

Minutes of Hollesley Parish Council Meeting

Held on 20th September 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)

2 members of the public

Dist. Cllr. Christine Block

The meeting was preceded by a presentation by the Hollesley Play Ambassadors

Record of Public Session:

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

- No comments were made

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – No report had been submitted
- Cllr. Block – Cllr. Block reported on the following item: Budget for 2019/20

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cnty. Cllr. Andrew Reid	• None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Friend declared a pecuniary interest in one of the invoices within item 14	• Noted
3. Public Session (record above)	<i>Please see above</i>	• None

Chair's initials.....

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4. To agree Minutes of meetings dated 19 th July and 16 th August 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"> • Clerk to post on web pages
5. <u>To discuss and agree responses to the following Planning Applications:</u> a) None	a) There were no planning applications to discuss	a) None
6. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way) b) To discuss establishing a process for the Clerk to follow when a Referral to the Planning Committee is an option	<p>a) The Clerk reported that she had recently been to the site but that no work was being carried out.</p> <p>b) After discussion it was agreed that if a Referral Option was presented to the Parish Council and the Planning Officer’s recommendation was the opposite to the opinion of the Parish Council, the Clerk would request the application was considered by the Chair and the Vice-Chair of the Planning Committee to go to said Committee. This was proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement.</p>	<p>a) Clerk to monitor</p> <p>b) Clerk to carry out these instructions</p>
7. <u>Clerk’s Review</u> – An update from Cllrs. Lewis and Mallinder and to discuss increasing Clerk’s Salary Grade to SCP24, in line with her contract of employment	<p><i>The Clerk left the room</i></p> <p>Currently overtime hours being monitored by Clerk, will carry on to do so and Council will discuss increasing contract hours at a later date.</p> <p>Proposal to increase salary grade as per contract, proposer Cllr. A. Hardwick, seconded by Cllr. Hughes, all in favour.</p> <p><i>The Clerk re-joined the meeting</i></p>	<ul style="list-style-type: none"> • Clerk to inform SALC
8. <u>Community Land Trust</u> - Update from Cllrs. Mallinder, Hardwick and Palmer	Progressing slowly unfortunately, newsletter being prepared for members, membership going up, ‘housing needs’ survey being considered but this will be a lot of work, CLT now fully established but bank account proving difficult to set up.	<ul style="list-style-type: none"> • Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress

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<p>9. <u>To receive update on Play Park Project and to agree:</u></p>	<p>The Clerk had previously sent a written report on the Play Park Project and this was updated verbally. Discussion was had on different equipment and items for disabled adults and children.</p>	<ul style="list-style-type: none"> • Clerk to keep Council up to date with progress
<p>10. <u>To discuss changes at HMP Hollesley Bay and outcome of meeting on 14th September</u></p>	<p>Comments from Councillors included:</p> <ul style="list-style-type: none"> • Lots of people at the meeting, Governor gave a good appraisal, couldn't give all the answers and it seems the community is divided, some very frightened and some not so, the Prison has provided employment for many years, • We have an obligation to get more information, we need more info as to why Hollesley was selected, the process is unclear (if there was one), • Can we get the new Governor to a meeting? • Shame there was no timeline; some employers will stop taking prisoners if they are MCOSO, a Cat D prison in the country is currently standing empty • Cllr. Block indicated there had been a 'calm and quiet' reaction from others • Agreed to do an FOI to the MoJ to ask specific questions such as: <ul style="list-style-type: none"> ○ Were decisions made 3 years ago? ○ What process was undertaken? ○ When did it start? ○ Can we have details of the stages? • If this info is not forthcoming we will know there perhaps wasn't a process, <p>In conclusion the Clerk was asked to draft three letters and the FOI request as above:</p> <ol style="list-style-type: none"> 1) Letter to Prisons Minister, Rory Stewart (copy Dr. Coffey and Minister for Justice) asking for FOI information 2) Letter to Dr. Coffey to request a meeting between HPC, Rory Stewart and herself. Also ask if she has had a reply to her letter to RS. (if we meet her we need to have a stance, need to ask her why Hollesley was chosen and depending on these answers we might decide to take further action) 3) Letter to HMP Hollesley Bay Deputy Governor to request further information about the Officers Club and rumours it will be turned in to a visitors centre 	<ul style="list-style-type: none"> • Clerk to draft letters and FOI Request in conjunction with Cllr. Palmer and send to all for review and comment

