

Minutes of Hollesley Parish Council Meeting

Held on 21st February 2019 ~ 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. John Hardwick, Cllr. Hazel Hughes, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

7 members of the public

Dist. Cllr. Christine Block

Record of Public Session:

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

- Logs outside Arden House – Logs close to the road and may cause damage to a vehicle that has to use the verge – Clerk to report to the Highways Authority
- Bus Stop at Water Tower – No hard place to stand off the road, please can the Parish Council help? There will be more people waiting in the future and the bank is slippery.
- Footpath 22 – We fought to keep this footpath behind the hedge in the past but it was deemed to be in the road several years ago. In my opinion it should have been kept where it was for the children accessing the bus stop at the Water Tower. Original path *did* cut across the corner and was behind the hedge.
- Grass Cutting in the Churchyard – What is required? You have asked for a little bit more this year but what do you want? Have received complaints from people before about grass cuttings being left on graves. Where would you like cuttings put? We would need a large leave store? The mower does not collect. How do we want it to look? *We need it to look tidy*. The Churchyard is more open for leaves to blow away. Offers of help and Mr Collins to work out how much more it will cost.

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated. *Comments: Improved pot hole treatment is welcomed and money for cleaning road signs now available.*
- Cllr. Block – Cllr. Block reported on the following items: Merger with Waveney will happen on 1st April, they will then be East Suffolk District Council; Celebration Event - invitation should be with you; Deben Estuary Partnership and the Alde and Ore Estuary Partnership are holding a joint workshop on March 22nd to talk about salt marshes; fairly technical but interested persons should contact the Clerk; Deben Peninsula Branding – document passed around and comments welcomed.

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (Away) 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
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> Clerk to report logs at Arden House to SCC Highways Mr Collins to provide estimated additional costs and Cllr. Devine to offer assistance in the Cemetery
4. To agree Minutes of meetings dated 17 th January and 4 th February 2019	<p>17th January - The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Burbridge and all Councillors were in agreement that they be signed.</p> <p>4th February - The minutes were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Friend and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> Clerk to post on web pages
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/19/0627/VLA – Variation of Legal Agreement = Section 106 Agreement – Land at Mallard Way, Off Rectory Road, Hollesley</p> <p>b) DC/19/0637/CLP – Single Story Rear Extension at 6 Parsons Hill, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> Core villages listed and document means the discount on houses still stays Re-written agreement is much better Conclusion: no objection – Proposed by Cllr. Mallinder, seconded by Cllr. Burbridge and all Councillors were in agreement. <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> Single story, within rear garden, not visible from front, no issues Conclusion: no objection – Proposed by Cllr. Hughes, seconded by Cllr. Devine and all Councillors were in agreement. 	<p>a) Clerk to send comments to SCDC Planning</p> <p>b) Clerk to send comments to SCDC Planning</p>

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<p>6. <u>Update on Planning Matters including:</u> a) C/13/0320 – Development off Rectory Road (extension to Mallard Way)</p>	<p>a) It was noted that the amended S106 agreement was now proceeding through the Planning process. The Clerk reported that work had now re-started on site.</p>	<p>a) Nothing further at this stage</p>
<p>7. <u>Clerk</u> - To review Clerk's timesheet and consider request for hours paid to be raised to 12 per week (from 10.5)</p>	<p><i>The Clerk left the meeting</i></p> <p>The councillors had reviewed the Clerk's timesheet and Cllr. Coyne proposed that the Clerk's hours paid should rise from 10.5 to 12 hours per week, as from 1st April 2019. This was seconded by Cllr. J Hardwick. On voting this resolution was carried by 6 for, 1 against and 2 abstentions.</p> <p>Cllrs. commented that they appreciated the work the Clerk did and as a council they would like to help more, when they can.</p> <p><i>The Clerk returned to the meeting</i></p>	<ul style="list-style-type: none"> • Clerk to advise SALC and produced amended Contract
<p>8. <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"> • Housing Needs Survey being distributed now, to be returned by 10th March; this will be very useful for the Parish Council. An all-inclusive survey and all were encourage to complete it • Development in School Lane in Bawdsey is now at the final stage for requesting funds. Once agreed by SCDC, the houses will be available and will be promoted. • Meeting with Dr Therese Coffey MP last Friday. She understood the concept of housing needs from grass roots up. She took note of the Old Officers Club at Oak Hill and agreed to chase what is happening to that; CLT is now looking for a second project. People now asking us for advice. • Special thanks to Cllr. Block for her help and assistance. 	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>
<p>9. <u>Allotments:</u> a) To receive an update on the new path</p>	<p>a) The Clerk advised that the upgrade to the path was currently underway and should be completed by the end of the week.</p>	<p>a) Clerk to monitor</p>

