

Minutes of Hollesley Parish Council Meeting

Held on 15th November 2018 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk) 5 members of the public Cnty. Cllr. Andrew Reid

Record of Public Session:

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

- None

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated to all Councillors and he expanded on the following items: **Third Crossing in Lowestoft** – funding awarded; **Adult Care** – CQC examining Mid Suffolk Home Care Service, great improvement; **Budget 2019/20** – going to scrutiny committee, certain savings had to be found but budget to adult care and children’s service will increase. *Question: regarding working on the road, any progress?* Actively looking but no dates set yet. *Question: Will there be any facility like Bridge School this side of Ipswich?* Not sure, we have had a recent review of these services and we are going to be providing more schools; Andrew to find out. *Question: Is there any news on funding for the improved signage at Fox Hill?* Sorry, please can you forward mail again.
- Cllr. Block – Cllr. Block was not present but had asked that any questions were forwarded to her.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (away), Cllr. Anne Hardwick (previous commitment) and Dist. Cllr. Christine Block	<ul style="list-style-type: none"> • Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none	<ul style="list-style-type: none"> • None

Chair’s initials.....

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3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> • Clerk to forward mail to Cllr. Reid
4. To agree Minutes of meeting dated 18 th October 2018	The minutes were proposed as accurate by Cllr. Friend 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. <u>Play Park</u> - To receive a report from Ms Bathe and Mrs Hallett regarding options for the Adult Gum/Activity Area and to seek approval from the Council to proceed	A presentation of the proposed scheme for the Adult Exercise/Interaction element of the Play Park Project was given by Ms Gerry Bathe, with additional information from the Clerk. The Councillors fully endorsed the approach; Cllr. Mallinder proposed the project team continue in this element. This was seconded by Cllr. Hughes and all Councillors were in favour.	<ul style="list-style-type: none"> • Clerk and Ms Bathe to continue to explore this scheme and to report back to the Council.
6. <u>To discuss and agree responses to the following Planning Applications:</u> a) None	a) There were no planning applications to discuss	a) None
7. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way) b) Letter from resident regarding HPC’s participation in SCDC Planning Committee Meetings	<p>a) The Clerk reported again that she had recently been to the site but that no work was being carried out. However, she had had correspondence late that afternoon from the developers Secretary, wishing to set up a meeting; all Councillors would be kept informed of the remit of any meeting and the District Council would be notified if appropriate.</p> <p>b) A letter from a parishioner had been circulated to all. The following comments were noted:</p> <ul style="list-style-type: none"> • On the whole we do attend and should attend if an application goes to committee • This is a valid letter and perhaps we need a policy? • If a Councillor can’t attend, perhaps the Clerk could read out the prep-prepared statement? • We need to make sure we are represented, this occasion was unfortunate. • It would be handy if the agenda could state if a case was to be held in the morning or afternoon, then people would not have to waste a whole day – Clerk to ask. • Public in attendance is the whole point of a case going to Committee. • Clerk to write and thank member of the public for their letter 	<p>a) Clerk and probably one Councillor at least to attend any meeting and report back to full Council</p> <p>b) Clerk to ask Cllr. Block if she could ask the Planning Committee if they would consider AM and PM sessions. Clerk to thank resident for their letter.</p>

