

**Minutes of Hollesley Parish Council Meeting**

Held on 19<sup>th</sup> July 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Brian Devine (after item 3), Cllr. Michael Friend, Cllr. Hazel Hughes, Cllr. James Mallinder, Cllr. Andrew Palmer and Cllr. Val Pettitt

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

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):

- Footpath 4 (Long Meadow) – not accessible as horses are in the field
- Footpath 3 – Path needs flattening
- Moorlands – excessive on the site and perhaps the neighbours might also think so
- Vale Farm – Not opposed to a holiday let but I would be opposed to a residential dwelling as this would be outside the village envelope. There should be conditions to ensure it is continuously a holiday let only
- Glebe – 7b – I will write in but it is a two storey development with Velux windows, we are still waiting for the plans to go live, original land plan showed as a ‘paved area’ and this will be retrospective, just like the driveway; these plans should be considered cumulatively; it does not look like a cart lodge.

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he reported on the following items: Consultation on Specialist Education, 6 week consultation asking for comments on key principle and a preference for one of three options; New leader and deputy leader of SCC; Review of Highways announced; Awareness campaign for diabetes (NHS Health Check and Online calculator). Question 1: *Issues with Keir MG paying late and having issues obtaining tarmac have been rumoured and the SCC should know about it.* Cllr. Reid agreed to take this away and investigate. Question 2: *The highways review, what is the formal way we can be part of this?* At this stage just a boar is being established and Cllr. Reid will find out more. Question 3: *Sign at Wilford Hollows Roundabout was taken down months ago, can this be replaced?* Cllr. Reid to investigate and Cllr. Block indicated there may be funding from the CCT. Question 4: *Police allocation, more police in the SNT but will there be more for this area?* Probably not, they will probably be based in the town centres.
- Cllr. Block – Cllr. Block reported on the following items: Boundary Commission Consultation underway; Local Plan will need careful consideration; Coast Forum, minutes to be circulated to us going forward; Shingle Street signs, a meeting will be arranged soon;

