

**Minutes of Hollesley Parish Council Meeting**

Held on 7<sup>th</sup> December 2017 ~ 7.30pm

At Hollesley Bowls Club, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Colin Beecroft, Cllr. Trevor Burbridge, Cllr. Jane Daly, Cllr. Anne Hardwick, Cllr. Hazel Hughes (after item 3), Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

8 members of the public: Mr P Finlay, Mr D Wood, Mrs P Wood, Mr A Shelcott, Mrs H Culling, Mr C Stammers, Mrs Hazel Hughes and Mrs Zoe Day

**Record of Public Session:**

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

- Mr Shelcott – Three items – driveway still being used to access property in Moorlands, holes in pavement outside village shop and parking area next to Moorlands being used for overnight parking (with *additional comments from Cllr. Mallinder*).
- Mr Wood - Compliant – Clerk keeps the whole village aware of items and in my view she is just doing a super job in alerting villagers to applications of interest. I am not alone in thinking this; we are all thoroughly behind Judi.
- Ms Culling – The Dell – Notification that the application for the ‘change of materials’ was not necessary as this had previously been authorised – *possible explanation offered by the Clerk*.
- Mr Finlay – Buses for school children – those being picked up on the top of Fox Hill are in grave danger from vehicles exceeding the speed limit in this location, ideally we need a path from the bottom of Parsons Hill to the Allotment entrance to negate the need for many children to cross the road twice.
- Mr Finlay – Tree Nursery – Seems to be in a strange place as the hedge will zap the water and tress may not grow.

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated.
- Cllr. Block – Cllr. Block had reported to the Clerk on a Planning matter, to be raised in item 7.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (Family commitment), Cllr. Tom Daly (work commitments), Cnty. Cllr. Andrew Reid and Dist. Cllr. Christine Block	<ul style="list-style-type: none"> <li>Accepted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Burbridge declared a pecuniary interest in item 16	<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	<p>Candidates standing were Mrs Hazel Hughes, Mrs Zoe Day and Mr Roger Dawson. Mrs Hughes and Mrs Day gave a short statement on why they would like to be a Councillor. The Clerk read a statement from Mr Dawson.</p> <p>All candidates were thanked for standing and a vote was taken:</p> <ul style="list-style-type: none"> <li>Mrs Hazel Hughes – 4</li> <li>Mrs Zoe Day – 2</li> <li>Mr Roger Dawson – 0</li> </ul> <p><i>One Councillor abstained from voting</i></p> <p>Mrs Hughes was congratulated and invited to join the meeting. The Declaration of Acceptance of Office was signed</p>	<ul style="list-style-type: none"> <li>Clerk to register Cllr. Hughes with SCDC and thank Mr Dawson and Mrs Day officially for standing.</li> </ul>
4. To hear a complaint made by Mr N Bingham with reference to wording used by the Clerk in Grapevine 141	<p><i>The Clerk stepped outside and Cllr. Hardwick took minutes for this item.</i></p> <p>The application was same in terms of drawings, only covering letter had changed – quoting regulations.</p> <p>In Cllrs opinions this did not impact on the ‘Resubmission’ headline. Exceptional to send Grapevine message for planning, but advise from SC re. taking comments into account from previous submission</p> <p><u>Conclusion:</u> Judi made a factual and accurate and informative grapevine message with necessary emphasis on details which would otherwise be missed.</p>	<ul style="list-style-type: none"> <li>A response should be sent to Mr Bingham by Chair of PC, Cllr. Lewis</li> </ul>

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	<p>The Parish council is very clear that the Grapevine does represent PC opinions and Cllrs do have the opportunity to comment, however, if there is a need then the clerk could send the email to PC members first to give 24hrs to comment before publication.</p> <p>The lessons to be learnt from this are that a collective responsibility for grapevine messages must be accepted and timely comments need to be made by Councillors where perceived bias or ambiguity may be possible. The PC council does not accept however that there was bias in the message, factual language was used and we fully support the Grapevine message for the reasons given above.</p> <p><i>The Clerk re-joined the meeting</i></p>	
<p>5. Public Session (record above)</p>	<p><i>Head before item 4</i> Please see above</p>	<ul style="list-style-type: none"> <li>• Clerk to inform Mr Andrew Paul of continued new driveway use and parking area overnight use</li> <li>• Clerk to write to Chairman of Hollesley School Governors with concerns for children's safety.</li> </ul>
<p>6. To agree Minutes of Council meetings dated 2<sup>nd</sup> November 2017</p>	<p>The minutes were proposed as accurate by Cllr. Hardwick, seconded by Cllr. J Daly and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> <li>• Clerk to post on Web Pages</li> </ul>

