

*Hollesley Parish Council*  
**Minutes of Hollesley Annual Parish Council Meeting**  
Held on 17<sup>th</sup> May 2018 ~ 7.30pm  
At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)

Cllr. Christine Block

3 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):

- Item 14 – Duck Corner consultation – would be an idea to target people in the area with the consultation but also let people know that even if they are not going to use it now they (or their children) might use it in the future; it is also about children going up to Oak Hill as well as those coming in to the village, it would also be a good link for tourists visiting SPT
- Report of pot hole menders who would not move their van for a delivery at Hollesley Shop (filling of two small holes took 2 hours and 4 different vehicles), shame the holes around the corner could not be filled at the same time, Cllr. Lewis suggested Councillors read Cllr. Reid's report as SCC are going to try to work more efficiently.

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 following item: Merger of SCDC and WDC

Agenda Item	Resolution / Agreement / Fact	Action															
1. To elect Chairman of the Council for 2018/19 and signing of the 'Declaration of Acceptance of Office'	The following nominations were made: <table border="1" data-bbox="712 304 1756 384"> <thead> <tr> <th>Nominee</th> <th>Proposer</th> <th>Secunder</th> <th>For</th> <th>Against</th> </tr> </thead> <tbody> <tr> <td><b>Cllr. Lewis</b></td> <td>Cllr. Mallinder</td> <td>Cllr. Palmer</td> <td>8</td> <td>0</td> </tr> </tbody> </table> Cllr. Lewis was duly elected, signed the Acceptance of Office Form and took the Chair	Nominee	Proposer	Secunder	For	Against	<b>Cllr. Lewis</b>	Cllr. Mallinder	Cllr. Palmer	8	0	<ul style="list-style-type: none"> <li>• Clerk to notify SALC</li> </ul>					
Nominee	Proposer	Secunder	For	Against													
<b>Cllr. Lewis</b>	Cllr. Mallinder	Cllr. Palmer	8	0													
2. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (away) and Cllr Andrew Reid	<ul style="list-style-type: none"> <li>• Accepted and noted</li> </ul>															
3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none	<ul style="list-style-type: none"> <li>• None</li> </ul>															
4. Co-option of New Councillor and signing of Declaration of Acceptance of Office	No one stepped forward	<ul style="list-style-type: none"> <li>• Clerk to continue to advertise</li> </ul>															
5. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>• Clerk to raise concerns with Cllr. Reid</li> </ul>															
6. To elect Vice-Chairman of the Council for 2018/19 and signing of the 'Declaration of Acceptance of Office'	The following nominations were made: <table border="1" data-bbox="712 866 1756 986"> <thead> <tr> <th>Nominee</th> <th>Proposer</th> <th>Secunder</th> <th>For</th> <th>Against</th> </tr> </thead> <tbody> <tr> <td><b>Cllr. Palmer</b></td> <td>Cllr. Burbridge</td> <td>Cllr. Friend</td> <td>3</td> <td></td> </tr> <tr> <td><b>Cllr. Mallinder</b></td> <td>Cllr. Hughes</td> <td>Cllr. A Hardwick</td> <td>4</td> <td></td> </tr> </tbody> </table> One abstention from the voting Cllr. Mallinder was duly elected and signed the Acceptance of Office Form	Nominee	Proposer	Secunder	For	Against	<b>Cllr. Palmer</b>	Cllr. Burbridge	Cllr. Friend	3		<b>Cllr. Mallinder</b>	Cllr. Hughes	Cllr. A Hardwick	4		<ul style="list-style-type: none"> <li>• Clerk to notify SALC</li> </ul>
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7. To confirm following roles and advisory groups: a) Planning Councillors ( <i>currently Cllrs Burbridge, Mallinder, Palmer and Vacancy</i> ) b) Finance Councillors ( <i>currently Cllrs Burbridge, J Daly, Lewis and Vacancy</i> )	a) Add Cllr. Hughes  b) Add Cllrs. Mallinder and J Hardwick	<ul style="list-style-type: none"> <li>• Clerk to update HPC Directory and re-send to all</li> <li>• Clerk to speak to OHRA</li> </ul>															