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<p>11. <u>Cemetery</u> – To discuss boundary hedge and requirement to cut</p>	<p>The Clerk remarked that as part of the Asset Review she had noticed the hedge around the Cemetery was overgrown and would benefit from a good cut. This was also the case for the hedge next to Plot 9 at the Allotments (along School Lane). It was also felt the hedge next to the Tree Nursery needed cutting back. The Clerk was asked to obtain 3 quotes for the work.</p>	<ul style="list-style-type: none"> • Clerk to obtain 3 quotes
<p>12. <u>Mallard Way Orchard</u> – To discuss requirement for a planning application in order to ‘trim’ oak trees overhanging Mallard Way orchard</p>	<p>After further examination, Cllr. Lewis considered it was unnecessary to cut back the Oak Trees any further and indicated that two of the ‘Good Neighbours’ would help with the orchard in the future.</p>	<ul style="list-style-type: none"> • Cllr. Lewis to meet with volunteers
<p>13. <u>Highways and Footpaths:</u></p> <p>a) Duck Corner to Water Tower Path - To receive update from the Clerk</p> <p>b) To discuss organising a Sign Cleaning working party</p> <p>c) To discuss advertising for a Footpaths Warden</p> <p>d) To discuss purchase of ‘Pedestrians in Road ahead’ signs on the Shingle Street Road</p>	<p>a) Notice had previously been circulated from CAS Farms that they did not wish to part with any land for the purpose of a path either in front of the hedge or behind it. Councillors felt this was disappointing. Cllrs. discussed the other options of a reduction in the speed limit and more signage. It was agreed to ask SCC Highways to do a study in to the 40mph buffer zone and to approve the type of signage that would be permitted.</p> <p>b) This was thought a good idea and the Clerk was asked to set a date in October and advertise it via the Grapevine</p> <p>c) Again this was thought to be a good idea</p> <p>d) It was agreed a sign indicating no footpath should be erected just before Glebe House and the Clerk was asked to obtain costs</p>	<p>a) Clerk to contact SCC Highways</p> <p>b) Clerk to arrange</p> <p>c) Clerk to advertise position via the Grapevine</p> <p>d) Clerk to obtain prices for the signs</p>

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<p>e) To receive an update on the Litter Picking contract</p> <p>f) To discuss costings for proposed additional signage to Fox Hill</p> <p>g) To discuss asking SCC to register the path beside the Recreation Ground on the Footpaths Map</p>	<p>e) The Clerk indicated that Mrs Barnard did not wish to do the Litter Picking in January, February or March and all Councillors agreed this was sensible.</p> <p>f) As the type of signage had been agreed with SCC Highways, it was agreed to purchase the signs and erect them. The Clerk was asked to check if the PC were permitted to re-paint signage on the road.</p> <p>g) After discussion it was felt not enough was known about the implications of asking for the path to be officially registered. Councillors did not want to ask for the registration if this later put restrictions on how the land could be used. Cllr. Block suggested the path could be classed as a Byway Open to All Traffic (BOAT). The Clerk was asked to find out the exact implications of any registration and measurements to be taken; we need to unsure it is kept open but don't want to cause ourselves other issues</p>	<p>e) Clerk to liaise with Mrs Barnard</p> <p>f) Clerk to check with SCC Highways</p> <p>g) Clerk to speak to SCC Rights of Way Team again</p>
<p>14. Finance Matters:</p> <p>a) To acknowledge receipt of the accounts as at 30th June and 31st July and inspection of the Bank Statements</p> <p>b) To receive and acknowledge External Audit Conclusion and Certificate from PKF Littlejohn LLP</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. Notice Board Company (UK) Ltd - £2,254.80</p> <p>ii. Hollesley Bowls Club (Teen Hub use) - £138.00</p>	<p>a) The accounts to 31st July had been distributed to all Councillors; there were no queries. Cllr. Mallinder agreed to check the Bank Statements.</p> <p>b) Receipt of the External Audit Conclusion from PKF Littlejohn LLP was acknowledged and had been published on the web pages. There were no issues recorded.</p> <p>c) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Mallinder and Burbridge</p>	<p>a) None</p> <p>b) None</p> <p>c) Clerk to Distribute</p>

