

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 2<sup>nd</sup> February 2017 ~ 7.30pm  
At Hollesley Village Hall, Hollesley

Present

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

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

6 members of the public: Mr Alan Shelcott, Mr David and Mrs Peta Wood, Mr Gary Lowe, Mr Mark Green and Mr Andrew Catchpole

**Record of Public Session:**

a) Introduction from Gary Lowe of Groundwork Suffolk and Norfolk on the Wild Villages Project:

- Information on the Groundwork Wild Villages project had previously been circulated to Councillors. Mr Lowe gave an overview of the project and funding available. Previous surveys had shown many declining species but the Peninsular was a thriving area. We are also getting many migrating animals. The project will include surveys alongside some fun activities. Many partners are on board: EA, Churches, Schools, Parish Councils and Farmers. One project will be a talk from a local farmer. Gary asked if the PC would consider funding a couple of hall hire costs – Clerk to add this to the March agenda. Mr Lowe was thanked for his attendance.

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

- Mr Green (Saxons Football Club) – Mr Green gave an overview of the background of the project to renew the Pavilion. The 5 year plan had been passed to all Councillors. The short term plan is to place a port-a-cabin on the field whilst the 5 year plan is put in place. Rats are back – Clerk to report. Football club have 4 or 5 people who have already said they would help with the long term plan. The new pavilion could be good for other users. *We could look to have an item on the agenda for a monthly update. Could we see a copy of the clubs accounts?* Mark agreed to provide these. The port-a-cabin would be useful even if there were no showers.

c) Reports or comment from SCDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated
- Cllr. Block – Cllr. Block reported on the following items: Quiet Lanes and Sizewell C

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Reid.	<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. Public Session (record above)	Please see above	<ul style="list-style-type: none"> <li>Clerk to report issue of rats at the Pavilion</li> <li>Clerk to obtain copy of Football Club's accounts and pass to Councillors</li> <li>Clerk to add funding for Wild Village Project to March agenda</li> </ul>
4. To agree Minutes of Council meeting dated 5 <sup>th</sup> January 2017	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>
5. To discuss and agree responses to the following Planning Applications: a) DC/16/5240/FUL – Rear Extension – 13 Oak Hill, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>Small development at the back of the property</li> <li>Conclusion: A response of <b>support</b> was proposed by Cllr. Stammers, seconded by Cllr. Lewis and all were in favour</li> </ul>	a) Clerk to notify SCDC Planning of Council's opinion
6. Village Hall/Recreation Ground: a) To discuss request from Sutton Heath Saxons FC to place a Port-a-Cabin on the recreation Ground	a) A full and frank discussion was held which included the following comments from Councillors: <ul style="list-style-type: none"> <li>There will be a need to put electric to it at least and it will need partitions.</li> <li>It will not be suitable for showers.</li> <li>The exact location will need to be agreed</li> <li>This should be a short term solution.</li> </ul>	a) Clerk to liaise with Football clubs

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> <li>• There has been little commitment from the football teams over the years to organise the New Pavilion project and this could end up being in situ for a long time</li> <li>• It would only be for the football teams. Why don't we guarantee that we will pay for the committee room available to them, instead of another temporary building on the field</li> <li>• We could stipulate it being there a maximum of 5 years and they would be responsible for removing it at the end.</li> <li>• The clubs did have a substantial amount of money a number of years ago, it would be good to see accounts</li> <li>• We need to see commitment for the project. We need a plan of what they are doing with a monthly update (a Councillor could be on the project team).</li> <li>• It is a wonderful idea and it will get more people enthused about playing football.</li> <li>• We could renew the permission every 12 months and that would depend on progress of the project.</li> <li>• Need to have a separate meeting with the clubs for a forward plan of achieving the goal for the new pavilion.</li> <li>• The football clubs need to understand the concept of being a leaseholder and what responsibilities that would bring</li> </ul> <p>It was proposed by Cllr. Beecroft and seconded by Cllr. Stammers (eight Cllrs for, one against and with one abstention) that the football clubs be given permission to place the port-a-cabin on the field on a temporary basis; to be reviewed each year and to continue <b>only</b> if appropriate progress is made on the replacing it with a permanent building. There would be no commitment at this stage to pay for electrical connection.</p>	