---

*Chair’s initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick and Cllr. John Hardwick (away)	<ul style="list-style-type: none"> <li>Accepted and noted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none (see declaration at item 6 b)	<ul style="list-style-type: none"> <li>None</li> </ul>
3. Co-option of New Councillor and signing of Declaration of Acceptance of Office	<p>Mr Brian Devine gave a short talk to introduce himself and stated he would like to come on to the PC to help improve things for the better</p> <p>This appointment was proposed by Cllr. Lewis, seconded by Cllr. Palmer and all Councillors were in favour.</p> <p>Cllr. Devine signed the Declaration of Acceptance of Office and joined the meeting.</p>	<ul style="list-style-type: none"> <li>Clerk to notify SCDC</li> </ul>
4. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>Clerk to speak to land owners of paths 3 and 4</li> </ul>
5. To agree Minutes of Council meeting dated 21 <sup>st</sup> June 2018	The minutes were proposed as accurate by Cllr. Mallinder, 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>
<p>6. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/18/2679/DRC - Discharge of conditions 4 &amp; 6 of DC/18/1080/FUL - Rustic View Bussock Lane Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>Documents only show photos of what is currently there, there is no plan</li> <li>We should ask for evidence that the accounts have been received</li> <li>We can only have regard to the documents that are loaded</li> <li>We should mention that it is now being advertised as a building plot,</li> <li>Is the permission only for the applicant? No, it is for the land not the individual.</li> <li>Log cabins are now mentioned in the sales document, could they be counted as a 'caravan'? Would need to be investigated</li> <li>We must ask for accounts, landscaping details and notification for any consultation on replacing the Caravan with a Log Cabin</li> <li><b>Conclusion - HPC do not support this application on the evidence provided, there is no detail of planting schedule or evidence the accounts are available.</b> proposed by Cllr. Burbridge, seconded by Cllr. Hughes and all in favour.</li> </ul>	<p>a) Clerk to notify SCDC Planning of HPC's comments and to look up definition of caravan</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) DC/18/2337/FUL - Proposed alterations and extensions - 6 Moorlands, Hollesley</p>	<p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Cllr. Devine declared a non-pecuniary interest in this item</li> <li>• On a corner plot but at an angle,</li> <li>• Quite a substantial dev but it is sitting central n the plot</li> <li>• The block plan is smaller than a similar prop down the road</li> <li>• Many have been substantial increased in this close.</li> <li>• New parts of the building are most used rooms but there should be no overlooking of the neighbouring property</li> <li>• <b>Conclusion – no objection</b> proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in favour.</li> </ul>	<p>b) Clerk to notify SCDC Planning of HPC’s comments</p>
<p>c) DC/18/2784/FUL - TBC – Land Next to Glebe House, Rectory Road, Hollesley</p>	<p>c) The Clerk notified Council that this application was not live on the SCDC Planning Portal yet and so could not be viewed or discussed:</p> <ul style="list-style-type: none"> <li>• <b>Conclusion – Item deferred to a special meeting in August</b></li> </ul>	<p>c) Clerk to set up special meeting once plans were live</p>
<p>d) DC/18/2663/FUL – Use of first floor as residential or holiday accommodation at Vale Farm, Stebbings Lane, Hollesley</p>	<p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Long dirt track which should be considered</li> <li>• Non descriptive, residential or holiday let, this needs to be made clear. Original was solely a for business property</li> <li>• This is opening it up for a continuous let and it needs to be much more specific</li> <li>• Will bring more cars</li> <li>• Not a great deal of information, No design and access statement</li> <li>• Our comments must be based on information supplied</li> <li>• <b>Conclusion – objection due to the development being outside village envelope and increase in traffic, not a sustainable location</b> proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in favour.</li> </ul>	<p>d) Clerk to notify SCDC Planning of HPC’s comments</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. <u>Update on Planning Matters including:</u></p> <p>a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)</p> <p>b) DC/16/0551/ARM – Enforcement Issue regarding unauthorised building on site</p>	<p>a) The Clerk advised Council that the meeting with SCDC did not take place due to the officer being unable to attend. Cllr. Block has tried to speak to him, we need to keep asking for a meeting; possibly with a senior colleagues of his. Cllr. Mallinder explained the position to any new Councillors.</p> <p>b) The Clerk explained that a retrospective application for this building had been submitted but not made live on the SCDC System. It was suggested a separate meeting to discuss this application would be needed once the application was live</p>	<p>a) Clerk to continue to speak to Cllr. Block to arrange a meeting</p> <p>b) Clerk to organise separate meeting when application is live</p>
