

Minutes of Hollesley Parish Council Meeting

Held on 18<sup>th</sup> January 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Colin Beecroft, Cllr. Andrew Coyne, Cllr. Trevor Burbridge, Cllr. Michael Friend, Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

2 members of the public

**Record of Public Session:**

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

- Rubbish at Moorlands near number 22 - Clerk to chase Flagship as to action they are taking with reference to the unofficial drive and the items being dumped in the location

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated.
- Cllr. Block – Cllr. Block reported on: the merger of SCDC and WDC, Glebe House - enforcement action possibly required, Shoreline Management Plan between Shingle Street and East Lane (Easton Bavents may be a good location to refer to with reference to coastal defences).

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (holiday), Cllr. Jane Daly (work commitments) and Cllr. Tom Daly (work commitments)	• Accepted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	None	• Noted
3. Public Session (record above)	Please see above	• Clerk to chase Flagship regarding 22 Moorlands

Chair’s initials.....

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<p>4. To agree Minutes of Council meetings dated 7<sup>th</sup> December 2017</p>	<p>The minutes were proposed as accurate by Cllr. Hughes, seconded by Cllr. Palmer 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>
<p>5. To discuss and agree responses to the following Planning Applications:</p> <p>a) DC/17/5146/FUL Single storey side extension - 14 Moorlands, Hollesley – <i>To ratify comments already sent to SCDC</i></p> <p>b) DC/17/5154/FUL – Alterations for Fire Safety reasons – Blything Unit, Hollesley Bay, Hollesley - <i>To ratify comments already sent to SCDC</i></p> <p>c) <i>Item C on the agenda was a duplication of A</i></p>	<p>a) Comments on this application had been sent in and were ratified.</p> <p>b) Comments on this application had been sent in and were ratified.</p>	<p>a) None</p> <p>b) None</p>
<p>6. Neighbourhood Plan – To receive report from Cllr. Mallinder regarding the establishment of a Neighbourhood Plan</p>	<p>Cllr. Mallinder reported that he and the Clerk had visited three parishes to speak about their experiences writing a Neighbourhood Plan (NP) – details had be passed to all in an e-mail. Each village was very different but a much clearer understanding of NP’s was derived. Most start with a catalyst (a major planning application for example) but this does not have to be the case. Hollesley has many areas it might want to include in a plan (protection of countryside, protection of street scene, designation of housing areas, protection of coastline, etc.). Public involvement is key and engagement has to be maintained. Maybe an idea to wait until the SCDC Draft Local Plan is published in April before we do anything else. A plan would take 3 years at least and would cost around £12k but there are grants available. The Project Management would need a dedicated person who may or may not require paying. Boyton may be interested in joining us. May be an idea to have a stall at the fete? Tasks would need to be split and committee would need to be dedicated to the task.</p>	<ul style="list-style-type: none"> <li>• Cllr. Mallinder to continue to research NP process</li> <li>• All Councillors to view as many plans as they can to obtain a full understanding of the work required.</li> <li>• Cllr. Mallinder to send link to NP’s for all three Councils visited</li> <li>• Clerk to alert SCDC to the discussions</li> </ul>