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<p>8. <u>Data Protection Breach</u> – To discuss implications resulting from the recent data protection breach and lessons learnt</p>	<p>The Clerk reported that the recent data protection breach, where in incorrect e-mail address had been used for a Councillor, was, in her opinion, resolved. It had been reported to the ICO and additional details of actions taken in light of the breach had also been notified to the ICO.</p> <p>This had been an unfortunate situation which could have happened to anyone. Councillors were reminded of the importance of checking each e-mail is sent to the correct recipient and were asked to consider setting up a separate e-mail account for Council business.</p> <p>Cllr. Burbridge suggested a ‘shared address’ could be set up but it was not felt necessary.</p>	<ul style="list-style-type: none"> • Councillors and Clerk to remain vigilant when sending e-mails
<p>9. <u>Housing:</u></p> <p>a) To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer</p> <p>b) To discuss suggestion from SCDC to hold regular seminars to promote the Gateway to Homechoice system and procedures for residents wishing to apply for social housing</p>	<p>a) The following updates were given:</p> <ul style="list-style-type: none"> • Moving on at good speed, site in School lane, Bawdsey was a priority • Business plan for funding being worked on and discussions with developers and providers underway, there will be no ringfencing • Housing needs survey will take place in Feb 2019 [a statement regarding this was read by Cllr. Mallinder] details will be available to Parish Councils and a HPC endorsed survey could be used to argue against or for planning applications in the future, this is a mammoth task • Sutton Heath houses may come in to the project at a later date and Mallard Way kept on radar and others, houses need to be affordable to run as well <p>b) The Gateway to Homechoice team were keen to return to Hollesley on a regular basis to promote their work; this was fully endorsed by the Council. Cllr. Mallinder suggested any session could be opened up to other organisations such as Benefit system help, hall facilities, SCC/SCDC, local organisation, Good Neighbours, Play Equipment, Peninsula event, planning portal, Report It, Library, etc.</p>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p> <p>b) Clerk to invite SCDC Gateway to Homechoice team back</p>

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<p>10. <u>HMP Hollesley Bay</u> – To receive an update on various correspondence sent and received</p>	<p>The following updates were given:</p> <ul style="list-style-type: none"> • Cllrs. Lewis and Mallinder went to Parliament to meet Rory Stewart and Therese Coffey and a report of this was sent to Councillors • A meeting with Acting Governor Jeff Orr had taken place between Hollesley and Boyton PC reps. It covered how they would manage this project, how much funding they would need, and how many more resources. The Prison has been assessed and has been deemed suitable to take new prisoners. However, they need now to assess if there is the funding to pay for the changes, if they get the funding they will definitely take the new prisoners. • Should we challenge the FOI? They are allowed to make a decision free from interference but once the decision is made they have to disclose the basis of decision. Further FOI requests have been put forward independently. • Declan Moore spoke as if he could do nothing about it, that was not the case from Mr Orr, he would not have the prisoners come unless the money was provided • Concern that we need to act now regarding the FI as once changes are made it will be too late. Perhaps once they have made a decision we should challenge, • Decision is depends on a number of aspects • Do we write to the minister to ask for a ‘have you made that decision subject to funding’? • Dr Therese Coffey coming on 30th Nov to the Suffolk Punch Trust (5.30 – 6.30), this has been advertised on the Grapevine • Could we choose to narrow the scope of the FOI and just ask about the assessment of the prison? • Differing info in letters, we should be within our rights to ask for clarification • Gov Orr is happy to have discussions on a timely basis, regular meetings, every 2 months. It was agreed that Cllr. Mallinder should represent HPC, with Cllr. Devine as a back-up. Mr Orr had been asked to write an article for Village Voices <p>Motion: To pursue a motion to determine the basis on which the decision to house MOCOSO offenders was made. Proposed by Cllr. Burbridge, seconded by Cllr. Mallinder and all Councillors were in favour.</p>	<ul style="list-style-type: none"> • Cllr. Palmer to work with Clerk regarding drafting a response to the FOI letter • Clerk to establish a list of Councillors who would like a tour of the facilities

