

Minutes of Hollesley Parish Council Meeting

Held on 7th September 2017 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Anne Hardwick, Cllr. James Mallinder and Cllr. Andrew Palmer

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

5 members of the public: Mr A Shelcott, Mr C Stammers, Mrs H Culling, Mr P Finlay and Mr A Catchpole

Record of Public Session:

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

- Mr Stammers – Footpath 3 – Giant Hog Weed and lumps of concrete still on the path – Clerk to Chase SCC Rights of Way
- Mr Shelcott – Path around Woodbridge Quay – very bad path and no signs, to improve the Path at the allotments would be a short term solution, you don't need to go 'over the mark' with the repairs
- Mr P Finlay – The footpath signs at the allotments are offensive, this is common place and a fact, there are too many signs, if you can't see them you shouldn't be there, are we going to have signs at Shingle Street warning of stones next? We are supposed to be a heritage coastline.
- Ms H Culling - We must start talking to other local Councils, especially regarding planning, infrastructure and bigger issues; we should be working together

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated and he followed up on the following items: *SCDC Local Plan Review* – considerable concern; *Tour of Britain* – road closures start tonight; *Suffolk Schools attainment* – very good news; *European Funding* rule changes for grants for energy saving (for businesses); *Highways reorganisation*; *Speeding* - commercial and agricultural vehicles are still an issue [It might be an idea to raise with the Country Landowners Association and National Farmers Union (Rob Wise is the local NFU rep)]
- Cllr. Block – Cllr. Block reported on the following items: *Major archaeological find* at the Anglia One Site in Bawdsey; *Bawdsey Ferry* - dial-a-ride service available in the winter months; *Bawdsey Quay parking*; *Glebe House enforcement* – Clerk to chase; *Neighbourhood Plan* – it may be necessary; *CLT Meeting* (see later) – the 'need' needs to be understood; *Merger of SCDC and WDC* to form ESDC; *Local Plan review* – Cllr Block to circulate a list of topics we may like to consider.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllrs. Jane and Tom Daly and Cllr. Michael Friend.	<ul style="list-style-type: none"> Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Hardwick declared a pecuniary interest in item 13. A)	<ul style="list-style-type: none"> Noted
3. To co-opt Parish Councillor and the signing of the Declaration of Acceptance of Office	There were no candidates for the position of Parish Councillor.	<ul style="list-style-type: none"> Clerk to advertise vacancy again
4. Public Session (record above)	Please see above	<ul style="list-style-type: none"> Clerk to chase report about footpath 3 and contact NFU
5. To agree Minutes of Council meeting dated 6 th July 2017	The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Palmer and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> Clerk to post on Web Pages
<p>6. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/17/3644/FUL – Proposed extension at 1 Swallows Close, Hollesley</p> <p>b) DC/17/3568/FUL – Single storey extension to existing dwelling and conversion of roof space at 9 Woodbridge Walk, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> Two small tress will be removed but they are very young Quite a large extension and it does take quite a large proportion of the garden but no major impact on others Conclusion: A response of Support was proposed by Cllr. Beecroft, this was seconded by Cllr. Hardwick and all Councillors were in favour <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> Has been reduced in size but it is still a large extension The dormer window has been moved and the Design and Access statement suggests they have complied with the suggestions of SCDC but it is out of keeping with other properties No objection, big plots and all different, no line of design Conclusion: A response of Support was proposed by Cllr. Mallinder, this was seconded by Cllr. Coyne. 4 Councillors were in favour, 2 against with 1 abstention 	<p>a) Clerk to notify ESDC Planning of Council’s opinion</p> <p>b) Clerk to notify ESDC Planning of Council’s opinion</p>

