

Minutes of Hollesley Parish Council Meeting

Held on 19th April 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Anne Hardwick, Cllr. John Hardwick, Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Cllr. Christine Block (after 7.50pm)

11 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):

- Treasurer of Hollesley Village Hall – New Heating system – further info on new heating system, should reduce cost by 50% (from £3/4 k per year), £10k needed, grants applied for, many fund raising ideas, costs increased dramatically, made only £1,400 last year, reserves £12,000. *Why are outgoings so high?* Lots of maintenance costs,
- Applicant form Rustic View - 15 years resident, very busy, two temporary use for mobile home, living on site is required for license, if no permission businesses will close. *Can you explain why you were invited to put in a permanent application?* It was not suggested. Environmental health insist we live on site, SCDC made mistake with license, *Is the cattery viable?* Yes, SCDC have the accounts. *Do you have set Environmental officer?* Yes, the same person each year.
- Bluebell Wood – Any progress with a permitted path? [From Cllr. J Hardwick] Open over Easter Week-end (15 visitors), no chance to catch up with Mr Stokes yet but will do soon.
- Cycle to Paris – A gentleman approached the Parish Council regarding permission to site a motorhome at Shingle Street to provide refreshments for this event; he was directed to Bawdsey PC

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated before the APM.
- Cllr. Block – Cllr. Block reported on the following items: Merge of SCDC and WDC, next DC election will be for the new authority, work to amalgamate the services, boundary review, Deben ward will go from 7 to 14 parishes – if you have a view please respond to the consultation.

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Michael Friend (unwell) and Cllr. Andrew Reid (at another meeting)	<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 confirmed that he had had a conversation with the applicant of Rustic View after the last meeting and in light of this would abstain from any part in the discussion.	<ul style="list-style-type: none"> Noted
3. Co-option of New Councillor and signing of Declaration of Acceptance of Office	No one stepped forward. The Clerk agreed to advertise the position again and promote at the Summer Fete.	<ul style="list-style-type: none"> Clerk to prepare posters
4. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> Clerk to speak to Village Hall Treasurer
5. To agree Minutes of Council meetings dated 15 th March 2018	The minutes were proposed as accurate by Cllr. A Hardwick, seconded by Cllr. Hughes 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/18/1080/FUL Retention and permanent stationing / use of mobile home for residential occupation by the owner / operator of boarding cattery and livery stables. - Rustic View, Bussock Lane, Hollesley – To confirm the Council’s position in light of further information from the Agent</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <i>The Clerk explained that the Planning Officer had triggered the Referral Process due to her decision to refuse the application but 3 or more letters of support being received</i> I feel uneasy if truth is the business will not be able to run, it doesn’t sit right It does not have to be permanent, it has been temporary before, no limit on number of times it can be renewed If granted twice should it be granted again? – yes you would expect that Must be determined on planning grounds, any re-issue of the permission would need to look at the circumstances at the time We need to discuss application in front of us I believe we shouldn’t ask for a referral as it is the outcome we suggested at the last meeting Cllr. Lewis proposed we request the item is heard by full Planning Committee, this was seconded by Cllr. A Hardwick; votes 5 For and 2 Against (1 abstention) 	<p>a) Clerk to notify SCDC Planning of HPC’s request</p>

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<p>b) Any application coming forth</p> <p>c) To discuss the 'Affordable Houses' being built in Mallard Way and the criteria for local residents</p>	<p>b) There were none</p> <p>c) Cllr. Block advised she was trying to find out more about this situation. The Planning officers will not monitor the S106 agreement, this will be the housing Dept. The Clerk was asked to contact developer to open discussions. It was felt we must fully understand the process and ensure all residents know what steps they need to take if they wish to purchase a property in this development.</p>	<p>b) None</p> <p>c) Clerk to contact developer and/or agent</p>
<p>7. Community Land Trust – Report from Cllrs. Mallinder. Hardwick and Palmer</p>	<p>Report Highlights:</p> <ul style="list-style-type: none"> • CLT Proceeding, legal doc with the CLT network at present • Visited bank this week and account should be open soon • Meeting expert tomorrow re. working with Housing Association • Project in Bawdsey, Hollesley (Mallard Way) and Shottisham all possible • Public info meeting on 3rd July, advert in VV, mailshot to all villages; expert speakers will be present • Registration may be possible by July • People need to register with Gateway to Homechoice so that they can be contacted • Good progress made by all 	<ul style="list-style-type: none"> • Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC
<p>8. To receive update from the Clerk on the impending Data Protection Legislation</p>	<p>The Clerk reported that she was currently waiting for an announcement from the ICO (via SALC) regarding the appointment of Data Protection Officers for Local Councils.</p> <p>As this may affect who is appointed for Hollesley PC she suggested this was left until the May meeting, when an appointment must be made.</p>	<ul style="list-style-type: none"> • Clerk to add item to May agenda
<p>9. Community Emergency Plan – To discuss how we take this forward</p>	<p>Clerk explained how traditional CEP's work.</p> <p>After discussion it was felt more appropriate to have a list of people/equipment that could be useful in the event of an emergency and for all Councillors to hold this. The Clerk was asked to draft the list.</p>	<ul style="list-style-type: none"> • Clerk to draft list