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<p>11. To discuss how <u>Correspondence</u> is handled and if a Communications Policy is required.</p>	<p>Councillors discuss the process for dealing with Correspondence sent to the Council.</p> <p>On the one hand it was felt appropriate for Councillors to be part of this task and to be more involved with the letters/e-mails that needed to be sent, to assist the Clerk. On the other, it was felt that the Clerk should be the only person to manage all correspondence, with a Councillor designated to respond only in an emergency when the Clerk was on holiday.</p> <p>In conclusion it was agreed that the Clerk would process all correspondence, acting only on the wishes of full Council and not on the instruction of any one Councillor. It was also agreed that, if a letter/e-mail was required when it was not possible to hold a full Council meeting for them to discuss the situation, the Clerk would draft a response and seek Councillors agreement, giving as many days for Councillors to respond as possible. This would be an exceptional matter and ordinarily a Council meeting would be called.</p> <p>It was also agreed that any correspondence accidentally going to a Councillor should be passed directly to the Clerk to manage.</p>	<ul style="list-style-type: none"> • Clerk to deal with all Correspondence for the Council
<p>12. <u>Cemetery:</u></p> <p>a) To review the charging Scale and discuss the 'Non-Resident' charges</p> <p>b) To receive update on boundary hedge</p>	<p>a) The Clerk reported that at the recent LCPAS Cemetery Management training, she had learnt that separate pricing scales of residents and non-residents were not permitted. It was agreed that the charging documentation should be amended</p> <p>b) The Clerk confirmed that Mortiers Farms had agreed to cut both the Cemetery hedge and the Allotments hedge (next to Plot 10), but that there equipment was broken at present so this may take a little while.</p>	<p>a) Clerk to adjust charging schedule and re-publish</p> <p>b) Clerk to assess hedges once cut</p>
<p>13. <u>Mallard Way Orchard</u> – To discuss installing a tap on site</p>	<p>The Clerk reported that the water leak had been fixed by Anglian Water. They had suggested a tap could be installed but it should be in a locked cabinet and would be metered. After discussion it was agreed to monitor the trees for a further year and then to decide if a water source was required.</p>	<ul style="list-style-type: none"> • Clerk to diarise

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<p>14. <u>Highways and Footpaths:</u></p> <p>a) Duck Corner to Water Tower Speed Restrictions - To receive an update from the Clerk</p> <p>b) To receive an update on signs for Rectory Road/Shingle Street and Fox Hill</p> <p>c) To receive update on the path beside the Recreation Ground and agree a way forward</p> <p>d) To discuss issues with the SID</p> <p>e) To discuss parking outside Hollesley Shop, especially blocking the pavement</p>	<p>a) The Clerk reported that the cheque for the speed checks had been cashed but that the assessments were yet to be put in place.</p> <p>b) Updates:</p> <ul style="list-style-type: none"> • Fox Hill – Details passed to Cllr. Reid after the October meeting but nothing further heard – Clerk to re-send • Rectory Road/Shingle Street Road -A 600mm triangular sign depicting adult and child walking in road would cost £31. ‘Elderly People walking’ sign already on Rectory Road so agreed another is not needed at that point. Clerk asked to purchase one sign to go on the post warning about the crossroads. Clerk to check footpath that exits on to Rectory Road to assess if a warning sign is required. <p>c) After discussion it was agreed to retain this path as a Permissive Path’. This was proposed by Cllr. Mallinder, seconded by Cllr. Palmer and Councillors voted 8 in favour and 1 against.</p> <p>d) The Clerk reported that the SID was currently showing inaccurate readings. This had been reported to the supplier who had indicated the sensor may need replacing. They had indicated that at almost 2 years old the machine was outside of its warranty period. It was agreed to send the machine back for assessment and for the Clerk to authorised up to £1,000 of repairs.</p> <p>e) Councillors discussed this matter and the law. In conclusion it was agreed to take the following action:</p> <ul style="list-style-type: none"> • Clerk to raise matter with local farms and ask politely if drivers of tractors could not park on the pavement if possible • Clerk to alert the shop manager to the situation • Clerk to place item in Village Voices 	<p>a) Clerk to chase SCC Highways</p> <p>b) Clerk to report back to November meeting. Clerk to purchase one sign</p> <p>c) None</p> <p>d) Clerk to send machine off</p> <p>e) Clerk to take all three agreed actions</p>

