

Minutes of Hollesley Annual Parish Council Meeting

Held on 4th May 2017 ~ 7.30pm

At Suffolk Punch Trust, Hollesley

Present

Cllr. Helen Lewis (Chair after item 1), Cllr. Colin Beecroft, Cllr. Andrew Coyne, Cllr. Michael Friend, Cllr. James Mallinder, Cllr. Andrew Palmer and Cllr. Cyril Stammers

Judi Hallett (Clerk) Dist. Cllr. Christine Block

2 members of the public: Mrs Chris Walker and Mr Alan Shelcott

Record of Public Session:

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

- There were no questions from members of the public

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated before the Annual Parish Meeting last week.
- Cllr. Block – Cllr. Block had reported fully at the APM last week and further reported on the following items: SCDC is in Purdah at the moment due to pending elections; East Anglia One (archaeological dig and possible traffic issues); Community Land Trust (money available, money could be using in a group of villages – Hollesley, Alderton, Shottisham and Bawdsey, working with a Housing Association would be an option, help through SCDC or an external consultant – *Please see Clerk’s Report below*)

Agenda Item	Resolution / Agreement / Fact	Action												
1. To elect Chairman of the Council for 2017/18 and signing of the 'Declaration of Acceptance of Office'	<p>The Clerk ran through the procedure for the election. The following people were nominated:</p> <table border="1" data-bbox="770 308 1668 427"> <thead> <tr> <th>Candidate</th> <th>Proposer</th> <th>Second</th> <th>Number of Votes</th> </tr> </thead> <tbody> <tr> <td>Cllr. Lewis</td> <td>Cllr. Mallinder</td> <td>Cllr. Beecroft</td> <td>6</td> </tr> <tr> <td><i>Cllr. Mallinder</i></td> <td><i>Cllr. Stammers</i></td> <td><i>Cllr. Palmer</i></td> <td><i>Not willing to stand</i></td> </tr> </tbody> </table> <p>Cllr. Lewis was duly elected as Chair, signed the Declaration of Acceptance of Office and took the Chair.</p>	Candidate	Proposer	Second	Number of Votes	Cllr. Lewis	Cllr. Mallinder	Cllr. Beecroft	6	<i>Cllr. Mallinder</i>	<i>Cllr. Stammers</i>	<i>Cllr. Palmer</i>	<i>Not willing to stand</i>	<ul style="list-style-type: none"> Clerk to inform all relevant parties
Candidate	Proposer	Second	Number of Votes											
Cllr. Lewis	Cllr. Mallinder	Cllr. Beecroft	6											
<i>Cllr. Mallinder</i>	<i>Cllr. Stammers</i>	<i>Cllr. Palmer</i>	<i>Not willing to stand</i>											
2. To receive Apologies for absence	Apologies had been received from Cllr. Trevor Burbridge (away), Cllr. Jane Daly (away) and Cllr. Tom Daly (away)	<ul style="list-style-type: none"> Noted 												
3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	<ul style="list-style-type: none"> Noted 												
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> None 												
5. To elect Vice-Chairman of the Council for 2017/18 and signing of the 'Declaration of Acceptance of Office'	<p>The following people were nominated:</p> <table border="1" data-bbox="770 868 1668 987"> <thead> <tr> <th>Candidate</th> <th>Proposer</th> <th>Second</th> <th>Number of Votes</th> </tr> </thead> <tbody> <tr> <td>Cllr. Mallinder</td> <td>Cllr. Stammers</td> <td>Cllr. Coyne</td> <td>3</td> </tr> <tr> <td>Cllr. Palmer</td> <td>Cllr. Mallinder</td> <td>Cllr. Friend</td> <td>4</td> </tr> </tbody> </table> <p>Cllr. Palmer was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office</p>	Candidate	Proposer	Second	Number of Votes	Cllr. Mallinder	Cllr. Stammers	Cllr. Coyne	3	Cllr. Palmer	Cllr. Mallinder	Cllr. Friend	4	<ul style="list-style-type: none"> Clerk to inform all relevant parties
Candidate	Proposer	Second	Number of Votes											
Cllr. Mallinder	Cllr. Stammers	Cllr. Coyne	3											
Cllr. Palmer	Cllr. Mallinder	Cllr. Friend	4											
6. To confirm following roles and advisory groups: a) Planning Councillors (currently Cllrs Burbridge, T Daly, Mallinder and Vacancy) b) Finance Councillors (currently Cllrs Burbridge, J Daly, Stammers and Vacancy) c) Allotments Councillors (currently Cllrs Stammers and Vacancy)	<p>The following appointments were agreed:</p> <ul style="list-style-type: none"> a) Cllrs Burbridge, T Daly, Mallinder and Palmer b) Cllrs Burbridge, J Daly, Stammers and Mallinder c) Cllrs Stammers and Coyne 	<ul style="list-style-type: none"> Clerk to update and re-issue list 												