<p>8. <u>To discuss the 1<sup>st</sup> Draft SCDC Local Plan and appropriate action to be taken:</u></p>	<p>Cllrs. Lewis, Mallinder and the Clerk had attended the pre-launch of the 1<sup>st</sup> Draft of the Local Plan the previous day.</p> <p>The news for Hollesley was that no additional housing allocation was planned. Cllr. Mallinder suggested that perhaps the Neighbourhood Plan should be put on hold for a couple of months as there seemed to be no big cartelist to construct one; the local plan seems to have met our needs. We perhaps need to look at a NP every two months.</p> <p>Cllr. Mallinder suggested there were big plans for Felixstowe, Saxmundham and WM/Pettistree. It was an extensive plan and needed reading carefully</p> <p>The Clerk suggested she took the following action after the official launch on Friday:</p> <ul style="list-style-type: none"> <li>• Send link to plan to all Councillors</li> <li>• Advertise drop in sessions for residents</li> <li>• Draft a suitable article for a Grapevine publication and for the September VV</li> </ul> <p>The Clerk suggested she would digest the document and provide a draft wording for the Councillors to consider as a response to the consultation.</p>	<ul style="list-style-type: none"> <li>• Clerk to read document and suggest possible letter from HPC and carryout actions suggested</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
<p>9. <u>To discuss what action HPC should take with reference to irrigation systems making footpaths unusable</u></p>	<p>It was agreed that harvesting was nearly over so issue will soon stop. However, the path from prison to rectory road is now overgrown with nettles. Comments were also received regarding a farm's requirement to water crops. It was suggested the paths near Glebe House and behind the Water Tower were reported to CAS farms and the sign behind the water tower reported missing to SCC</p>	<ul style="list-style-type: none"> <li>• Diarise to remind farmers about irrigation over paths in the spring and report issues</li> </ul>
<p>10. <u>Community Land Trust</u> a) Report from Cllrs. Mallinder, Hardwick and Palmer</p>	<p>a) Report Highlights:</p> <ul style="list-style-type: none"> <li>• Public meeting was very well attended and 65 people signed up</li> <li>• Debbie Woolridge from National Network was able to answer questions</li> <li>• Group are working with Martin Oust and Cllr. Block to get a business plan together</li> <li>• A further meeting with Hastoe was very positive, we need to work with a housing provider and they would like to work with the PVCLT (they would also be involved in building properties)</li> <li>• All updates will be sent to those who have signed up</li> </ul>	<p>a) Cllrs Mallinder, Palmer and Hardwick to continue to report to HPC.</p>
<p>11. <u>To discuss comments received at Hollesley Fete:</u></p>	<p>The Clerk reported that comments received were very positive and she was thanked for her work. It was agreed to try to display the banner in a more prominent place next year.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>12. <u>To discuss sending a letter to the owners of Hollesley Shop (draft provided by Cllr. Lewis):</u></p>	<p>A draft letter had been sent to all Councillors for consideration.</p> <p>Comments included:</p> <ul style="list-style-type: none"> <li>• The letter is positive but today we have seen sight of a much stronger one.</li> <li>• Residents have expressed concern to Cllr. Block about the range of items,</li> <li>• Shop has been relied on for staple goods and it is a long way to Woodbridge.</li> <li>• They are making an effort, lots of suggestions have been implemented</li> <li>• I don't like the 'candy' section, all in plastic containers, where will this end up?</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to redraft letter</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> <li>• As a PC we should at least write to them officially, expressing our thoughts collectively, they will know we are keeping an eye on things and we can write in the future.</li> <li>• Perhaps we should we should ‘extend a hand’ to the new owners and offer to work with them</li> <li>• It is handy having longer open hours.</li> <li>• They are a chain and it is unlikely to change much. Layout of the store may be dictated by HO.</li> <li>• Comments have been quite critical.</li> <li>• Gaps in produce have been plugged,</li> <li>• They have just taken over and it is organised chaos sometimes, perhaps we should hold off and bring this up in Sept, give them just a bit more time. We should give them a chance to improve</li> </ul> <p>In conclusion it was agreed that the Clerk should redraft the letter and send to all for comment</p>	
