

Minutes of Hollesley Parish Council Meeting

Held on 15th February 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Jane Daly, Cllr. Tom Daly, Cllr. Michael Friend, Cllr. Anne Hardwick, Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. Christine Block

8 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):

- Hall Chair and Secretary – Heating, night storage heaters, £3-4k per year, need replacing, CAS have been involved, options: Storage heaters, convector heaters or radiant heaters (preference convector heaters), visited Playford Village Hall and wonderful, cost £8 – 10k approx.. could do 2 phases, hall committee doesn't have much money, reserves below a healthy level, looking at fund raising, grants from HPC, SCDC, SCC and others, just letting you know what is going on, extra heaters have been required, we don't want to loose any clubs. *Do all clubs bring in money?* We roughly break even. Energy costs will be dramatically reduced. Costs could be recouped in 4 to 5 years. The £3,000 grant in April will be absorbed by running costs. SCDC and SCC will have funds next year. We will be planning fund raising. Some grants would be available. Cllr. Hughes agreed to join the hall fundraising group to help with the project.
- Woods Lane Development – is there truth in the rumour they will be ferrying the children to Leiston High School? Unknown.
- Strategic Planning talk from Therese Coffee – Chair mention road by Sutton Hoo for shared foot and cycle path; info passed to Andrew Reid,
- Proposal for BlueBell Wood – Proposal from Mr Hardwick. Open Easter Week-end and perhaps later in the year; may depend on Mr Leggett as his land will be used for access, 8.00am ~ 5.00pm, Fri, Sat Sun; Just the BlueBell wood to start with; will be signed; *people will be most appreciative*; hope to be more often, *really nice gesture*; offering the event as people were upset about the wood being closed, *the enquiry showed the weight of feeling and it is good that that has been acknowledged*; this is a test to see how it goes; *Would a permissive path be possible in the future?*, perhaps not for discussion at this meeting. *Would be more meaningful to have some sort of acknowledgement by having a permissive path?* Other paths may be available and possibly working parties could be used? The Chair thanked Mr Hardwick for this offer and the Clerk was asked to assist with promoting the opening of the wood on the Grapevine and in notice boards.

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid had given his apologies.
- Cllr. Block – Cllr. Block reported on: Deben Estuary Partnership and Suffolk Coast and Heaths AONB looking at ‘Tranquillity’, will be a report, will look to conserve the environment in the area; Financial Value of Landscapes – will give value to land and may be taken in to consideration when planning matters are considered; RAMS (Recreational Avoidance Mitigation Strategy)- due to be delivered but there is a holdup; Top Street (Melton) appeal dismissed with good planning reasons given by inspector, may be useful in the future.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (unwell) and Cnty. Cllr. Andrew Reid	<ul style="list-style-type: none"> • Accepted and Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Palmer declared a non-pecuniary interest in that his children attendee Scouts Cllr. Hardwick declared a pecuniary interest in item 12. A)	<ul style="list-style-type: none"> • Noted
3. Public Session (record above)	Please see above	<ul style="list-style-type: none"> • Clerk to assist with promoting the opening of the Bluebell Wood on Grapevine and notice boards
4. To agree Minutes of Council meetings dated 18 th January 2018	The minutes were proposed as accurate by Cllr. Hardwick, seconded by Cllr. Mallinder and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on Web Pages
5. To discuss and agree responses to the following Planning Applications: a) DC/18/0611/FUL Demolition of existing bungalow and replacement by 3 bed dwelling – Elmsfield, Rectory Road, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> • Almost the same as before but this is a slightly bigger house • We did not object before • A 2 storey building is slightly out of keeping with other houses • No objections, this is a self-build but don't think we have any influence, most in Rectory Road are lower buildings • The Clerk was asked to submit a response of No objection to SCDC 	a) Clerk to notify SCDC Planning of HPC's comments

Chair's initials.....

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<p>b) Enforcement – Marble Seat at Shingle Street is under enforcement investigation</p>	<p>b) Cllr. Block notified Council this was currently under investigation by the SCDC Planning enforcement Team - Acknowledged</p>	<p>b) None</p>
<p>6. Community Land Trust – Report from Cllrs. Mallinder, Hardwick and Palmer and Formal Agreement of the Statement of Intent (forwarded to all Cllrs on 10th February 2018)</p>	<p>Cllr. Mallinder reported that the project was progressing. Three groups were working on different aspects of the project. Outside organisations such as Crocus were involved and HPC will be kept up to date each month. Once a web site is set up this could be linked to by each Council. Many people can get involved and this will be a total joint peninsula project; just because a property becomes available in one village will not mean only residents from that village will be eligible to apply for it. Local people will also be able to influence design and locations. CLT looking to work with Housing Trusts, 3 potential sites under consideration but still early days.</p> <p>Statement of Intent (Cllrs Mallinder, Hardwick and Palmer did not vote) – Formal agreement to this statement was proposed by Cllr. T Daly, seconded by Cllr. Hughes and all Cllrs were in favour.</p> <p>The Clerk confirmed £5,000 was currently being held in HPC’s third account until the CLT account was set up. The Clerk was asked to keep eye on CIL money but it was acknowledged that there would be no default assumption that CIL funds would go to CLT.</p>	<ul style="list-style-type: none"> • Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC • Clerk to formally acknowledge Statement of Intent acceptance
<p>7. Bawdsey Coastal Partnership – To discuss attendance at their meetings</p>	<p>Cllr. Lewis advised that she had been invited to the BCP meetings (as Chair of HPC) but as yet had not been able to attend.</p> <p>After discussion Council agreed to retain its previous position that HPC did not attend the BCP meetings as they were unsure of the methods BCP were proposing and therefore they did not want to be formally part of the group at this stage.</p> <p>It was acknowledges that individuals could attend a BCP meeting but that they must make it very clear that they were not representing HPC. The BCP AGM was to be held on 10th March.</p> <p>Cllr. Block advised that Bawdsey PC had contacted the Environment Agency and had set up a meeting on 12th March to discuss the situation. Cllr. Palmer and Mallinder agreed to attend this meeting (for PC’s only) for HPC.</p>	<ul style="list-style-type: none"> • The Clerk was asked to contact Mr Crick to clarify HPC’s position and to request minutes