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c) Allotments Councillors ( <i>currently 2 Vacancies</i> ) d) Environment Councillors ( <i>currently Cllr Lewis and 2 vacancies</i> ) e) Cemetery Councillors ( <i>currently Cllr Lewis and 2 vacancies</i> ) f) Oak Hill Resident's Association Representative ( <i>currently Vacant</i> ) g) Village Hall Representative ( <i>currently Cllr Friend</i> ) h) SALC Representative ( <i>currently Cllr Friend</i> ) i) Internal Auditor ( <i>currently Mr Trevor Brown</i> )	c) Clerk to manage the Allotments and raise any concerns with the whole Council d) Add Cllrs. Palmer, A Hardwick and Mallinder. This role may also take an interest in the Estuary and Coast line issues e) Clerk to manage the Cemetery and raise any concerns with the whole Council (Environment Councillors to be the first contacted) f) Clerk asked to place a note in the July VV article and suggest the Oak Hill Resident's Association (OHRA) come to meetings g) Cllr. Friend h) Cllr. Friend i) Trevor Brown	
8. To receive any changes to member's interests and remind members to review their Register of Interests	The Clerk advised all Councils that it was their individual responsibility to ensure their Register of Interests was up to date. She agreed to send a link to the current document with instructions on how amendments should be made	<ul style="list-style-type: none"> <li>• Clerk to send instructions to all Councillors</li> </ul>
9. To agree Minutes of Council meetings dated 19 <sup>th</sup> April and 14 <sup>th</sup> May 2018	The minutes were proposed as accurate by Cllr. Lewis, seconded by Cllr. Hughes and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> <li>• Clerk to post on Web Pages</li> </ul>
10. To discuss and agree responses to the following Planning Applications: a) DC/18/1657/FUL - Single Storey Rear Extension - 83 Oak Hill, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>• Impact on immediate neighbour and will it set a precedent - yes but other extensions are similar and no comments received from neighbours</li> <li>• Taken a look, logical extension, no objections,</li> <li>• Fits in size of plot, single storey, houses separated by a substantial drive</li> <li>• <b>Conclusion - No objection</b> proposed by Cllr. Burbridge, seconded by Cllr. Mallinder and all Councillors were in favour.</li> </ul>	a) Clerk to notify SCDC Planning of HPC's request

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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. However the Clerk wished it recorded that she had passed to Councillors a copy of the licence for the Aristocats Boarding Cattery and that, despite the information in the licence, the Planning Committee had, that day, permitted the application. However, the officers would place at least two strict conditions on the permission notice. The first being that the Cattery continues to operate and the second that the owners provide SCDC annually with accounts for the Cattery, separate to any other accounts. Cllr. Block confirmed that if the cattery closes the permission ends.</p> <p>c) The Clerk reported that she had spoken to the Developer regarding this application. He had advised that he would be dealing with SCDC Housing Dept regarding the 'Affordable Houses', as per the S106 agreement. Following this the Clerk was in the process of setting up a meeting with SCDC to ensure the Parish Council played an active role in the process. Councillors discussed this situation at length. It was agreed the CLT must be involved in any discussions. It was suggested a 'list' of interested parties could start to be compiled by the Parish Council for presentation to the appropriate authority. It was also agreed it was essential for a single contact at SCDC to be appointed and for the process to be agreed. Cllr. Palmer agreed to send to the Clerk, for distribution, correspondence relating to information in the Design and Access Statement for the original application</p>	<p>b) Clerk to pass on details of the conditions when available</p> <p>c) Clerk to arrange meeting with SCDC, send copy of S106 agreement to all Councillors and forward correspondence from Cllr. Palmer</p>
<p>11. Community Land Trust</p> <p>a) Report from Cllrs. Mallinder. Hardwick and Palmer</p>	<p>a) Report Highlights:</p> <ul style="list-style-type: none"> <li>• Very slow, bank account still not set up</li> <li>• Five areas under investigation</li> <li>• 3<sup>rd</sup> July public meeting (Grapevine 3 days before)</li> <li>• Looking at 2 lists, one for trustees and one for tenants/buyers</li> <li>• Discussion had over if the CLT should be a Registered Provider</li> <li>• 'Gateway to Housing' is the key list that all interested parties must register with to ensure they are contacted about any potential availability.</li> </ul>	<p>a) Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC. Clerk to send GV reminder of meeting on 3<sup>rd</sup> July</p>

