.00 ii. F Masters - £125.00</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Burbridge b) Payment of the invoices was propped by Cllr. Stammers, seconded by Cllr. Beecroft and all Councillors were in favour they were paid c) Noted d) Noted</p>	<p>a) None b) Cheques signed by Cllrs Burbridge and J Daly c) None d) None</p>

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<p>10. To agree expenditure on upgrade to Street lights in The Street and at Oak Hill</p>	<p>The following updates were given:</p> <ul style="list-style-type: none"> • With reference to replacements in The Street - It was agreed that the full upgrade was to be ordered with the exception of the new light on the footpath opposite the Thatched Cottage and with the new light at the Allotment entrance moved to the East side of the road. It was acknowledged that we were not dealing with underground cables at this stage. Cllr. Burbridge had calculated an annual saving of £117.15. The lights should be a lot more reliable and will have the timing facility from the start. If we wanted to adopt the Part Night policy we could go for that option later but we should consult parishioners. Cllr. J Daly proposed a consultation on setting the lights to Part Night (off at 12.00pm and on again at 5.30am). • Oak Hill Street Lights – The Clerk and Cllr. Walker gave an update on on-going talks with both SCC and HMP Warren Hill over ownership of the street lights in the New Circle. A comprehensive list of evidence had been sent to the Ministry of Justice and a meeting had been requested 	<ul style="list-style-type: none"> • Clerk to speak to residents opposite proposed new light • Clerk to order new lights • Clerk to check if there were options to Part Night lighting • Clerk to draft consultation on Part Night lighting for August VV • Clerk to chase for a meeting to take place
<p>11. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u> a) To adopt the Poster Policy for the notice boards</p>	<p>a) Councillors agreed that the Clerk’s proposed policy would be the fairest way to display all notices. It was felt there was lots of advertising in our boards that is not for the Parish. There is currently no information about Councillors or meeting dates. It was agreed that one side of each board would be for PC items and the other for events, with local events displayed first</p>	<p>a) The Clerk to adopt policy on her return from holiday.</p>

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<p>b) A update on maintenance arrangements for the existing village sign</p> <p>c) An update on the Allotments</p>	<p>b) The Clerk advised that the Prison now refurbish the old village sign and Cllrs Stammers would be placing it back in situ shortly. We need to thank the Prison in the VV, take photo</p> <p>c) The Clerk reported that the new troughs were no in place but there was concern with the weight of the lids. Cllr. Stammers reported that he would put in place clips to hold the lids up and Cllr. Walker would investigate purchasing handles to make the lowering of the lids easier</p>	<p>b) Cllr. Stammers to place sign back. Clerk to write to thank the Prison and send a photo</p> <p>c) Cllr. Stammers to fit hooks and Cllr. Walker to purchase handles</p>
<p>12. To discuss the merits of producing a Neighbourhood Plan or Village Survey</p>	<p>Comments:</p> <ul style="list-style-type: none"> • No one went to the recent meeting at Bawdsey • Questions around what a survey would achieve • Details from Cllr. Walker about the last survey and how it was a lot of work but didn't seem to achieve much • Explanation from Cllr Block on how an official Neighbourhood Plan (NP) would be much more work but the plans are given weight by Government and they are passed by a planning inspector; they can't prevent development but they can govern what type of development is in an area. It can be limited. You have to remember that devolution will mean a lot more houses and without a 5 year land supply developments are going through. Rendlesham have a NP and it has influenced SCDC. You have to start with a very big village survey. Does not have to be PC run but they do need to be involved • The Clerk gave her views and experiences 	<p>a) Clerk to draft an article for VV August to seek volunteers to initiate a NP Working Party</p>

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	<ul style="list-style-type: none"> The only way it is worth the effort is if you have a strategic view if you know how you want to your village to look. It is about being vigilant about the development that is going on already. The key is to do it with the community. We need to ask the community what their thoughts are. Perhaps have a community group to work on it? Perhaps we should have another open meeting about a village survey? If we can get a collective of people to take this forward. Many people have now been awaked to the fact that development is happening close to them so they might be more up for taking part 	
<p>13. Clerk:</p> <p>a) To ratify the hourly rate increase in line with the NALC/SLCC guidelines (from £10.26 per hour to £10.36 per hour)</p> <p>b) To discuss Clerk’s request that entry in to the Local Government Pension Scheme is considered at the July/September meetings</p>	<p>a) This cost of living increase was proposed by Cllr. Barnard, seconded by Cllr. Burbridge and all Councillors were in favour it was authorised</p> <p>b) The working party agreed to draw up a proposal and send this out to all for July or September meeting</p>	<p>a) Clerk to notify SALC</p> <p>b) Clerk to arrange a meeting between Cllrs Walker and Burbridge and herself to draw up a proposal for discussion at July or September meeting</p>

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<p>14. To receive agenda items for next meeting and agree date of Next Meeting</p>	<p>Cllr. T Daly asked the Council to acknowledge the work of the outgoing Chair, Cllr. J Daly and all her hard work. Councillors the Clerk thanked Cllr. J Daly.</p> <p>Cllr. J Daly welcomed the new chairman.</p> <p>The following items were requested added to the June agenda:</p> <ul style="list-style-type: none"> Swallow close 'Give Way' marking <p>Date of next meeting will be 7th July 2016</p> <p>The Clerk reminded Council that she was on holiday straight after the meeting so the minutes and actions would have to wait until she returned on 20th June</p>	<ul style="list-style-type: none"> None

The meeting was closed at 9.48pm

Signed:

Cllr. Chris Walker, Chairman

Date:

Judi Hallett

Clerk to Hollesley Parish Council

Chair's initials.....