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<ul style="list-style-type: none"> iii. T M Terrell (Fixing of new Notice Board) - £151.40 iv. Hollesley Bowls Club (use of Hut for Play Ambassadors) - £156.00 v. Hazel Hughes (Mileage to LCPAS) - £37.08 vi. Mr A Stebbens (Collection of village sign) - £49.77 vii. Anglian Water Business (National) Ltd - £164.68 viii. HMRC Cumbernauld (Clerk's PAYE) - £305.80 ix. J Hallett (Salary for three months) – <i>dated 26th Sept</i> - £1,233.24 		
<ul style="list-style-type: none"> d) To note Payments made since last meeting: <ul style="list-style-type: none"> i. A Palmer (SID Security) - £49.15 ii. J Brown (CLT) - £400.00 iii. Hollesley Village Hall (CLT) - £25.00 iv. J Hallett (Play Park Project Expenses) - £105.31 v. G Bathe (Play Park Project Expenses) - £21.74 vi. PKF Littlejohn LLP (External Audit) - £240.00 vii. SC Norse (Extra Refuse Collection) - £27.60 x. A Cartwright (Teen Hub Project Expenses) - £1,000.00 	<ul style="list-style-type: none"> d) Noted 	<ul style="list-style-type: none"> d) None

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<p>ix. LCPAS (Training) - £80.00 x. Came and Co (Insurance) - £732.66 xi. Just 42 (Teen Hub Project Expenses) - £1,307.85 xii. J Brown (CLT) - £400.00 xiii. Shottisham WI (CLT) - £60.00</p> <p>e) To note Payments received since last meeting:</p> <p>i. Various Cross charges form other Councils - £95.36 ii. SCDC Grant for PP Project - £500.00 iii. Various Cross charges form other Councils - £22.69 iv. Co-Op Memorial (J G Archer) - £25.00 v. E B Buttons (M L Elford) - £225.00 vi. Various Cross charges form other Councils - £6.03 vii. SC Norse (Grant for Litter Pick) - £20.00 xi. HMRC (VAT Refund) - £3,807.08 xii. SCDC (Play Park Funding) - £3,000.00</p>	<p>e) Noted</p>	<p>e) None</p>
<p>15. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</p> <p>a) To receive reports on any meetings attended by Councillors</p>	<p>a) Cemetery Training – The Clerk reported on recent Cemetery training she had attended. Two important jobs to do asap were to load all records and documents on to an Excel S/Sheet and ensure the 'Owners' of graves are up to date. This could perhaps be achieved a little each month</p>	<p>a) Clerk to set a timetable for this work</p>

Chair's initials.....

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b) To receive items for the next Village Voices c) Path through Allotments d) Hollesley Village Hall Management Committee Representative	b) November article could include: Update on Prison issue, volunteers for clean signs, bulbs, c) The Clerk read a letter from the mother of a child who had fallen several times on the path through the allotments. Cllr. Lewis also reminded Council that an elderly lady had fallen earlier in the year. Councillors reiterated that the cause of the problem was the path being lifted by the Poplar tree roots but that the owner of the trees had refused to take them down and any re-surfacing would only be pushed up again. After discussion it was agreed to seek quotations for grinding down the roots and tarmac d) Cllr. Friend agreed to stand again and was unopposed	b) Cllrs. Mallinder and Lewis would be drafting c) Clerk to speak to local contractors d) Clerk to advise HVH Committee
16. Documentation – To approve the following documents: a) Standing Orders – Sept 2018 (England) – sent to Councillors on 8 th August 2018	a) The adoption of this document was proposed by Cllr. Burbridge, seconded by Cllr. Friend and all Councillors were in favour	a) Clerk to post on web pages
17. To receive agenda items for next meeting and agree date of Next Meeting (18th Oct 2018)	The following items were suggested added to the September agenda: <ul style="list-style-type: none"> • Prison update • Budget for 2019/20 • New grit bins Date of next meeting will be 18th October 2018 – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> • Clerk to prepare October agenda

The Clerk reminded Councillors that she was on holiday between 28th Sept and 10th Oct. The meeting was closed at 9.26pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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