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) Update on the draft license for the Football clubs</p> <p>c) To discuss quotations received for grass cutting contract and accept one</p> <p>d) To receive notification of a grant application from Saxons Football Club</p>	<p>b) The Clerk reported that a short meeting had been held with representatives of the Football Clubs and a number of small items explained. Further steps would be taken following the outcome of item 12 on the agenda</p> <p>c) The quotations received for the grass cutting of the two playing fields were displayed to Councillors. After discussion it was agreed to stay with SC Norse for a further three years. This was proposed by Cllr. Walker, Seconded by Cllr. Beecroft and all Councillors were in favour.</p> <p>d) The Clerk notified Council that a late request for a grant had been received from the Saxons Football Club for assistance with mobile flood lights to allow evening training sessions to take place and asked if the Council wished to consider it at their March meeting? It was acknowledged that this was against our policy but it should be discussed at the March meeting</p>	<p>b) See item 12</p> <p>c) Clerk to contact SC Norse</p> <p>d) Clerk to add to the March agenda</p>
<p>7. <u>Highways and Footpaths:</u></p> <p>a) To discuss request from Mr Alan Shelcott that the Parish Council apply for the path between paths 4 and 5 along the Black Ditch Drain to be established as an official footpath</p> <p>b) To discuss quotations for Bus Shelter</p>	<p>a) The Clerk showed Councillors a map of the effected path. It was felt that we might not get another chance to request the path is designated due to new legislation and then it would be lost for ever. It was thought that many people would have walked it recently and evidence might be easier to obtain. After discussion it was proposed by Cllr. Stammers and seconded by Cllr. T Daly that the process should begin to request the path was designated. Cllr's Walker and Stammers agreed to take some photographs.</p> <p>b) The quotes from Mr Baker were discussed and Councillors suggested option 2 may be viable</p>	<p>a) Clerk to contact SCC Rights of Way Officer and place an article in Village Voices asking for people who have walked the path to contact the Parish Council</p> <p>b) Clerk to request drawing and dimensions for option 2</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss meeting held with Hollesley Primary School over traffic calming measures</p>	<p>c) The Clerk confirmed that she had spoken to the new Head Teacher at Hollesley Primary who thanked the PC for getting involved. The head had suggested concentrating on two areas of road safety: Hi visibility jackets for the children (see item 8. c)) and the children being involved in a Speed Monitoring Event with the SNT. Cllr. Mallinder asked if the School had applied for reflectors from SCC</p>	<p>c) Clerk to advise the school of the process for obtaining the free reflectors and to discuss options with SNT for a speed monitoring event.</p>
<p>d) To discuss additional brackets for SID posts (cost £50 each)</p>	<p>d) The Clerk suggested purchasing 3 additional sets of brackets for the SID to make the relocation of it quicker and safer. This was proposed by Cllr. Walker, seconded by Cllr. Mallinder and all Councillors were in favour. Cllr. Mallinder reported that feedback was good and it is making people mindful of their speed.</p>	<p>d) Clerk to order 3 new brackets</p>
<p>e) To discuss possibility of working with Boyton PC (and others) to set up a Speedwatch Community Group to purchase equipment monitor traffic speeds</p>	<p>e) Councillors felt this would be a positive project to be involved with and support the idea in principle, subject to finances</p>	<p>e) Clerk to contact Boyton Parish Council</p>
<p>f) To discuss proposal from 'Duck Corner to Water Tower' Working Party</p>	<p>f) The Clerk read the proposal put forward by the working party. The following observations were made</p> <ul style="list-style-type: none"> <li>• A 30mph limit with a shared space would be an option – this harboured mixed views</li> <li>• Facts in the document need to be revisited to correct any anomalies - Cllr. Lewis to liaise with the other working party members</li> <li>• Cllr. J Daly had spoken to Highways Map Officer about the footpath. He said there was a possibility that we could ask for a permissive path agreement. SCC would then cover insurance and it wouldn't be in perpetuity. SCC team would send out their officer to assess the options and draw up a legal agreement.</li> </ul>	<p>f) Cllrs. Block and J Daly to approach Mr Greenwell and report back at the next meeting and Cllr. Lewis to amend document</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> <li>• It may be an idea to keep documentation on the subject confidential whilst discussions happen</li> <li>• The style of surface would be advised by SCC Area officer.</li> <li>• It was agreed that Cllr. Block and Cllr. J Daly would approach Mr Greenwell in the first instance to ask if a) he might gift a strip of land to the Council, b) if a was not possible, if a permissive path could be an option and finally c) if there was an option to purchase a strip of land.</li> <li>• If land was forthcoming from Mr Greenwell then this would be a great start and other land owners may then be persuaded to provide further strips. The hedge must remain intact.</li> </ul>	