<p>13. <u>To receive update on Play Park Project and to agree:</u></p> <p>a) To request £500 from SCDC to fund the research element of the Children’s Play Equipment by the Play Ambassadors</p>	<p>The Clerk had previously sent a written report on the Play Park Project and this was updated verbally</p> <p>a) The Clerk explained that £500 had been offered by SCDC as a Revenue Budget for the Children’s Play area of the project. This would come from a central SCDC fund and not form the funds specifically allocated to Hollesley. Cllr. Hughes proposed the funds were requested. This was seconded by Cllr. Mallinder and all were in favour</p>	<p>a) Clerk to request funds from SCDC</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To request £6,000 to fund the research work required for the Youth Hub Element of the Project (funding to come from either SCDC Directly, Hollesley’s Play Space Fund or a mixture of both</p>	<p>b) The Clerk explained that the plan for the ‘Teenage Hub’ section of the project was to run a week long workshop with a number of teenagers from the village. This would be run by Anthony Cartwright and Just 42 but would require full funding. SCDC had suggested they may also be able to fund it from a central pot but that perhaps 50% could come from the Hollesley allocation of ‘Sport’ money (there was over £30,000 in that pot currently).</p> <p>Councillors discussed this element of the project at some length. They gave their backing in theory but queried why the costs for the ‘Teen’ section were so much higher than those for the ‘Children’s Play’ element. The Clerk explained most of the costs would be for the expertise from Mr Cartwright and Just 42; the ‘Children’s Play’ element would have must less costs a the adults (Gerry Bathe, Cheryl Gray and herself) were not charging for their time. Councillors also expressed concern about the group traveling too far to experience examples of good practice (London had been mentioned).</p> <p>Cllr. Hughes proposed the funds were requested, but on the proviso that a full costing of these expenses was available for Council to approve <b>before</b> any funds were spent. This was seconded by Cllr. Palmer and all were in favour. It was agreed that the expenditure would be discussed at the August meeting</p>	<p>b) Clerk to request funding and inform Play Park Group of instructions from Council</p>
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To discuss vandalism to the SID</p> <p>b) Duck Corner to Water Tower Path:</p> <p>i. To receive report on consultation (with high level statistics)</p>	<p>a) Cllr. Palmer reported that the additional security on the SID had taken longer than hoped but the new battery had been marked and the extra security ‘bits and pieces’ were on order.</p> <p>b)</p> <p>i. The high level statistics were read out by the Clerk. The following comments were made:</p> <ul style="list-style-type: none"> <li>• There is 4 or 5 feet between edge of road and the hedge</li> </ul>	<p>a) Cllr. Palmer to continue with additional security work</p> <p>b) Clerk to ask highways to come out to advise. Mr</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>ii. To discuss and agree on principle such as the existing hedge, the position of a path and the side of the road that is most appropriate</p> <p>c) To receive an update on overgrown path opposite entrance to Suffolk Punch Trust and other path related matters, including possibly adding sites to our existing contract</p>	<ul style="list-style-type: none"> <li>• The path behind hedge</li> <li>• Could we consider what they have in Martlesham – perhaps not as this is national speed limit and a white line is never a solutions for pedestrians,</li> <li>• Can we not suggest to them that we flatten the verge for a 4 foot wide refuge as trial?</li> <li>• Keen to see this as it has been going on for a number of years, a kerb would need to be put alongside the road, it would not need tarmac</li> <li>• If you have a shared path it has to be a certain width;</li> <li>• Tractors have worn the side of the road down</li> <li>• Could a hedge be planted already and allow it to grow.</li> <li>• We didn't explore all the options</li> <li>• Shouldn't be behind the hedge, it should be on the roadside</li> <li>• Cllr. Block suggested: ask SCC to assess the hedge and advise for a proper footpath and verge</li> <li>• Cllr, Mallinder wished it to be recorded he would insist the existing hedges were maintained</li> </ul> <p>ii. Not covered, awaiting outcome of advice from SCC</p> <p>c) Cllr. Pettitt reported this path had been cut but not Tank Hill. The Clerk was asked to contact Governor Moore at HMP Hollesley Bay and also to get a quote from SC Norse for this work to be part of the annual contract</p>	<p>Greenwell and as many Councillors as possible to be present</p> <p>c) Clerk to contact Gov. Moore and SC Norse</p>