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<p>c) To confirm the process of dealing with planning applications and Councillors responsibilities.</p> <p>d) Special Meeting for discussing the SCDC Issues and Options Document</p>	<p>c) The Clerk explained that, although four Councillors were sent the hard copy plans, all Councillors are equally responsible for viewing all planning applications and forming a view. Any response put forward from HPC was from the whole Council. It was likely that sending hard copies of the plans would soon cease. If anyone would like a short training session on viewing the plans on line this would be provided. After discussion it was concluded that having the identified 'Planning Councillors' was still valid as these councillors still need to review the plans in more detail and circulate comments via e-mail to other Councillors.</p> <p>d) Councillors discussed the format of the 'Special Planning Meeting' on 19th October and its importance. In conclusion it was decided it would be a 'Public Meeting', starting at 7.00pm with James Mallinder chairing and the Clerk keeping notes. It would be preceded by a time for residents to make comments on paper (this would be 5.30pm ~ 7.00pm) and it would be following by a second Parish Council Meeting (date to be agreed), the following week.</p> <p>The public meeting would need to be carefully controlled so as not to overrun and it would need to look at what the overall vision for Hollesley was and then comments on each of the sites.</p>	<p>c) None</p> <p>d) Cllr. Burbridge to ask individuals to take photographs of the sites. Clerk to amend Public Meeting details & arrange another PC meeting</p>
<p>7. New Village Sign – To discuss and agree final design</p>	<p>After discussion it was agreed to opt for Design 2 but request a Red Tractor.</p> <p>The Clerk informed Council that unfortunately there was a 10 month waiting list for the sign.</p>	<ul style="list-style-type: none"> Clerk to contact Harry Stebbings to place the final order.

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<p>8. Enabling Development – To receive an update from Cllr. Palmer</p>	<p>Cllr. Palmer reported that he had engaged with a group from Sudbourne who were concerned over Enabling Development (ED). Council authorised his attendance at a forthcoming meeting to hear the concerns.</p> <p>Cllr. Palmer briefly explained the reason behind the ED and the role of the Alde and Ore Estuary Partnership (AOEP) and Bawdsey Coastal Partnership (BCP).</p> <p>Cllr. Block reported that she had been asking questions of BCP. There have been discussions at a ‘high level’ about the nature of ED sites and they have ‘taken advice’ but there are no sites yet</p>	<ul style="list-style-type: none"> • Cllr. Palmer to liaise with the Sudbourne group
<p>9. Community Land Trust – Report from Cllrs. Mallinder and Palmer</p>	<p>Cllrs. Mallinder and Palmer reported on a meeting which had taken place that morning with reference to CLT’s. This had involved engagement with a development company and discussions over land a Bawdsey which <i>may</i> be ideal for a CLT. This was proving to be a very positive way to engage with neighbouring parishes.</p> <p>It was agreed that Council be kept informed of progress with the need for a more formal discussion once more solid logistics were established.</p> <p>Cllr. Block was thanked for her efforts to involve the whole peninsula in this project.</p>	<ul style="list-style-type: none"> • Cllrs Mallinder and Palmer to continue to attend meetings and to report back to Council
<p>10. To discuss working with other Peninsula Councils on common issues and projects</p>	<p>After general discussion on the merits of working together it was decided to invite the other Peninsula parishes (Sutton, Sutton Heath, Bawdsey, Alderton, Shottisham, and Boyton) to a meeting in November. This would have an agenda but would also serve to discuss how such a forum should move forward and what its remit would be.</p> <p>Cllr Mallinder volunteered to attend on behalf of Hollesley.</p>	<ul style="list-style-type: none"> • Clerk to arrange initial meeting