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<p>10. Hollesley Good Neighbours – To receive report from Cllr. Lewis and to discuss if HPC wish to be directly involved</p>	<p>Cllr. Lewis reported that Mrs Sally Connick had attended the APM and that 7 volunteers had already stepped forward. A meeting on 30th April would kick-off the group.</p> <p>After discussion it was agreed that HPC would have no formal role in the group, save reports from Cllr. Lewis and any specific requests for assistance.</p>	<ul style="list-style-type: none"> • None
<p>11. Recreation Ground:</p> <ul style="list-style-type: none"> a) To discuss work required to the 12 Oak Trees on the Recreation Ground b) To receive update on the Play Park Project c) To discuss members of the public having bonfires on the Recreation Ground d) To discuss supporting the Short Mat Bowls Club application to Tesco for funding e) To discuss football training on the Recreation Ground 	<ul style="list-style-type: none"> a) The Clerk confirmed that the quote from SPC Trees Ltd, for the emergency work only, had been accepted and work was due early May. It was suggested that any future work be assessed with the tree surgeon after the emergency work had been completed. b) The Clerk confirmed that the next meeting of the Play Park team would take place next week and that a report would be issued afterwards. c) After discussion on health and safety issues it was agreed that no bonfires should be permitted on the Recreation Ground. The Clerk was asked to advise residents of this in the next VV article and speak to specific residents who were known to use the site presently. d) Cllr. Burbridge proposed that HPC show support for this application. This was seconded by Cllr. Mallinder and all Councillors were in favour. Cllr. Mallinder suggested the Bowls Club may wish to speak to the Village Hall and Play Park Committees to stagger any applications in order to give each group a good chance of being successful. e) After discussion Councillors were happy to see the field used for recreational and sporting activities and asked that any organised sessions used just the field (not the hall or pavilion) and acted responsibly towards other ground users. 	<ul style="list-style-type: none"> a) Clerk to monitor b) Clerk to keep Council informed of progress c) Clerk to speak to residents and draft VV article d) Clerk to write to Bowls Club e) Clerk to speak to club secretary.

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<p>c) To discuss the necessity for a Beach Litter Pick</p>	<p>c) The Clerk stated that a resident had reported a great deal of litter on the beach between Shingle Street and Boyton, the Hollesley stretch. Cllr. Lewis reported that she had picked up a bag of rubbish that morning and that, after the storms the beach was in a dreadful condition. However, recent work by residents and local dog walkers meant that, at present, the beach was very tidy. It was agreed to monitor the situation and arrange a litter pick if it deteriorated again.</p>	<p>c) Clerk and Councillors to monitor situation</p>
<p>14. <u>Finance Matters:</u> a) To agree Accounts to 28th February 2018 b) To accept and sign Year End Accounts as at 31st March 2018 c) To accept Internal Auditor’s Report for 2017/18 and Section 3 of Part 3 of the Annual Governance and Accountability Return 2017/18 d) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2017/18 e) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2017/18</p>	<p>a) The accounts to 28th February 2018 had been sent to all Councillors. Cllr. Burbridge agreed to check the Bank Statements b) These had been sent to all Councillors. They were proposed as correct by Cllr. A Hardwick, seconded by Cllr. Mallinder and all Councillors were in agreement. The Chair and RFO signed the official copy. c) This report and Section of the AGAR was accepted by Council d) The Clerk read each element of the Annual Governance Statement and Councillors answered in the affirmative to each section. The Chair and RFO signed the official document e) The Clerk explained the figures on Section 2 had been agreed with the Internal Auditor and married to the Accounts. The Chair and RFO signed the official document</p>	<p>a) None b) To be posted on Web Site c) To be posted on Web Site d) To be posted on Web Site e) To be posted on Web Site</p>