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<p>7. Community Land Trust – Report from Cllrs. Mallinder and Palmer</p> <p>a) To seek approval to hold £5,000 for the CLT Group whilst their bank account is set up</p>	<p>Cllr. Mallinder reported that the CLT committee had been allocated to topics to take things further. This will take time but there should be something tangible to report and discuss in the summer. Cllr. Palmer reported that the Finance Team had meet and they were keen to obtain the revenue funding from SCDC.</p> <p>a) Cllr. Block explained that the CLT group had not yet established a bank account and this would be only to temporarily hold the funds until the account was set up. All Councillors agreed that HPC could hold the revenue funds temporarily</p>	<ul style="list-style-type: none"> <li>• Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC</li> </ul> <p>a) Clerk to contact SCDC with details of account funds should be transferred to.</p>
<p>8. To receive update from the Clerk on the impending Data Protection Legislation</p>	<p>The Clerk had sent various pieces of correspondence to Councillors over the past month; some of which was contradictory. She had also had personal communication with NALC and SALC over the appointment of a Data Protection Officer, with no reply to date.</p> <p>It was agreed that this subject continue to be monitored by the Clerk and a decision on the appointment of a DPO made once further guidance had been received. Councillors were also reminded of the ‘Councillor DP Training’ in Ufford and encouraged to attend.</p>	<ul style="list-style-type: none"> <li>• Clerk to report back at the February meeting</li> </ul>
<p>9. Proposed Path 65 (Blue Bell Wood Path):</p> <p>a) To discuss additional segment HPC requested to connect proposed path 65 to the existing footpath on the North side of the ditch</p> <p>b) To discuss asking Poplar Park owners allow access to the Blue Bell Wood on a certain day(s)</p>	<p>a) After initial discussion Cllr. Burbridge agreed to speak to Mr Alan Shelcott regarding this path</p> <p>b) The Clerk advised that Cllr. Hardwick had suggested this item was deferred to the February meeting when both she and her husband would like to put a proposal to the village on this subject. This was agreed</p>	<p>a) Cllr. Burbridge to speak to Mr Shelcott</p> <p>b) Clerk to add to the February agenda</p>

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<p>10. To discuss the contract for Litter collection in the village</p>	<p>The Clerk reported that the prison residents were unable to support the Annual Litter Pick in March</p> <p>Councillors discussed the legal obligations of Litter Authorities, response from SCDC still awaited. The date for the annual litter pick had been set at 10<sup>th</sup> March (to be advertised in the March Village Voices). Cllr. Palmer reported that much of the litter in the village was aluminium cans and it was suggested the Clerk investigate having a local can bank.</p> <p>Councillors discussed the contract to pick litter on a monthly basis. Before any decision was made it was suggested the Clerk ask Mrs Barnard for specific details of the hours she works, the volume of litter she picks up in a month and the roads she visits.</p>	<ul style="list-style-type: none"> <li>• Clerk to chase SCDC with reference to their legal responsibilities</li> <li>• Clerk to research having a can bank in the village, where any payments would benefit the residents</li> <li>• Clerk to speak to Mrs Barnard about the current contract</li> </ul>
<p>11. <u>Highways and Footpaths:</u></p> <p>a) To seek opinions on the small car park next to Moorlands</p> <p>b) To receive an update on the Community Speed Watch programme</p> <p>c) To receive an update on replacing the 'HOLLESLEY' sign as you enter the village along Heath Road.</p>	<p>a) After discussion Councillors decided the temporary car park should remain but be monitored closely.</p> <p>b) Cllr. Palmer reported on the sessions undertaken and the time each parish could have the equipment. It was decided not to investigate purchasing our own equipment at the present time but to re-visit this if too many villages required the equipment.</p> <p>c) The Clerk reported that the total cost of a sign just saying 'HOLLESLEY' would be £107.00 (plus VAT). This purchase was proposed by Cllr. Mallinder, seconded by Cllr. Burbridge and all were in agreement</p>	<p>a) Clerk to thank Mr Paul for his offer to close the area.</p> <p>b) Cllr. Palmer to continue to manage</p> <p>c) Clerk to purchase sign</p>