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<p>7. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/17/4626/FUL Proposed alterations, extensions &amp; detached double garage to form larger hobbies/playroom &amp; sun room to rear. - 1 Melton Road, Hollesley</p> <p>b) Glebe House Enforcement</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• No concerns with the garage conversion to a play room or the sun room on the back, only possible concern is for new double garage, but there is lots of space and it is in keeping with Dairy so no objections</li> <li>• There is a definite increase in light pollution in this area of the village; this might set a precedent and we need to monitor</li> <li>• In keeping with other houses</li> <li>• Conclusion: A comment of ‘no objection’ was agreed by all Councillors</li> </ul> <p>b) The Clerk read an update from Cllr. Block indicating that enforcement officers were investigating the current development at land next to Glebe House, Rectory Road</p>	<p>a) Clerk to notify ESDC Planning of Council’s opinion</p> <p>b) Noted and Clerk to monitor situation</p>
<p>8. Neighbourhood Plan – To receive report from Cllr. Mallinder regarding the establishment of a Neighbourhood Plan</p>	<p>Cllr. Mallinder gave an overview of what a Neighbourhood Plan (NP) was and how much work producing one would involve. He focused on the need for continued resident engagement and for the plan to represent the whole village. Cllr’s also debated the need for the plan to cover many areas of ‘development’, not just housing.</p> <p>Concern was raised over the effectiveness of plans and especially issues that Great Bealings had recently raised.</p> <p>It was felt that Hollesley was a large village and ideally would work with the other peninsula parishes to produce a wider plan but this may be impossible due to the differing natures of each village.</p> <p>It was understood that help, advice and funding was available and that Cllr. Block would be key to any plan’s success. Key barriers were thought to be keeping momentum going and the public engaged.</p>	<ul style="list-style-type: none"> <li>• Cllr. Mallinder to do further research and report back to the January meeting</li> </ul>

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<p>9. Community Land Trust – Report from Cllrs. Mallinder and Palmer</p>	<p>Cllr. Mallinder reported that both himself, Cllr. Palmer and Cllr. Hardwick had attendee a recent meeting and are now Trustees for the CLT. There was slow progress and the group was looking at all options. Assistance was available from an expert and Gerry Bathe was assisting with Project Management.</p> <p>It was acknowledged that the backing from the Parish Councils of all Parishes involved was essential. However, Councillors felt that, although they supported the project in principle, they needed more information before they could fully support a ‘proposal’</p>	<ul style="list-style-type: none"> <li>• Cllr’s Mallinder, Hardwick and Palmer to continue attending meetings and bring any firm proposals to the Parish Council.</li> </ul>
<p>10. HPC E-mail and Hollesley Grapevine – To discuss process and procedures around both elements</p>	<p>Following discussion on the need for ‘checks and balances’, collectively responsibility and allowing the Clerk the correct level of authority to do her job, the following amendments were agreed:</p> <p><u>E-Mails</u></p> <ul style="list-style-type: none"> <li>• No change to current working practice and <i>status quo</i> maintained</li> </ul> <p><u>Grapevine</u></p> <ul style="list-style-type: none"> <li>• Any message not from HPC to clear indicate where it has originated</li> <li>• Clerk to circulate any potentially controversial message to Councillors giving a deadline for replies and as much time as possible</li> <li>• Words ‘On behalf of Hollesley Parish Council’ to be added to the Grapevine template</li> <li>• Planning applications to be send out as a ‘one liner’ with link to application</li> <li>• Message advising residents how they can monitor applications in Hollesley to be sent out</li> </ul> <p>Cllrs were reminded that virtually everything they say on e-mail could be in the public domain so to show caution</p>	<ul style="list-style-type: none"> <li>• Clerk to put changes in place</li> </ul>