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<p>11. Allotments:</p> <p>a) To receive an update on the path</p> <p>b) AONB Tree Nursery</p>	<p>a) The Clerk reported that she had met with Mr Mark Sly but that he had not provided a quote for the path. It was suggested that the roots could possibly be sprayed white to highlight them to walkers but this was dismissed. Mr Shelcott agreed to provide the telephone number for Mr Sly.</p> <p>b) The Clerk explained the concept of having a Tree Nursery and Councillors agreed to trial it.</p>	<p>a) Clerk to call Mr Sly</p> <p>b) Clerk to ask Mr Andrew Paul if 3" saplings from the Broxtead Estate could be lifted and grown on ready for the nursery</p>
<p>12. Village Hall/Recreation Ground:</p> <p>a) To receive an update on funding for the disabled ramps at the Main and Piano Corner entrance at the Village Hall</p>	<p>a) The Clerk reported the following funding arrangements:</p> <ul style="list-style-type: none"> • Hollesley Parish Council - £550.00 - banked • Hollesley Village Hall Committee - £513.45 - banked • Cllr. Block (ESDC) - £500.00 - banked • Cllr. Reid (SCC) - £750.00 – will be sent once project is underway • Annie Tranmer Trust - £250.00 – banked (£750 requested). • Hollesley Fete - £100.00 – banked (£200 requested) <p>There was a shortfall of £600. Councillors felt this project was very important and agreed to allocate the recent VAT refund of £511.59 to the project.</p>	<p>a) Clerk to arrange a site visit with Baker and King and a resident with wheel chair experience.</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To authorise wording for the statement from Hollesley Parish Council to the Blue Bell Wood enquiry inspector</p>	<p>a) <i>Cllr. Hardwick left the room.</i> The final version of the statement had been sent to Councillors on 11th August and this was agreed. The Clerk reported that she had a list of those who had given evidence and would contact these people with details of the Enquiry, once they were known. <i>Cllr. Hardwick returned to the room.</i></p>	<p>a) Clerk to send in statement</p>

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<p>b) To discuss a Walk/Run of Hollesley's Footpaths</p>	<p>b) A proposal (from Cllr. J Daly) had been handed to Councillors just before the start of the meeting. Councillors discussed funding, inclusion for all, beating the bounds, a footpaths walk, suitable dates, involving the school and a mix of walking and running. It was felt a good idea to have a specific Sports Event for the village but it was also felt Cllr. J Daly needed to be present as it was her idea. Councillors agreed to discuss the event again at the October meeting.</p>	<p>b) It was agreed to discuss this item at the October meeting</p>
<p>c) To discuss speeding vehicles (especially farm traffic) through the village</p>	<p>c) The Clerk reported that although she had had confirmation that all the farms operating through Hollesley had had the letter, no reply from any farm had been received. Councillors were disappointed that there had been no reply but not surprised. It was suggested that the Clerk check that Mr Parry (Mortiers Farms) had received the letter when she spoke to him next week on an unrelated matter.</p>	<p>c) Clerk to confirm Mr Parry received the letter</p>
<p>d) To receive an update on the Community Speed Watch programme</p>	<p>d) Cllr. Palmer report that the retirement of Sgt Cullum had put the project back a little but that he was now liaising with another contact who would push things through.</p>	<p>d) Cllr. Palmer to continue with the project</p>
<p>e) To receive response from Mr Greenwell to our questions regarding the path between Duck Corner and Water Tower.</p>	<p>e) Mr Greenwell's response had been circulated (9th August) but it was felt there were still many unanswered or uncertain elements. Cllr Block suggested it may be time to engage with a second land owner of land in the strip, namely the Church, due to the split ownership of the land and agreed to assist with any talks.</p>	<p>e) Clerk to liaise with Cllr. Block as to the most appropriate method of engaging with both Mr Greenwell and the diocese</p>
<p>f) To receive an update on the bus shelter</p>	<p>f) The Clerk reported again that despite requesting the Licence from SCC Highways for the sixth time, it had still not been received.</p>	<p>f) Clerk to write to Mr Chenery again</p>

