

Minutes of Hollesley Parish Council Meeting

Held on 17th January 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Helen Lewis (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne (until 8.15pm), Cllr. Brian Devine, Cllr. Michael Friend, Cllr. John Hardwick, Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk) 5 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):
 - Re. Wayside Cottage application – Applicant explained the application to Councillors (DC/18/5056/ROC) and gave further information to that that was in the application, basically wished the restriction on their property not allowing ‘Permitted Development’ to be lifted, would now like to enlarge the garage, SCDC Planning Officers suggested application is put in, roof will be same level. Q: Who did you speak to at Planning? We didn’t catch their name, it was just the duty officer.
 - Mallard Way Bench – Confirmation that the bench will be made of recycled materials
 - Village Sign – An update was given by the Clerk
- b) Reports or comment from ESDC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had been circulated.
 - Cllr. Block – Cllr. Block was not present but was happy to take any questions outside of the meeting

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (unwell), Dist. Cllr. Christine Block and Cnty. Cllr. Andrew Reid	<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"> • None
4. To agree Minutes of meeting dated 20 th December 2018	The minutes were proposed as accurate by Cllr. Hughes, seconded by Cllr. Palmer 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) DC/18/5056/ROC - Removal of Condition No. 3 of Planning Permission C/08/1139 - Demolition of existing bungalow & erection of new chalet bungalow. - Wayside Cottage, Alderton Road, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> • Application is clear, very well explained in the covering letter • I can understand why it was first put on the property but it is clear the rules have not been applied universally • Researching the legal precedent, no case law found, we need to be mindful that we are consistent; planning officers have been a bit vague, we could be setting a precedent, • Common sense that we need to deal with each application on an individual basis and take everything on its merit • Likely this was applied because it was a re-build • Conclusion: No objection – Proposed by Cllr. Mallinder, seconded by Cllr. Coyne and all Councillors were in agreement. 	a) Clerk to send comments to SCDC Planning
6. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)	a) Cllr. Mallinder recalled a meeting held with Martin Aust and Martin Blake regarding the proposed amendments to the S106 agreement for application C/13/0320. The details of the new proposed document had been set out in an e-mail by Martin Aust and sent to all Councillors and a couple of questions had been answered by Peter Goodrick (SCDC). Councillors were concerned that the 25% set aside for affordable housing should remain in the area, ideally in the Wilford Peninsula; the document indicated it would remain <i>'in the District'</i> . It was felt the document was still very grey and open to interpretation but an improvement on the original agreement. Councillors felt it was not their place to endorse the document, that was the role of SCDC.	a) Clerk to write to all Parties on both matters

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<p>b) Update on Draft Local Plan from Cllr. Mallinder</p>	<p>The Clerk was asked to reply to all parties stating that HPC have no objection to the new agreement but that they would like assurance that the 25% value of the properties would remain in the Wilford Peninsula and not the wider 'District'.</p> <p>With reference to the name of the Development, Councillors agreed the suggested name of 'The Meadows' was not offensive and they had no objections to this.</p> <p>b) Cllr. Mallinder gave an update on a presentation attended at SCDC. The Draft Local Plan had changed very little from the last draft and was now being challenged on its legality and soundness. Councillors indicated no desire to comment further but were asked to notify the Clerk at least 1 week before the February meeting if they changed their minds. The Clerk was asked to publish the posters</p>	<p>b) Clerk to advertise consultation</p>
<p>7. <u>Housing</u> - To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer</p>	<p>The following update was given:</p> <ul style="list-style-type: none"> • Business plan being developed and trying to purchase houses in Bawdsey • Meeting with Therese Coffey planned • There is a requirement for an income of £15k per year • Housing survey will be delivered at the end of February • Tour of area with Hastoe had been undertaken • CLT realise they have to be involved in housing development but add to it and not step in on projects already planned • Purchasing an actual property not ruled out either • It was suggested the CLT could ask SCDC to let them know when shared ownership properties come up 	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>

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<p>8. <u>HMP Hollesley Bay</u> –</p> <p>a) To receive an update on various correspondence sent and received</p>	<p>a) The following updates were given:</p> <ul style="list-style-type: none"> • Bi monthly meeting with Jeff Ore attended by Cllrs. Mallinder and Lewis and Cllrs Jesty and Fletcher from Boyton PC, along with a representative from one of the governing organisations. • The new Governor would be appointed in Feb with a cross over and the new Governor will be mindful of community involvement in the prison • Due diligence for MCOSO had been done and this was passed. However, it was now down to the finances; MCOSO would only be permitted to the prison when all the finances were in place; If this happened it would take a good 3, 4 or 5 months due to the recruiting process • Turnover in the prison is high but MCOSO will only be taken in once there is space • A tour was very interesting, they are very self-sufficient and save tax payers money • Councillors attending the meeting confirmed the commitment to take in MCOSO (subject to the finances being in place) had only been given verbally and not in writing. • The Clerk advised that no reply or acknowledgement had been received following her letter to Rory Stewart. She was asked to follow up this letter chasing a reply and asking for written confirmation that the decision to hold MCOSO at the prison had officially been made, subject to the finances being put in place. It was suggested the letter was sent requiring a signature upon delivery 	<p>a) Clerk to write again to the Prisons Minister</p>
<p>9. <u>Allotments</u>: To receive details of quotes for the renewal of the path (Approx. 80 metres)</p>	<p>The Clerk had spoken to Booths and they had suggested a site meeting to discuss the different options. This was to occur on Wednesday 23rd Jan at 2.30pm; Cllrs available were invited to attend.</p> <p>The Clerk was asked to refer back to Council with answers to the previously noted questions regarding kerbing.</p> <p><i>Cllr. Coyne left the meeting at 8.15pm</i></p>	<ul style="list-style-type: none"> • Clerk to meet Paul Booth