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d) Environment Councillors (currently Cllrs Beecroft, T Daly and Lewis) e) Cemetery Councillors (currently Cllrs Stammers, Lewis and Vacancy) f) Oak Hill Resident’s Association Representative (currently Vacant) g) Village Hall Representative (currently Cllr Friend) h) SALC Representative (currently Cllr Friend) i) Internal Auditor (currently Mr Trevor Brown)	d) Cllrs Beecroft, T Daly and Lewis e) Cllrs Stammers and Lewis with advice from Mr Laurie Forsyth f) Cllr. Beecroft g) Cllr. Friend h) Cllr. Friend i) Mr Trevor Brown	
7. To agree Minutes of Council meeting dated 6 th April 2017	The minutes were proposed as accurate by Cllr. Friend, seconded by Cllr. Lewis and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on Web Pages
8. To discuss and agree responses to the following Planning Applications:	<i>There were no applications to discuss</i>	<ul style="list-style-type: none"> • None
9. Enabling Development – To receive an update from Cllr. Palmer	Cllr. Palmer reported that, of the 4 groups contacted: <ul style="list-style-type: none"> • A negative response had initially been received from the EA but that after a telephone call they had confirmed that modelling was going to happen and it would be public document once it was published. • The AOEP confirmed they had passed 10 sites to BCP. • BCP stated that no sites had been passed to them • There had been no reply from SCDC. <p>Cllr. Block confirmed that the specification on the East Lane Costal works had changed and other options were being looked at; they were awaiting an ‘options’ report. She also suggested Mr Bill Parker (SCDC) could be asked for his advice.</p>	<ul style="list-style-type: none"> • Clerk to chase response from SCDC (Mr Bill Parker)

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<p>10. Allotments:</p> <p>a) To receive an update on the path</p> <p>b) To discuss second quote for the cutting of the hedge next to Plot 9</p>	<p>a) The Clerk reported that she had spoken to Ollie Moyse about obtaining a quote for resurfacing the path but they had not had chance to meet up yet to discuss options. Cllr. Lewis reported that she had spoken to relatives of the land owner next to the path. The path was 40 years old and they were not surprised the roots had come up. A report from the family indicated they did not intend to take any action. It was agreed that, before any action was taken on the roots of the trees under the path, legal advice should be sought. Councillors discussed other uneven paths but it was felt this one benefited the school children as it allowed them to access the school without negotiating Fox Hill.</p> <p>b) The Clerk reported that Mr John Terrell had been asked to quote but had not responded to the e-mail. A second quote had been obtained by the Clerk. After discussion the Clerk was asked to chase Mr Terrell and obtain a third quote. It was confirmed that any work agreed would not take place until after the nesting season.</p>	<p>a) Clerk to chase Ollie Moyse for a quote</p> <p>b) Clerk to chase Mr Terrell</p>
<p>11. Village Hall/Recreation Ground:</p> <p>a) To receive an update from Clerk on the possible funding from the FA</p>	<p>a) Clerk read a letter that had been received 4 hours previously from Saxon FC, detailing that they had decided to move to another ground to allow the Youth Teams sole use of the pitches. This news came as a shock to the Council and the Clerk was asked to speak to the manager of the Youth Club to ascertain <i>their</i> intentions and to ask what their thoughts were on updating the Pavilion. Comments had also been received (<i>by a Councillor</i>) that recent usage of the field by Caravanners had caused issues. It was acknowledged that the Port-a-Cabin would now no longer be placed on the field.</p>	<p>a) Clerk to speak to Mr Thatcher (Manager of Youth Team)</p>