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11. To discuss and confirm appointment of a Data Protection Officer	The Clerk reported that she was attending training at LCPAS later in December and suggested that no decision on appointing a DPO was made until after this training had been attended, due to the very confusing and mixed messages surrounding this subject.	<ul style="list-style-type: none"> <li>• Clerk to report back at the January meeting</li> </ul>
12. Allotments: a) To receive an update on the path  b) To receive an update on the Tree Nursery	a) The Clerk reported that the gentleman whose name had been passed to her had been contacted on several occasions but had not returned her calls.  b) This had now been rotovated and the remainder of the fence was due to be out up on 13 <sup>th</sup> December	a) Clerk to continue to chase  b) Clerk to manage project
13. <u>Highways and Footpaths:</u>  a) To receive an update on the Community Speed Watch programme  b) To discuss replacing the 'HOLLESLEY' sign as you enter the village along Heath Road.  c) To discuss Litter Collection contract and possibly asking Hollesley Bay to be involved	a) Cllr. Palmer reported CSW was now 'Up and running', training had happened and would be cascaded to others. First session was not recorded due to an issue with the calibration of the gun but the next session would be logged and would be held next week.  b) Rules for working on or next to the highway had been received from SCC Highways and justified the cost of replacing the sign. After much debate it was agreed that the Clerk should request SCC Highways install an appropriate village entrance sign, as the one there presently was not an official one. If this was not forthcoming the Clerk was asked to order just the word 'HOLLESLEY' on a sign exactly the same size as the present one.  c) Cllr. Palmer suggested his interpretation of the law in this area was that SCDC <i>did</i> have a duty to collect litter or to pay for this to happen. It was also agreed that it would be a good idea to involve the Open Prison if possible.	a) Cllr. Palmer to report on progress at Jan meeting  b) Clerk to write to SCC and then order sign if appropriate  c) Cllr Palmer and Clerk to draft a letter to SCDC. Clerk to contact Hollesley Bay Governor

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<p>d) To receive an update on the Duck Corner to Water Tower Path</p> <p>e) To discuss Village 5K Run</p>	<p>d) The Clerk reported that, after speaking to Revd. Hatchett, both herself and Cllr Block had arranged a meeting with the Suffolk Diocese to discuss options with the section of the land closest to Duck Corner.</p> <p>e) Cllr. J Daly gave details of a practice run that had taken place on 4<sup>th</sup> Nov. Following lessons learnt from this the proposal was now to run regular 5K sessions in line with the ‘Couch to 5K’ project but to keep these very informal and outside control of the Parish Council. They would be cross country runs but would not involve the Parish Council formally so there would be no need to think about insurance, etc. It was agreed that dates of the runs would be advertised in the Village Voices and on the Grapevine.</p> <p>Separately Councillors agreed it may be a good idea to organise a Peninsula Wide sporting event and also to Beat the Bounds on Rogation Sunday in 2018.</p>	<p>d) Clerk to report back at the January meeting</p> <p>e) Cllr. J Daly to notify Clerk of dates of events. Clerk to look up Rogation Sunday and pencil in Beating of the Bounds of Hollesley Upper Common.</p>
<p>14. <u>Finance Matters:</u></p> <p>a) To agree Accounts to 31<sup>st</sup> October 2017</p> <p>b) To agree budget for 2018/19 and Precept Request Amount</p>	<p>a) The accounts to 31<sup>st</sup> October 2017 had been sent to all Councillors. Cllr. Burbridge agreed to check the Bank Statements but the Clerk had bought the wrong folder along</p> <p>b) Cllrs debated the merits of a small increase in the Precept so as not to require a larger one at a later date, against the current austerity measures and the need to spend public funds carefully. It was also suggested grants could be sought for many projects next year. Cllr. Mallinder proposed the precept request was sufficient to show a zero increase (i.e. £29,047.15), this was passed by 4 votes to 3 with 1 abstention.</p>	<p>a) Clerk to take correct accounts folder to Cllr. Burbridge for checking</p> <p>b) Clerk to request a Precept of £29,047.15</p>