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<p>d) To receive an update on the Duck Corner to Water Tower Path</p> <p>e) To discuss traffic calming measures on Fox Hill, including a warning sign on Allotment Path and 'hoops' at the School end of the Allotment Path to slow children</p> <p>f) To discuss turning the corner of the Recreation Ground in to a Wild Flower Meadow with trees and bushes</p>	<p>d) The Clerk reported that she had meet with a representative of the Church (County level) and they were presently looking at options</p> <p>e) After discussion it was agreed to take the following actions:</p> <ul style="list-style-type: none"> <li>• Request signs are moved to more appropriate locations to warn of the school crossing</li> <li>• Place one large sign on the allotment side of the gate (next to The Street) and ask the School to equal fund it.</li> <li>• Consult again with the school about the best solution for the School Drive end of the allotment path.</li> <li>• Send details of correspondence to resident who raised original concerns.</li> </ul> <p>f) After discussion it was agreed to just plant the trees and have protection around each and not a large fence in the corner of the field. Planting to take place in the autumn</p>	<p>d) Clerk to chase</p> <p>e) Clerk to get sign quotation. Clerk to arrange meeting with School. Clerk to speak to SCC with reference to moving signs. Clerk to print correspondence and take to resident who raised concerns</p> <p>f) Clerk to get quote for tree protection</p>
<p>12. <u>Finance Matters:</u></p> <p>a) To agree Accounts to 30<sup>th</sup> November 2017</p> <p>b) To review the Internal Controls and Efficiency of our Internal Audit</p> <p>c) To authorise purchase of the 20 policy documents from LCPAS to assist with the Data Protection Act adjustments to Council documentation (£30.00).</p>	<p>a) The accounts to 30<sup>th</sup> November 2017 had been sent to all Councillors. Cllr. Mallinder agreed to check the Bank Statements</p> <p>b) A summary of our internal controls and details of our Internal Auditor had been sent to Councillors previously. It was agreed that the present controls are reasonable and the Internal Auditor is suitably qualified.</p> <p>c) All Councillors agreed these templates should be purchased</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to request an invoice</p>

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<p>d) To discuss working with Ipswich Borough Council on Play Park Quarterly and RoSPA Annual Inspection (£397.00 plus VAT quoted Dec 2015</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Clerk’s expenses for Oct, Nov and Dec) - <b>£149.65</b></li> <li>ii. HMRC (Clerk’s PAYE) - <b>£301.80</b></li> <li>iii. Ipswich Borough Council (Emergency Repairs to Play Equipment)- <b>£634.63</b></li> <li>iv. D Barnard (3 month’s litter collection) - <b>£150.00</b></li> </ul> <p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. Friends of Hollesley School (Grant) - <b>£100.00</b></li> <li>ii. J Hallett (3 month’s salary) - <b>£1,207.07</b></li> </ul> <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. Allotments Rent (x 1) - <b>£28.00</b></li> <li>ii. Cemetery Stone Engrave Charge - <b>£25.00</b></li> </ul>	<p>d) The Clerk explained that recently no regular inspection of the equipment, with written records, had been taken. IBC’s service was explained. The Clerk asked to obtain at least one other quote for this work before any decision was made.</p> <p>e) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Mallinder</p> <p>f) Noted</p> <p>g) Noted</p>	<p>d) Clerk to seek other quotes for the service</p> <p>e) Clerk to distribute.</p> <p>f) None</p> <p>g) None</p>
<p>13. <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>a) There were none</p>	<p>a) None</p>

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<p>b) To discuss holding a Spring Bazaar</p> <p>c) To gather items to be included in the next Village Voices article</p> <p>d) To receive notification of change of date of the Annual Parish Meeting</p>	<p>b) After discussion it was agreed to hold an event after the Beating of the Bounds / Footpaths Walk in May.</p> <p>c) The following items were suggested: SID figures (over 30 mph), Hall ramps, Promotion of the Council, New sign and litter pick</p> <p>d) The Clerk informed the Council of the need to change the date of the APM due to a mix up with the hall booking. The new date is now 11<sup>th</sup> April. Ideas for speakers were given</p>	<p>b) Clerk to plan for Rogation Sunday event</p> <p>c) Clerk to draft and send for review</p> <p>d) Clerk to book speaker</p>
<p>14. Annual Review of Documentation - To confirm all HPC's Documentation has been reviewed and any amendments necessary made</p>	<p>Each Councillor had been allocated a document to review.</p> <p>A number of amendments had been suggested and were listed. It was agreed to make all these amendments and re-publish the documents, where necessary.</p>	<ul style="list-style-type: none"> <li>Clerk to amend and republish documents</li> </ul>
<p>15. To receive agenda items for next meeting and agree date of Next Meeting</p>	<p>The following items were suggested added to the January agenda:</p> <ul style="list-style-type: none"> <li>Play Equipment</li> </ul> <p>Date of next meeting will be <b>15<sup>th</sup> February 2018</b> – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> <li>Clerk to prepare February agenda</li> </ul>

The meeting was closed at 9.15pm

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

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

*Chair's initials.....*