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<p>b) To discuss the status of the Prison Social Club at Oak Hill</p>	<p>b) Following a report from a resident of Oak Hill that new fencing had been erected around the club, the Clerk had made enquiries of the MoJ as to whether there were plans for the building. She was still awaiting information. Cllrs. suggested this may feed in to the CLT. Cllr. Palmer suggested a Mr Neil Thomas (MoJ) may also be a good person to contact.</p>	<p>b) Clerk to continue to liaise with MoJ</p>
<p>12. Data Protection Legislation:</p> <p>a) To receive update from the Clerk</p> <p>b) To appoint a Data Protection Officer for the Council</p> <p>c) To adopt the following documents and Policies:</p> <ul style="list-style-type: none"> <li>i. Data Protection Impact Assessment</li> <li>ii. Data Protection Risk Assessment</li> <li>iii. Data Protection Councillors Check List</li> <li>iv. Information Security Incident Policy (May 2018)</li> <li>v. Information Protection Policy (May 2018)</li> <li>vi. Retention of Documents and Records Policy (May 2018)</li> </ul>	<p>a) The Clerk reported that an amendment to the Data Protection Bill had requested that Town and Parish Council were not required to appoint a Data Protection Officer; this was still to be confirmed as accepted. In any case the appointment of a DPO was seen by NALC to be a good step for a Council to take. The Clerk confirmed she would be happy to take on the role, as long as it did not increase her work load significantly.</p> <p>b) Comment that the GDPR will come in to effect on 25<sup>th</sup>, despite the progress of the Data Protection Bill; if we have to change our DPO we can at a later date. Cllr. A Hardwick proposed the Clerk be appointed as HPC's Data Protection Officer. This was seconded by Cllr. Friend and all Councillors were in favour. The Clerk distributed a Councillors Checklist to all Councillors and asked that they review it at home, complete it if they felt comfortable and hand it back.</p> <p>c) All these documents had been sent to all Councillors. Cllr. A Hardwick proposed they be adopted. This was seconded by Cllr. Burbridge and all Councillors were in favour.</p>	<p>a) Clerk to continue to</p> <p>b) Clerk to advise the ICO of this appointment</p> <p>c) Clerk to post on the Web Site</p>

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<p>13. <u>Recreation Ground:</u></p> <p>a) To receive update on the Play Park Project and to acknowledge the Project Plan to date</p> <p>b) To discuss allowing bonfires on the Recreation Ground</p> <p>c) To discuss promotion of Hollesley Parish Council at the Fete</p>	<p>a) The project plan had been sent to all Councillors. It was confirmed that many different providers would be consulted, including the prison. All Councillors confirmed they were happy with the direction of the project</p> <p>b) The Clerk and Cllr. Friend explained that the only people who held bonfires on the Recreation Ground were Mr John Terrell (burning green waste from the recreation ground maintenance) and a member of the bowls club, also burning green waste. Concern was raised that a fire had been allowed to re-ignite. After discussion it was agreed that the Clerk would place a notice in the VV stating that only authorised persons were permitted to place waste on the heap and also draw up a draft licence for Mr Terrell only to hold bonfires. The Clerk also agreed to speak to other Councils to see how they handled this situation. Cllr. Lewis also asked if the footpath beside the drive could be cleared again.</p> <p>c) Stall booked, Play Park Team and CLT will be there promoting their projects. This would be a good idea to do some PR for the Council and perhaps have a suggestion box and questionnaire people could answer</p>	<p>a) Clerk to advise the Play Park Team</p> <p>b) Clerk to place notice in VV, draft licence (and send to all for review) and speak to neighbouring Councils. Cllr. Friend to speak to John Terrell</p> <p>c) Clerk to draft materials</p>
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the Duck Corner to Water Tower Path and to approval a consultation paper</p> <p>b) To receive an update on traffic calming measures on Fox Hill at the school crossing.</p>	<p>a) The Clerk reported that she had still not received official word from the SPT regarding a path on their land. Councillors reviewed the draft consultation paper and made some amendments. Clerk to send for final approval and divide Oak Hill and Water Tower houses in to small areas for Councillors to deliver to.</p> <p>b) A meeting with SCC Highways did take place on 27<sup>th</sup> April but nothing had been heard since. Cllr. Mallinder asked if the 'SLOW' paint on the roads could be renewed</p>	<p>a) Clerk to redraft and distribute</p> <p>b) Clerk to chase and request repainting</p>