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<p>8. To receive update from the Clerk on the impending Data Protection Legislation</p>	<p>The Clerk reported that Jim Friend (Deputy CEO of SALC) had spoken to her about the assignment of a Data Protection Officer. He confirmed they were following guidance from SALC but the guidance from ICO was changing and he advised a ‘wait and see’ stance at this point.</p> <p>Apart from that, little further progress had been made and she was monitoring the progress of the Bill</p>	<ul style="list-style-type: none"> • Clerk to report back at the March meeting
<p>9. Litter:</p> <p>a) To discuss the contract for Litter collection in the village</p> <p>b) To receive update from Cllr. Palmer on SCDC’s obligations to collect litter</p>	<p>a) Mrs Barnard’s hard work was acknowledged and praised. After discussion it was agreed to continue the Litter contract on a 12 month basis with a formal contract drawn up.</p> <p>b) The Clerk read a mail from SC Norse which acknowledge that they were responsible for the highway and verge clearing of litter. It was suggested Melton Road and Heath Road (<i>all the way past Sutton Heath and in to Bromeswell</i>) should be cleared by SC Norse due to the speed of the vehicles on that Road. Most litter was thought to be fast food cartons. The Clerk was asked to inquire if the clearing could be on a regular rota. ; very dangerous. Will they put that on a rota or one off.</p>	<p>a) Clerk to draw up formal contract for litter collection</p> <p>b) Clerk to contact SC Norse. Clerk to write to McDonalds & KFC to ask if they could ensure their cartons were biodegradable and if they could assist with funding for litter picking</p>
<p>10. To discuss ‘In-House’ Councillor training session (potentially 26th June) and any cross charging arrangements</p>	<p>The Clerk explained that holding an ‘in-house’ Councillors training session would be much cheaper than sending everyone to SALC. She had provisionally booked a two hour session with Jayne Cole of LCPAS on 26th June (7.00pm ~ 9.00pm).</p> <p>The Clerk suggested other Councils should also be invited along, maximum of 20 delegates at a maximum of £25 per head (proportionate if there are more than 10 attendees). This was agreed by all Councillors.</p>	<ul style="list-style-type: none"> • Clerk to formally book session and contact other Clerks

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<p>11. Recreation Ground:</p> <p>a) To discuss quotes for Play Park inspections</p> <p>b) To discuss Play Park Project</p>	<p>a) The Clerk suggested this item be deferred until the March meeting as, although she had found two other companies who would do inspections, they had not sent her full quotes as yet</p> <p>b) The Clerk advised a formal ‘kick-off’ meeting was arranged for 19th Feb to allocate project roles. Cllr’s Palmer, Lewis, Hughes, Mallinder and Hardwick indicated they would be involved. The Clerk also agreed to speak to Mr Goddard. Cllr. J Daly commented that an example of a ‘Teen Shelter’ had already been provided.</p>	<p>a) Clerk to place on the March agenda</p> <p>b) Clerk to keep Council informed of progress</p>
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss any proposal from Poplar Park owners with reference to access to the Blue Bell Wood on a certain days</p> <p>b) To receive an update on the Duck Corner to Water Tower Path</p> <p>c) To receive an update on traffic calming measures on Fox Hill at the school crossing.</p>	<p>a) See Public Session</p> <p>b) Councillors discussed the type of path they would like to see and the general consensus of opinion was a path behind the existing hedge made up of hogging type material, not tarmac. It was agreed that the Clerk, Cllr. Lewis and Cllr. Block speak to SPT to open discussions. It was also commented on that many of the hedges in the village have been beautifully cut recently.</p> <p>c) The Clerk updated Council on progress of this item, including waiting for a site visit from SCC Highways. It was agreed to purchase a sign to alert the children to ‘STOP, LOOK, LISTEN’ before they exit the allotment path and for Mrs Bowmen to paint ‘STOP’ in yellow paint on the path at either end of the allotment path. Cllr. Mallinder also suggested we request signage painted on the road.</p>	<p>a) See public section</p> <p>b) Clerk to set up meeting with SPT and Cllrs. Lewis and Block</p> <p>c) Clerk to organise sign and speak to Mrs Bowman</p>