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<p>10. <u>Mallard Way Orchard</u> – To receive an update on purchase of a bench and quote for concrete supports</p>	<p>The Clerk reported that the bench had been ordered, along with the fixing brackets and bolts. The Maintenance Man would be happy to fix it down and the cost would be between £80 and £100 (there was £85 of the CIL fund remaining after the bench was purchased)</p>	<ul style="list-style-type: none"> • Clerk to monitor
<p>11. <u>Cemetery</u> – To discuss the maintenance contract</p>	<p>Some Councillors had concerns the Cemetery looked a little untidy and had very long grass and husks everywhere. Others were sympathetic to the situation of the Cemetery and the recent conditions.</p> <p>In conclusion the Clerk was asked to speak to Mr Collins to ascertain if the maintenance regime could be increased and at what cost.</p>	<ul style="list-style-type: none"> • Clerk to speak to Mr Collins
<p>12. <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 discuss requesting the School Bus stops further away from Duck Corner (both picking up and dropping the children off)</p>	<p>a) The Clerk reported that the speed checks had been put in place earlier in the day.</p> <p>b) Councillors had gave concerns for the present stopping locations of the School Bus, very close to Duck Corner and the Clerk was asked to write to SCC to suggest it stopped at the entrance to the Recreation Ground and at the entrance to Moorlands where visibility was much clearer.</p>	<p>a) Clerk to monitor</p> <p>b) Clerk to write to SCC</p>
<p>13. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the accounts as at 30th November and inspection of the Bank Statements</p> <p>b) To review the Internal Controls and Efficiency of our Internal Audit</p>	<p>a) The accounts to 30th November had been distributed to all Councillors; there were no queries. Cllr. Burbridge agreed to check the Bank Statements.</p> <p>b) The Clerk read details of the present financial controls in place. It was agreed that the person checking the bank statements should ensure they check all accounts.</p> <p>It was agreed that the internal auditor was efficient, effective and appropriate.</p>	<p>a) None</p> <p>b) None</p>

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for previous 3 months) - £329.80 ii. HMRC Cumbernauld (Clerk's PAYE) - £317.00 iii. D Barnard (Litter Picking) - £50.00 iv. Suffolk County Council (Signage on Fox Hill) - £221.36 v. SC Norse Ltd (Refuse collection for 3 months) - £201.89 <p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None <p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Allotment Rents x 6- £257.79 	<p>c) Payment of the invoices was proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in favour. The cheques were signed by Cllrs. Mallinder and Palmer</p> <p>d) Noted</p> <p>e) Noted</p>	<p>c) Clerk to distribute</p> <p>d) None</p> <p>e) None</p>
<p>14. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:</p> <ul style="list-style-type: none"> a) To receive reports on any meetings attended by Councillors b) To receive items for the next Village Voices c) Annual Parish Meeting – To discuss a guest speaker 	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> • None <p>b) March article could include: Date of Litter Pick, Dan (including how people could support him), village sign update and election details</p> <p>c) The following suggestions were made: Sutton Hoo, Tim Passmore, Suffolk Wildlife Trust. The usually attendees were also to be invited (Prisons, school, etc.)</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to approach Guest Speakers</p>

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d) Sizewell C Consultation – To receive official consultation documentation e) To receive and accept resignation of Cllr. Pettitt	d) The Clerk explained that she had the full consultation pack if anyone was interested e) Cllr. Pettitt’s resignation was regretfully accepted. It was decided to promote the elections in May rather than a separate co-option which would only be valid for 3 months.	d) None e) Clerk to promote the elections
15. To receive agenda items for next meeting and agree date of Next Meeting (21 st February 2019)	The following items were suggested added to the December agenda: <ul style="list-style-type: none"> • Items taken forward from this meeting • Creating a flat area for waiting for the bus at Stores Corner • Contingency for Clerk’s illness. Date of next meeting will be 21st February 2019 – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> • Clerk to prepare February agenda

The meeting was closed at 8.45pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

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