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<p>b) To receive an update on funding for the disabled ramps at the Main and Piano Corner entrance at the Village Hall and to discuss a contribution from the Parish Council of £400 towards this project</p>	<p>b) The Clerk reported that a plan had been drawn up between herself and Cheryl Grey (Village Hall Committee) for funding arrangements for this project. Applications were currently being submitted for grants from a number of different sources. The Council were asked if they would agree to contribute £400 towards the project. The contribution was proposed by Cllr. Mallinder, seconded by Cllr. Friend and all Councillors were in agreement.</p>	<p>b) Clerk to continue to obtain funding</p>
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the Community Speed Watch programme</p> <p>b) To receive update from ‘Duck Corner to Water Tower’ Working Party</p>	<p>a) Cllr. Palmer reported that he was presently waiting to hear if Rendlesham PC had agreed that HPC could join their team and use their equipment. There were now sufficient people interested to arrange the training and a number of driveways had been offered. Whilst on the subject of speed, good feedback had been received regarding the SID. The Clerk confirmed that she would arrange any outstanding training for the next time the SID was moved.</p> <p>b) A meeting arranged with Mr James Greenwell had had to be cancelled on several occasions but was now due to take place on 8th May. Councillors discussed the options that might be available and the fact that some paths were emerging already (adjacent to the road). There was concern that a ‘need’ must be identified before any expense was incurred but it was also felt a good way to join both sections of the village. Cllr. Block also confirmed that it would be a good way of working with the local land owner to see if the PC could assist with any issues they had.</p>	<p>a) Clerk to arrange outstanding SID training. Cllr. Palmer to organise CSW training</p> <p>b) Cllr. Lewis, the Clerk and Mr Shelcott to attend the meeting.</p>

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<p>13. <u>Finance Matters:</u></p>		
<p>a) To agree Accounts for the year ending 31st March 2017</p>	<p>a) The accounts had been sent to all Councillors. Cllr. Stammers proposed that they be adopted, this was seconded by Cllr. Beecroft and all were in agreement</p>	<p>a) Clerk to publish</p>
<p>b) To receive and accept Internal Auditor’s Report</p>	<p>b) The Internal Audit Report had been circulated to all Councillors. Cllr. Friend proposed that it be accepted, this was seconded by Cllr. Coyne and all were in agreement</p>	<p>b) Clerk to publish</p>
<p>c) To agree responses to the Annual Governance Statement and sign the BDO Accounts Statement 2016/17 (Sections 1 and 2)</p>	<p>c) The Clerk read each element of the Annual Governance Statement and Council answered in the affirmative to all questions. Signing of the AGS was proposed by Cllr. Lewis, seconded by Cllr. Beecroft and all Councillors were in agreement. Signing of Section 2 was proposed by Cllr. Friend, seconded by Cllr. Mallinder and all Councillors were in agreement.</p>	<p>c) Clerk to send document to BDO</p>
<p>d) To discuss funding the hire of Hollesley Village Hall for an Age UK awareness event for the Wilford peninsula – probable cost £42.00</p>	<p>d) Councillors felt this proposal was a great idea. The amount was proposed by Cllr. Lewis, seconded by Cllr. Beecroft and all Councillors were in favour. Cllr. Block commented that there had been lots of interest in a recent pilot of chair based exercise in Bawdsey.</p>	<p>d) Clerk to inform Age UK</p>
<p>e) To discuss purchase of 2 new SID brackets at a total cost of £100.00</p>	<p>e) The purchase of two new brackets (for the new Black Ditch signs) was proposed by Cllr. Stammers, seconded by Cllr. Beecroft and all Councillors were in favour. Following on from a question raised at the APM, the Clerk was asked to find out the cost of placing an additional post (with sign) on Melton Road.</p>	<p>e) Clerk to order brackets and ask cost of a further post.</p>