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	Cllr. Pettitt left the meeting at 9.00pm	
<p>15. Finance Matters:</p> <p>a) To acknowledge receipt of the accounts as at 30th September and inspection of the Bank Statements</p> <p>b) 2019 Grants - To consider requests for a grant paid in April 2019 (<i>list sent to Councillors 7th Nov</i>)</p> <p>c) To consider a request from Hollesley Primary School for a grant to be paid for their Christmas Fair fundraising event</p> <p>d) Budget – To discuss draft budget for 2019/20 and budget requirements</p> <p>e) CIL Payment of £756.00 – To discuss allocation of these funds</p> <p>f) To authorise the following Invoices for Payments:</p> <p>i. SALC (6 months Payroll Service) - £21.60</p> <p>ii. Royal British Legion (Grant) - £50.00</p>	<p>a) The accounts to 30th September had been distributed to all Councillors; there were no queries. Cllr. Burbridge agreed to check the Bank Statements.</p> <p>b) The Clerk explained the statutory limit imposed on expenditure made via S137 LGA 1972. Councillors examined the grant requests and decided on £5,635.00 worth if expenditure, this was proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in favour [Full Spread sheet available from Clerk]</p> <p>c) After discussion a £50 grant was proposed by Cllr. Mallinder, this was seconded by Cllr. Hughes and all Councillors were in favour</p> <p>d) The Clerk and Finance Councillors had produced a draft budget which had been sent to all Councillors. A few individual items were explained and Councillors agreed to asses it fully with a view to agreeing the Budget at the December meeting.</p> <p>e) Councillors discussed the merits of a ‘picnic table’ verses a ‘bench’ at the mini-orchard in Mallard Way. It was agreed a bench would be more appropriate and the Clerk was asked to investigate costs.</p> <p>f) Payment of the invoices was proposed and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Palmer</p>	<p>a) None</p> <p>b) Clerk to notify Grant requestors</p> <p>c) Clerk to draw cheque and pass to School.</p> <p>d) Councillors to study draft budget</p> <p>e) Clerk to research costs</p> <p>f) Clerk to Distribute</p>

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<p>iii. James Mallinder (Expenses for meeting with R Stewart) - £70.50</p> <p>iv. Helen Lewis (Expenses for meeting with R Stewart) - £5.80</p> <p>v. SC Norse (Grass cutting for 2018/19) - £2,096.29</p> <p>g) To note Payments made since last meeting:</p> <p>i. M Friend (Locks) - £97.47</p> <p>ii. Peninsula Villages CLT (Transfer) - £3,078.49</p> <p>iii. Suffolk County Council (Speed monitoring) - £546.00</p> <p>h) To note Payments received since last meeting:</p> <p>i. I Harris (Cemetery) - £300.00</p> <p>ii. SCDC (CIL Funds) - £756.00</p>	<p>g) Noted</p> <p>h) Noted</p>	<p>g) None</p> <p>h) None</p>
<p>16. 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>b) To receive items for the next Village Voices</p> <p>c) To revisit starting each meeting at 7.00pm instead of 7.30pm</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> • None <p>b) January article could include: Prison meeting, Governors meeting, 2019 elections, shop parking</p> <p>c) This item was withdrawn from the agenda due to the Karate Club using the hall until 7.15pm.</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) None</p>

Chair's initials.....

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17. Documentation – To approve the following documents: a) Health and Safety Policy – November 2018 (<i>Sent to Councillors on 12th Oct</i>)	a) Cllr. Hughes proposed adoption of this document. This was seconded by Cllr. Devine and all Councillors were in favour. The Clerk was asked to print out one copy for signing and publish on the web site	a) Clerk to print copy and publish
18. To receive agenda items for next meeting and agree date of Next Meeting (20 th December 2018)	The following items were suggested added to the December agenda: <ul style="list-style-type: none"> • Budget • Precept Setting Date of next meeting will be 20th December 2018 – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> • Clerk to prepare December agenda

The meeting was closed at 9.46pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....