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c) To review the allocation of funds for projects.	c) It was agreed to keep the 'Allocated Reserves' the same as March 2017 but to amend the name of the Pavilion item to 'Pavilion Reserve'	c) Clerk to amend documentation
d) To discuss request from Friends of Hollesley Primary School for grant of £100	d) Cllr. Mallinder suggested he was unhappy with the Parish Council supporting the concept of gambling. After discussion it was agreed to grant £100 to the Friends if Hollesley School but to request they used it to directly benefit the children and not as the Raffle prize money. Cllr. Lewis also commented that it would be nice if the Council was invited to some school events. Cllr. Hardwick also suggested Poplar Park would be delighted to give a raffle prize.	d) Clerk to draw cheque and distribute
e) To authorise the following Invoices for Payments: i. SALC (4 invoices) - <b>£162.80</b> ii. Mr G Collins (Cemetery Grass and Allotment Jobs) - <b>£720.00</b> iii. Hollesley Village Hall (Hall Hire 2017/17)- <b>£280.10</b> iv. Getmapping Plc - <b>£36.00</b> v. Mr J Terrell (Maintenance) - <b>£367.22</b>	e) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and J Daly	e) Clerk to distribute.
f) To note Payments made since last meeting: i. Royal British Legion (Grant) - <b>£100.00</b>	f) Noted	f) None
g) To note Payments received since last meeting: i. Allotments Rents (x 3) - <b>£74.42</b>	g) Noted	g) None
h) Boyton Village Hall using Outdoor Playing Space Fund	h) The Clerk notified Councillors that Boyton Village Hall wished to use £1,060.60 of the £23,385.49 available to Hollesley and Boyton villages through the SCDC Outdoor Playing Space Fund. Agreed	h) Clerk to inform SCDC

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<p>15. <u>To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</u></p> <p>a) To receive reports on any meetings attended by Councillors</p> <p>b) To discuss amended the meeting start time to 7.00pm, from 7.30pm</p> <p>c) To discuss establishing a small orchard at the Recreation Ground</p> <p>d) Comments regarding escaped prisoners from Hollesley Bay</p>	<p>a) Cllr. Palmer –Enabling Development Meeting at Sudbourne – very well attended, ED is currently on hold for the AOEP</p> <p>b) After discussion it was agreed to leave the meeting start time at 7.30pm</p> <p>c) The Clerk explained the PC had been offered 6 large trees (oak and walnut). These were too big for the Tree Nursery but it was wondered if the PC would like to place them in the corner of the Recreation Ground. This was felt a very good idea and the Clerk was asked to check with the Football Teams</p> <p>d) It was agreed that the Parish Council should make no comment about recent absconders from Hollesley Bay</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to speak to Sutton Heath Football Club</p> <p>d) Clerk to notify reporter</p>
<p>16. To discuss SCDC Initiative for supporting locations with poor broadband</p>	<p><i>Cllr Burbridge left the meeting</i></p> <p>Cllr. Mallinder recalled details of a fund SCDC have to assist residents where Broadband is poor. It was agreed to speak to Cllr Block on the process for utilising the fund and then place an item in the next Village Voices to ask if there are pockets of poor service.</p> <p><i>Cllr Burbridge returned to the meeting</i></p>	<ul style="list-style-type: none"> <li>• Clerk to speak to Cllr. Block and then place item in the Village Voices</li> </ul>
<p>17. Annual Review of Documentation - To confirm all HPC’s Documentation has been reviewed and any amendments necessary made</p>	<p>The Clerk was asked to allocate documentation to individual Councillors for review – with the important ones such as Financial Regulations and Standing Orders being reviewed by all</p>	<ul style="list-style-type: none"> <li>• Clerk to allocate documents out</li> </ul>

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18. To receive agenda items for next meeting and agree date of Next Meeting	The following items were suggested added to the January agenda: <ul style="list-style-type: none"> <li>• Play Park Project</li> </ul> Date of next meeting will be <b>18<sup>th</sup> January 2018</b> – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> <li>• Clerk to prepare January agenda</li> </ul>

The meeting was closed at 10.00pm

Signed: .....  
Cllr. Helen Lewis, Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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*Chair's initials.....*