<p>8. <u>Finance Matters:</u></p> <p>a) To agree Accounts for month ending 31<sup>st</sup> December 2016</p> <p>b) To discuss applying for a grant to purchase a new Laptop and software</p> <p>c) To authorise purchase of a suitable number of Hi-Vis waist coats, to the value of a maximum of £100, for Hollesley School Children to use</p> <p>d) To approve new pay rate for Clerk (with effect from 1<sup>st</sup> April 2017), as agreed by the National Joint Council for Local Government Services (SCP22 rising from £10.63 per hour to £10.74)</p>	<p>a) The accounts were noted by Council. The bank statement was checked by Cllr. Burbridge</p> <p>b) The Clerk suggested the Council should apply for a Big Lottery Grant for the total cost of a new Laptop and relevant MS Office software (approx. £750.00). It was agreed that, if we were successful, the allotted budget would then be reallocated</p> <p>c) After discussion it was agreed that 3 different size bibs should be purchased and the School asked exactly how many they would like. The Council would then discuss if they were going to fund them directly or seek further funding. This was proposed by Cllr. Walker, seconded by Cllr. Stammers and 7 Councillors were in favour</p> <p>d) This was proposed by Cllr. Walker, seconded by Cllr. Lewis and all Councillors were in agreement.</p>	<p>a) None</p> <p>b) Clerk to fill out application form and send off</p> <p>c) Clerk to purchase 3 bibs and liaise with School</p> <p>d) Clerk to notify SALC</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>e) To authorise the following Invoices for Payments:</p> <p>i. Hollesley Village Hall (Marine Conservation Meeting + Bazaar) - <b>£33.00</b></p> <p>f) To note Payments made since January meeting:</p> <p>i. Friends of Hollesley School (Grant) - <b>£100.00</b></p> <p>ii. SPC Trees (Cemetery) - <b>£306.00</b></p> <p>iii. Booth Tarmacadam Ltd (Hall Car Park) - <b>£16,339.20</b></p> <p>g) To note Payments received since January meeting:</p> <p>i. Allotment Rent (Final Payment) - <b>£29.44</b></p>	<p>e) The payment of the invoice was proposed by Cllr. Burbridge seconded by Cllr. Beecroft and all were in favour. The cheque was signed by Cllrs. Burbridge and J Daly</p> <p>f) Councillors ask the Clerk to confirm with Booths what additional materials were actually used and it was to specification</p> <p>g) Noted</p>	<p>e) Clerk to distribute</p> <p>f) Clerk to contact Booths</p> <p>g) None</p>
<p>9. Documentation – Authorisation of ...</p> <p>a) Review of Financial Regulations (Jan 2016)</p> <p>b) Review of Suffolk Code of Conduct</p> <p>c) Review of Asset Register (Jan 2017)</p> <p>d) Adoption of Standing Orders (Feb 2017)</p>	<p>Councillors had been requested to review the Financial Regulations, Code of Conduct and Asset Register during January. The Standing Orders were as agreed at the January 2017 meeting. It was agreed unanimously that no amendments were necessary to a, b and c</p>	<ul style="list-style-type: none"> <li>• Clerk to publish on Web Site</li> </ul>
<p>10. <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) To receive letter from SCDC with reference to any need for controlling anti-social behaviour in Hollesley</p>	<p>a) The Clerk reported that the planning for the Cake, Craft and Coffee morning on Saturday 18<sup>th</sup> March was in full swing. Offers to help on the day or donations to the raffle would be greatly received. Raffle prizes could be collected</p> <p>b) The Clerk summarised a letter regarding the requirement to control anti-social behaviour in villages and towns. It was felt there was no significant anti-social behaviour in the village.</p>	<p>a) Clerk to arrange a fund raising event</p> <p>b) No action</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>11. Allotments:</p> <p>a) To receive update on placing a sign, warning of uneven path, either end of the Allotments footpath</p> <p>b) To receive notification of grant monies claimed from 3 years ago</p> <p>c) Letter from resident with reference to the poor state of the path</p> <p>d) Poor state of Plot 7</p>	<p>a) Councillors felt the price obtained for 2 signs was a little high. Cllr. Stammers agreed to obtain a quote from a local supplier</p> <p>b) The Clerk gave the good news that she had been able to claim £1,498.02 for the Allotments Water Project. This grant (of up to £2,000) had been awarded to HPC 3 years ago but was unknown to the present Clerk. Mr Bishop (former Councillor) had been thanked for passing on information from SCDC of the availability of the money.</p> <p>c) The Clerk notified Council of a letter received from a regular user of the path through the allotments and that her children had fallen on the surface on numerous occasions. It was agreed to discuss this at the March meeting</p> <p>d) Cllr. Walker reported that plot 7 was in a poor state and needed clearing. He suggested we may need to revisit the terms and conditions to tighten up on the process when a tenant leaves. However, it was also felt this may cost more than employing someone to clear the land.</p>	<p>a) Cllr. Stammers to obtain second quote</p> <p>b) Clerk to check funds arrive.</p> <p>c) Clerk to add to the March agenda</p> <p>d) Clerk to write to formed lessee to request the plot is cleared</p>
<p>12. To discuss payment made by Football Clubs for use of facilities</p>	<p><i>Members of the public were asked to leave the hall during discussions on this item</i></p> <p>It was resolved to realign the payment made by the Football Teams (£150 each team) for use of the Pavilion and pitches, back to the Parish Council. A small sum (to be agreed) would then be passed on to the Village Hall Committee to cover the electricity and water used.</p>	<ul style="list-style-type: none"> <li>• Clerk to notify Football teams and Village Hall Committee</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
13. To receive agenda items for next meeting and agree date of Next Meeting	<p>The following items were requested added to the February agenda:</p> <ul style="list-style-type: none"> <li>• Bawdsey Coastal Partnership Proposal (The Clerk was asked to set up a meeting with Environment Agency before the meeting)</li> </ul> <p>Date of next meeting will be 2<sup>nd</sup> March 2017 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> <li>• Clerk to add to the agenda</li> <li>• Clerk to contact EA</li> </ul>

The meeting was closed at 9.47pm

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

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair's initials.....