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<p>f) To consider request from Hollesley Primary School for purchase of 12 Hi-Vis Jackets - Approximate cost £25</p> <p>g) To authorise the following Invoices for Payments: i. T Brown (Internal Audit) – £120.00 ii. A Stebbens (Mileage to Harry Stebbings Workshop) - £49.50 iii. SALC (2017 Subscription) - £437.65</p> <p>h) To note Payments made since April meeting: i. None</p> <p>i) To note Payments received since April meeting: i. Precept - £14,500.00</p>	<p>f) A discussion was had as to whether or not the waist-coats should be ‘sold’ to the school. Cllr. Mallinder stated he didn't feel it was the role of the PC to purchase these waistcoats and subsidise the school. In conclusion it was felt supplying such as small number was a ‘good will’ gesture. Purchase was proposed by Cllr. Stammers, seconded by Cllr. Beecroft and 6 Councillors were in favour</p> <p>g) The payment of the invoices was proposed by Cllr. Palmer seconded by Cllr. Friend and all were in favour. The cheques were retained by the Clerk for signing when Cllrs Burbridge and J Daly returned. The Clerk agreed to print out a new bank mandate to add Cllr. Lewis (as previously agreed). Cllr Mallinder also offered to be a forth signatory and this was agreed by all Councillors present.</p> <p>h) Noted</p> <p>i) Noted</p>	<p>f) Clerk to purchase and give to School</p> <p>g) Clerk to arrange signing and distribute. Clerk to complete bank mandate</p> <p>h) None</p> <p>i) None</p>
<p>14. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) To receive an update on the New Village Sign</p> <p>b) To formally receive resignation from Cllr. Chris Walker</p>	<p>a) A report had been circulated by the Clerk, the main points of which were read out.</p> <p>b) Cllr. Chris Walker’s resignation had been circulated. It was agreed that due to the length and quality of service Mr Walker had given, a small gift would be appropriate. It was suggested a gift set from the Adnams Store would be fitting.</p>	<p>a) Progress to continue</p> <p>b) Clerk to arrange</p>

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c) Community Land Trusts	c) The Clerk apologised for not putting this on the agenda as agreed at the last meeting. It was suggested that two Councillors (plus the Clerk) may form an advisory group to hold additional talks with Cllr. Block and possibly neighbouring parishes and representatives from SCDC. Cllrs. Palmer and Mallinder offered to be part of this group. Cllr. Block suggested that Justin Hunt and Jack O’Sullivan (SCDC) could come out to advise.	c) Cllr. Block agreed to set up an initial meeting
d) Badgers Sett in Shingle Street Road	d) The Clerk reported that the new bridge was a temporary solution until all concerned groups could decide the best course of action to take. It was agreed to monitor the situation closely alongside liaising with Natural England	d) Clerk to monitor
e) Drop Kerb request at Oak Hill	e) The Clerk explained that Cllr. Beecroft had passed to her a copy of a letter sent from Mr Carl Lennard (63 Oak Hill) to the Chairman of the Oak Hill Residents Association (Mr Young) asking for permission to put in a dropped kerb behind his property. The Clerk had spoken to Mr Young and he had informed her that as the land was owned by the OHRA it was a matter for them to decide and not SCDC, as is usually the case with planning matters. It had been the Clerk’s opinion that this was a private matter and not for the Parish Council to be involved with. Cllr. Beecroft felt it was important that the Parish Council were aware of the situation.	e) None
f) Updates	f) The Clerk agreed to provide updates on the following projects: <ul style="list-style-type: none"> • Play and Gym Equipment Project • Projects List • Bus Shelter 	f) Clerk to arrange

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15. To receive agenda items for next meeting and agree date of Next Meeting	The following items were requested added to the May agenda: <ul style="list-style-type: none"> • Community Land Trust • Teen Shelter from HMP Warren Hill • Warning signs for crossing at top of Fox Hill • Quiet Lanes (<i>July meeting agenda</i>) Date of next meeting will be 1st June 2017 – 7.30pm – at the Village Hall The Clerk reminded councillors that she was on holiday between 7th and 24th June (inclusive).	<ul style="list-style-type: none"> • Clerk to prepare June agenda

The meeting was closed at 9.05pm

Signed:
 Cllr. Helen Lewis, Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....