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<p>f) To discuss request from Hollesley Village Hall Committee for grant of £3,000 towards new heating for hall</p>	<p>f) The Clerk displayed the current reserve allocations and explained the suggested figure held in general reserves. Councillors discussed the options and concluded that they wished to support the project. It was agreed to allocate £3,000 to this project (proposed by Cllr. Palmer and seconded by Cllr. Hughes) by reducing the reserves held for the Play Park Project, the Oak Hill Path and the Pavilion by £1,000 each. The Clerk suggested that the Hall Committee could also apply to SCDC for capital under the Exemplar Fund. Cllr. Block also agreed to give funds from her Enabling Communities Budget.</p>	<p>f) Clerk to advise Hal Committee of the availability of the funds and of the Exemplar Fund process</p>
<p>g) To discuss becoming members of LCPAS for a trail period (cost £100 per annum)</p>	<p>g) After discussion it was agreed to trail membership of LCPAS for 1 year. This was proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in favour.</p>	<p>g) Clerk to complete subscription and arrange cheque.</p>
<p>h) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Clerk’s expenses for Jan, Feb and Mar) £291.76 ii. Signs for You (STOP LOOK LISTEN sign) £83.27 iii. Suffolkbiz (Web Site Hosting) £100.00 iv. SALC (Payroll Service + Annual Subscription) £481.16 v. D Barnard (Litter Picking 3 months) £150.00 vi. Hollesley Village Hall (Hire for 2017/18 + Grant for 2018 + Just 42 Grant) £3,993.00 vii. Sutton Heath Football Club (Grant 2018) £500.00 	<p>h) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Mallinder</p>	<p>h) Clerk to distribute.</p>

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<p>viii. 1st Rendlesham Scouts (Grant 2018) £200.00</p> <p>ix. Hollesley Welcome Club (Grant 2018) £141.00</p> <p>x. SC Norse (Refuse Collection) £196.56</p> <p>xi. Trevor Brown (Internal Auditor) £130.00</p> <p>i) To note Payments made since last meeting: i. None</p> <p>j) To note Payments received since last meeting: i. F Masters & Son (Memorial Plaque) - £100.00</p>	<p>i) Noted</p> <p>j) Noted</p>	<p>i) None</p> <p>j) None</p>
<p>15. <u>Documentation:</u></p> <p>a) To adopt amended Financial Regulations (April 2018) – sent to Councillors on 5th April 2018</p>	<p>a) The amended Financial Regulations had been sent to all Councillors. Their adoption was proposed by Cllr. A Hardwick, seconded by Cllr. Lewis and all Councillors were in agreement. The official copy was signed by the Chair, Cllr. Lewis.</p>	<ul style="list-style-type: none"> • Clerk to post on web site
<p>16. <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>a) None attended</p> <p>b) The following items were suggested: thanks to litter collectors, APM meeting (tree expert) very interesting meeting, village fete stall,</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p>

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<p>c) To discuss lending the HPC Projector to the Hollesley WI</p> <p>d) Break-in in Alderton Road</p> <p>e) Fly tipping on Melton Road</p>	<p>c) It was agreed to make an annual charge of £25 for the use of the projector and to agree suitable terms and conditions.</p> <p>d) The Clerk reported an attempted break-in had occurred at a house in Alderton Road but thankfully entry was not gained.</p> <p>e) Cllr. Mallinder reported that the trailer in St Giles Wood had been joined by further household rubbish and also the wheels had been removed from the trailer. The Clerk had already alerted the land owner to the situation</p>	<p>c) Clerk to draft T's and C's and advise WI of charge</p> <p>d) None</p> <p>e) Clerk to chase land owner if materials not removed</p>
<p>17. To receive agenda items for next meeting and agree date of Next Meeting (17th May 2018)</p>	<p>The following items were suggested added to the April agenda:</p> <ul style="list-style-type: none"> • None at the time of the meeting <p>Date of next meeting will be 17th May 2018 – 7.30pm – at the Village Hall</p>	<ul style="list-style-type: none"> • Clerk to prepare May agenda

The meeting was closed at 9.29pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....