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<p>13. <u>Finance Matters:</u></p> <p>a) To agree Accounts to 31st December 2017</p> <p>b) To discuss request from Suffolk Neighbourhood Watch Association for grant of £50.00</p> <p>c) To discuss grant to Rendlesham Scouts for World Jamboree 2019.</p> <p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Local Council Public Advisory Service (Data Protection Docs) - £30.00 ii. Suffolk County Council (Street Light Maintenance) - £619.09 iii. Baker and King Ltd (Ramps at Village Hall)- £3,662.64 iv. Hirst Signs Ltd ('HOLLESLEY' Sign) - £128.40 <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>a) The accounts to 31st December 2017 had been sent to all Councillors. Cllr. Mallinder agreed to check the Bank Statements</p> <p>b) After discussion it was agreed not to support the request from Suffolk Neighbourhood Watch Association but to fund something more local at an appropriate time; 2 Councillors abstained from this vote.</p> <p>c) The Clerk advised that the wording of Section 137 Local Government Act 1972 did not allow for any grant to benefit an individual person. However, it was agreed that the Council could support the Scout from Hollesley in promoting his cause in Village Voices and on the Grapevine.</p> <p>d) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and J Daly</p> <p>e) Noted</p> <p>f) Noted</p>	<p>a) None</p> <p>b) Clerk to write to SNWA</p> <p>c) Clerk to contact Rendlesham Scout Group</p> <p>d) Clerk to distribute.</p> <p>e) None</p> <p>f) None</p>

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g) To acknowledge receipt of the BDO External Audit Report	g) The Clerk explained that, although she had informed Councillors that the BDO External Audit report had been received (back on 10 th August 2017), she had forgotten to record it officially in the minutes. Councillors acknowledged receipt of the report.	g) None (report was on display on the web site)
14. To discuss suitable commemoration for the anniversary of the end of World War 1 (including a report from Cllr. Mallinder from the Peninsula 2018 Poppy Project	Cllr. Mallinder reported on the progress of the Peninsula 2018 Poppy Project http://peninsula2018.org/ . Plans include an open air showing of War Horse at Sutton Hall, an event on 11 th Nov, an Art Show and much more. Councillors agreed to support this initiative and keep in touch with the project lead, Mrs Fanny Jacob.	<ul style="list-style-type: none"> • None
<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 gather items to be included in the next Village Voices article</p> <p>c) To receive resignation of Colin Beecroft</p> <p>d) To discuss establishing a ‘Neighbourhood Friends Group’</p> <p>e) To discuss a Welcome letter/pack for new residents</p> <p>f) Fenced in Dog Walk area</p>	<p>a) Cllr. Lewis reported that she had attended a recent CCT Meeting but there was little money and the project was not getting very far</p> <p>b) The following items were suggested: Report of the new bus shelter (great meeting place), Thank you to Colin Beecroft, daffodils, new sign later have special one, new Councillor vacancy, laminating?</p> <p>c) Cllr. Beecroft’s resignation was accepted. All Councillors signed a card.</p> <p>d) After short discussion it was agreed to place this item on the march agenda for a more full debate</p> <p>e) After discussion it was felt this was not necessary.</p> <p>f) Councillors acknowledged receive of a request form a resident for a fenced in dog exercise area. It was felt the Council did not have any suitable land for such a project.</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p> <p>c) Clerk to deliver card</p> <p>d) Clerk to place on March agenda</p> <p>e) Clerk to place guide in notice board</p> <p>f) Clerk to contact resident</p>

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g) Joint Councils meeting h) Meeting with the Environment Agency and other partners on coastal management of East lane -Shingle Street	g) Cllr. Hughes and the Clerk agreed to attend the Joint Council’s meeting (a CLT meeting was taking place the same day) h) See item 7	g) None h) None
16. Documentation - To accept the following documentation: a) Review of Suffolk Code of Conduct b) Updated Asset Register as at February 2018 (sent on 3 rd Feb) c) Reviewed Risk Assessment (Financial) February 2018 d) Reviewed Risk Assessment (Non-Financial) February 2018	a) All Councillors acknowledge they had reviewed the Suffolk Code of Conduct b) All Councillors were happy this document be adopted c) The Clerk suggested this item was deferred until the March meeting due to the draft document only being sent out two days ago d) The Clerk suggested this item was deferred until the March meeting due to the draft document only being sent out two days ago	<ul style="list-style-type: none"> • Clerk to publish documents • Clerk to add review of both Risk Assessments to March agenda
17. To receive agenda items for next meeting and agree date of Next Meeting (15 th March 2018)	The following items were suggested added to the March agenda: <ul style="list-style-type: none"> • First Aid Course? Date of next meeting will be 15th March 2018 – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> • Clerk to prepare March agenda

The meeting was closed at 9.35pm

Signed:
 Cllr. Helen Lewis, Chair

Date:

Clerk to Hollesley Parish Council

Judi Hallett

Chair’s initials.....