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<p>g) To discuss the Public Space Protection Order at Shingle Street</p>	<p>g) There was split opinion on the merits of Public Space Protection Orders and their viability. On one hand it was felt a draconian way of criminalising people which was unenforceable and on the other it was felt having the order would ultimately protect the nesting birds. After discussion Cllr. Mallinder proposed the Council supported the order. This was seconded by Cllr. Lewis and Councillors voted 4 for and 3 against the motion.</p> <p>On a separate matter, Councillors reported that the bins at Shingle Street had been overflowing on many occasions over the summer. The Clerk suggested they were the responsibility of Bawdsey PC and agreed to liaise with them over the situation</p>	<p>g) Clerk to send letter of support for the order</p> <p>Clerk to speak to Bawdsey PC Clerk regarding litter bins at Shingle Street.</p>
<p>14. <u>Finance Matters:</u></p> <p>a) To agree Accounts to 31st July 2017</p> <p>b) To discuss letter from Mrs D Barnard regarding charges for litter picking</p> <p>c) To discuss advertising for a Maintenance Person to carry out all maintenance tasks</p>	<p>a) The accounts to 31st July 2017 had been sent to all Councillors. Cllr. Burbridge agreed to check the Bank Statements</p> <p>b) After discussion it was agreed to pay the increase to £50 per month but to organise a review of the Litter Picking role in January.</p> <p>c) The Clerk explained that there were a number of odd jobs around the village such as hedge cutting, bench painting, etc. that it would be handy to officially pass over to a 'Maintenance Person' to complete. This would be a self-employed role and the successful candidate(s) would need to hold valid Public Liability insurance. Councillors agreed it was a good idea and asked the Clerk to advertise the contract.</p>	<p>a) None</p> <p>b) Clerk to inform Mrs Barnard</p> <p>c) Clerk to place item in VV</p>

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Came and Company (Annual Insurance) – £664.24 ii. C Stammers (Weed Spraying at the Allotments) - £30.00 <p>e) To note Payments made since July meeting:</p> <ul style="list-style-type: none"> i. Binder Ltd (Drain clearance) - £180.60 ii. SC Norse (Refuse Collection) - £26.80 iii. Westcotec Ltd (SID Bracket) - £60.00 iv. Village Sign People (Sign Design) – £100.00 v. Anglian Water (Allotments) - £51.33 vi. BDO LLP (External Audit) - £276.00 <p>f) To note Payments received since July meeting:</p> <ul style="list-style-type: none"> i. Hollesley Village Hall Committee (Ramps) - £513.45 ii. Hollesley Fete (Ramps) - £100.00 iii. Annie Tranmer Trust (Ramps) - £250.00 iv. East of England Co-Op (Cemetery) – £525.00 v. VAT Refund - £511.59 vi. Cemetery Plot Reservation for L J Smith - £300.00 vii. SCDC (Ramps) - £500.00 	<p>d) The payment of the invoices was proposed by Cllr. Burbridge, seconded by Cllr. Beecroft and all were in favour they be paid. The cheques were signed by Cllrs. Mallinder and Burbridge.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) Clerk to distribute.</p> <p>e) None</p> <p>f) None</p>
<p>15. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) To discuss changing the meeting date (from Jan 2018) to the third Thursday of the month</p>	<p>a) After a short discussion it was agreed to change the meeting date to the third Thursday of the month, starting in January 2018</p>	<p>a) Clerk to book hall</p>

Chair’s initials.....

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<p>b) To discuss a Parish Council Christmas Event</p> <p>c) Update on the Play Equipment Project</p> <p>d) To discuss visit from Dr Therese Coffey MP, possible additional points to put to her and the suggestion of a Peninsula Surgery</p>	<p>b) Due to little momentum for this project it was agreed to look to again organise a Spring Bazaar in 2018.</p> <p>c) The Clerk reported due to a family illness Ms Bathe had had to be away quite a bit over the summer but it was hoped the project would get underway soon</p> <p>d) Councillors suggested that holding a Peninsula Surgery may be more productive and a better use of time than just 10 minutes in each village. Cllr. Mallinder volunteered to write to Dr Coffey to suggest this.</p>	<p>b) Cllr Mallinder and Clerk to organise in January</p> <p>c) Clerk to report to Council at the next meeting</p> <p>d) Cllr. Mallinder to contact Dr Coffey</p>
<p>16. To receive agenda items for next meeting and agree date of Next Meeting</p>	<p>The Clerk agreed to investigate the following items:</p> <ul style="list-style-type: none"> • Cllr. Beecroft confirmed that he is still the official Tree Warden for the village. <p>The following items were requested added to the October agenda:</p> <ul style="list-style-type: none"> • None <p>Date of next meeting will be 5th October 2017 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare October agenda

The meeting was closed at 10.02pm

Signed:
Cllr. Helen Lewis, Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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