Agenda Item	Resolution / Agreement / Fact	Action
<p>15. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the accounts as at 31<sup>st</sup> May and inspection of the Bank Statements</p> <p>b) To consider making a donation to the Armistice 100 Project</p> <p>c) To discuss purchase of a new notice board for Oak Hill</p> <p>d) To discuss and confirm attendance of Clerk and Cllr Hughes on Rights of Way and Byways Course (Total cost £80)</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (3 months' Expenses (April, May and June)) - <b>£474.22</b></li> <li>ii. Village Sign People (New Village Sign) - <b>£3,030.00</b></li> <li>iii. SC Norse (Refuse Collection for 3 months) - <b>£201.86</b></li> <li>iv. D Barnard (Litter Picking) - <b>£150.00</b></li> <li>v. JM Terrell (Maintenance) - <b>£199.74</b></li> <li>vi. J Hallett (Play Park Project Expenses) - <b>£132.16</b></li> </ul>	<p>a) The accounts to 31<sup>st</sup> May had been distributed to all Councillors; there were no queries. Cllr. Burbridge agreed to check the Bank Statements.</p> <p>b) It was felt this was a very good idea but where would any scroll live? Perhaps at the Church or Hall? Councillors agreed to pay the sum required to produce a scroll for Hollesley, up to a maximum spend of £100.</p> <p>c) After discussion it was agreed to purchase the same notice board as the one at the Village Hall. The Clerk was asked to request £500 funding contribution from both Cllr. Block and Cllr. Reid.</p> <p style="text-align: right;"><i>Cllr Pettitt left the meeting at 9.30pm</i></p> <p>d) Attendance at this was authorised</p> <p>e) Payment of the invoice was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Mallinder</p>	<p>a) None</p> <p>b) Clerk to inform project lead</p> <p>c) Clerk to order notice board and request funding</p> <p>d) Clerk to make booking</p> <p>e) Clerk to distribute.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. DBS at CAS Ltd (G Bathe DBS Check) - <b>£54.00</b></li> <li>ii. G Bathe (Printing of Consultation) - <b>£30.00</b></li> </ul> <p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. F Masters Ltd (J and M Curtis) - <b>£100.00</b></li> <li>ii. Bank Interest (Savings Acc) - <b>£11.83</b></li> <li>iii. Bank Interest (CLT Acc) - <b>£2.44</b></li> </ul>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>16. <u>To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</u></p> <ul style="list-style-type: none"> <li>a) To receive reports on any meetings attended by Councillors</li> <li>b) To gather items to be included in the next Village Voices article</li> <li>c) To discuss August Meeting</li> <li>d) To discuss purchase of daffodil bulbs for the new planting season (approx. £30)</li> <li>e) Orchard very unhappy</li> </ul>	<ul style="list-style-type: none"> <li>a) The following meetings had been attended: <ul style="list-style-type: none"> <li>• Cllr. Mallinder - SCC Full Council Meeting – 2 Neighbourhood plans discussed and we have to think seriously about having one</li> <li>• Cllr. Lewis – Good Neighbours will be up and running by beginning of Oct</li> </ul> </li> <li>b) The following items were suggested: Local Plan and how residents can take part in the consultation</li> <li>c) One will be organised to discuss the impending application on land next to Glebe House</li> <li>d) It was agreed another 25Kg net should be purchased</li> <li>e) Cllr. Lewis reported that the orchard in Mallard Way was looking sad due to the lack of water. A member of the audience suggested the trees would survive. The Clerk was asked to send out a GV message regarding fires on the heath</li> </ul>	<ul style="list-style-type: none"> <li>a) None</li> <li>b) Clerk to draft and send for review</li> <li>c) Clerk to organise</li> <li>d) Clerk to organise</li> <li>e) Clerk to send GV message</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
17. To receive agenda items for next meeting and agree date of Next Meeting (20 <sup>th</sup> September 2018)	<p>The following items were suggested added to the September agenda:</p> <ul style="list-style-type: none"> <li>• <i>None at the time of the meeting</i></li> </ul> <p>Date of next meeting will be <b>20<sup>th</sup> September 2018</b> – 7.30pm – at the Village Hall. A meeting in August would also need to be arranged.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare September agenda</li> </ul>

The meeting was closed at 9.44pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair's initials.....