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c) To discuss quote for Footpaths map in the Bus Shelter	c) Due to concerns with potential vandalism, it was agreed to purchase a Perspex/plastic frame (around £85) rather than the Oak one quoted	c) Clerk to purchase frame
15. <u>Cemetery</u> - To consider retaining the Brown Bin at the Cemetery (at an annual cost of £43.00)	After short discussion it was agreed that the Council needed to subscribe to the Brown/Green Bin scheme. This was proposed by Cllr. A Hardwick, seconded by Cllr. Friend and all were in favour	<ul style="list-style-type: none"> <li>• Clerk to pay subscription</li> </ul>
<p>16. <u>Finance Matters:</u></p> <p>a) To discuss considering putting in a bid for CIL funding for a community project (mail of 4<sup>th</sup> May)</p> <p>b) To discuss and adopt new NALC/SLCC rates of pay for Clerk, in line with contract (to £11.275 per hour</p> <p>c) To authorise the following Invoices for Payments:</p> <p style="padding-left: 20px;">i. SPC Trees and Landscapes Ltd (Work to Oak Trees) <b>£2,940.00</b></p> <p>d) To note Payments made since last meeting:</p> <p style="padding-left: 20px;">i. Local Council Public Advisory Service - <b>£100.00</b></p> <p>e) To note Payments received since last meeting:</p> <p style="padding-left: 20px;">i. Precept (First Half) - <b>£14,523.58</b></p> <p style="padding-left: 20px;">ii. Hollesley WI (Projector Hire) - <b>£25.00</b></p> <p style="padding-left: 20px;">iii. Spencer Wix (Memorial) - <b>£125.00</b></p>	<p>a) It was suggested the Clerk pass these details on to the Hall Committee for a possible grant towards the replacement heating system costs. Other projects were considered but Councillors felt the hall heating was a priority.</p> <p>b) This increase in hourly rate of pay for the Clerk was proposed by Cllr. Friend, seconded by Cllr. Palmer and all were in favour</p> <p>c) Payment of the invoice was proposed and all Councillors were in favour. The cheque was signed by Cllrs. Burbridge and Mallinder</p> <p>d) Noted</p> <p>e) Noted</p>	<p>a) Clerk to pass details on</p> <p>b) Clerk to notify SALC</p> <p>c) Clerk to distribute.</p> <p>d) None</p> <p>e) None</p>



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c) Clerk’s Holiday	c) The Clerk reminded Councillors that she would be on holiday between 6 <sup>th</sup> and 18 <sup>th</sup> June but would monitor mails and send anything urgent through to Councillors	c) Noted
d) Car speeding in Rectory Road	d) Cllr. Hughes reported that a resident had reported a driver frequently speeding in Rectory Road and forcing people off the road. She agreed to obtain more details and Cllr. Palmer agreed to investigate if another CSW location could be established.	d) Cllr. Hughes to speak to resident
e) Ownership of Bowls Club land	e) A question of the ownership of the Bowls Club land was raised and the Clerk agreed to investigate	e) Clerk to investigate with the Land Registry
f) Cheque Signatories	f) Cllr. Palmer agreed to be added as a cheque signatory	f) Clerk to complete necessary mandate
19. To receive agenda items for next meeting and agree date of Next Meeting (21 <sup>st</sup> June 2018)	The following items were suggested added to the April agenda: <ul style="list-style-type: none"> <li>• None at the time of the meeting</li> </ul> Date of next meeting will be <b>21<sup>st</sup> June 2018</b> – 7.30pm – at the Village Hall	<ul style="list-style-type: none"> <li>• Clerk to prepare June agenda</li> </ul>

The meeting was closed at 9.32pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair’s initials.....