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<p>b) To discuss and review Allotment charges</p>	<p>b) After discussion is was proposed by Cllr. Hughes that the square meter charge per allotment should be raised from 10p to 11p as from 1st November 2019. This was seconded by Cllr. Devine and all Councillors were in agreement.</p>	<p>b) Clerk to advise allotment holders</p>
<p>10. <u>Alde and Ore Estuary Partnership</u> – To discuss if Hollesley PC wish to be represented on the AOEP and, if so, who would be the representative</p>	<p>The following comments were made by Councillors:</p> <ul style="list-style-type: none"> • An explanation that HPC and Boyton PC were being asked to provide one rep to sit on the AOEP Board, as voting members • Propose we have a conversation with Boyton to see what their position is; • knowledge is important; you could always send a rep and a second person who sits in; • I’m sceptical as to why we are being invited now. Costs have increased, do they now need our support financially? What are the costs and what are the benefits to Hollesley? Who are we protecting? • Enabling Development is now off the agenda [press release earlier in the day] • If the defences are in good condition then we will have no need to spend money on it. • If there is suggestion that the prison would flood, perhaps the MOJ should pay. • If they want something from us then why don’t they come and talk to us? • [From Cllr. Block]:When EA stated they were not going to pay for all the defences then there was a conversation as to who was going to; there was then a survey and this suggested a cost of £20m; a significant cost. AOEP decided to do the most vulnerable areas first; there is lots to this and you would be well advised to know what is going on. You also need to know about sluices and how they work • We need to be clear on what they are asking for, if we sit on the board we would be accountable, it is a big ask. Can we request they come and talk to us? • We are all in this together; many people are concerned; there needs to be more information. Our primary responsibility is to Hollesley residents. • Maps show Flood Cell 1 does not benefit Hollesley a great deal. <p>[See Action column for list of actions]</p>	<ul style="list-style-type: none"> • Clerk to speak to Boyton to see how they feel. • Clerk to set up meeting with AOEP. • Clerk to invite EA to come and explain the situation (suggested Mark Johnson and David Kemp)

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<p>11. <u>Meeting Administration</u> - To discuss process for administering a meeting's proceedings in the event the Clerk is unwell</p>	<p>The Clerk suggested there should be three levels of back-up:</p> <ol style="list-style-type: none"> 1. Very short term – if Clerk need to leave a meeting a Councillor could take over the minute taking. Cllr. Hughes volunteered to do this 2. Short Term – One of the other Peninsula Clerks would happily clerk a meeting where the Clerk could not attend 3. Medium/Long Term – SALC provided a Locum service; this was quite expensive at £25 per hour but 'Critical Staff' cover formed part of the Council's Insurance and would pay out to a maximum of £5,000 	<ul style="list-style-type: none"> • Clerk to speak to other Peninsula Clerks
<p>12. <u>Hollesley Village Sign</u> - To receive an update from the Clerk and to agree a location</p>	<p>The Clerk advised that the surround was now complete and awaiting 'powder coating'.</p> <p><u>Location</u> - After discussion it was agreed that the ideal location was directly outside Number 41 Moorlands, on the grass bank, in line with the trees.</p> <p><u>Plinth</u> – The Clerk and Cllr. Lewis advised that they had met with Mr Stebbens and a local heritage bricklayer to speak about the Plinth. The bricklayer had priced the job at between £1,000 (for a basic plinth) and £2,000 (for a very special plinth). Due to this cost and in line with the Financial Regulations, the Clerk was asked to obtain at least 2 other quotes. It was suggested Otley College could assist.</p>	<ul style="list-style-type: none"> • Clerk to speak to SCC Highways and Flagship to received approval for the location • Clerk to put out GV message for local bricklayers to get in touch to quote. • Clerk to speak to Otley College
<p>13. <u>Hollesley Shop</u> – To discuss comments received form Hollesley residents and what action, if any, the Parish Council would like to take</p>	<p>The Clerk explained that she had received 2 written and 1 verbal angry and concerned comment about the location of the new Post Office counter in the Shop. Other Councillors had received many more comments. It was feared by some that some people could be exposed to risk if withdrawing lots of money or doing private business.</p> <p>Cllr. Lewis reported that she had spoken to the manage on a number of occasions who had always offered an explanation as to why things had changed or who had put in place measures to improve service and availability of goods.</p>	<ul style="list-style-type: none"> • Clerk to respond to 2 written comments received.

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	<p>Cllrs. debated the need for the local shop to supply to the local needs of residents against the fact that the shop was a commercial enterprise and it was perhaps not the place of the Parish Council to dictate to them how they should run their business.</p> <p>It was agreed that the longer hours were very welcome and that many other providers also offered a counter service that was not very private (banks and other post offices). It was also welcomed that all staff were now trained to manage the post office and that waiting times had been cut.</p> <p>In conclusion, it was agreed that the Parish Council should acknowledge any comments received and ensure these were passed on to the shop manager. In addition, residents should be encouraged to raise concerns with the manager and ask if he could put in place any measure to mitigate these concerns.</p>	
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To discuss proposal to divert part of Path 22 at Dairy Close</p> <p>b) Duck Corner to Water Tower Speed Restrictions - To receive an update from the Clerk</p> <p>c) To discuss creating a flat area at Store's Corner for children to wait for the School Bus</p> <p>d) To discuss purchase and filling of a Grit Bin for the Village Hall Car Park</p>	<p>a) Cllrs. acknowledged information received from the member of public and an explanation of the proposed amendment was given. After discussion Cllr. Mallinder proposed that a comment of 'no objection' should be sent to SCC. This was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>b) The Clerk reported that the speed checks had been removed but that no results had been forthcoming as yet.</p> <p>c) Cllrs. commented that this was a very good idea and it needed to be looked in to. It was suggested the Clerk consult SCC Highways and keep residents updated</p> <p>d) It was felt necessary to place a grit bin in the car park due to the fact that the area stays in the shade most of the day during winter. It was suggested the NHS may make a contribution. The Clerk was asked to obtain quotes for the bin and the sand/grit.</p>	<p>a) Clerk to reply to SCC Rights of Way Team</p> <p>b) Clerk to chase</p> <p>c) Clerk to write to SCC</p> <p>d) Clerk to obtain quotes</p>

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<p>e) To discuss dog mess at Shingle Street (on the Grass Banks)</p> <p>f) Additional Item – To discuss comments received regarding Firmin’s Corner</p> <p>g) Additional Item – To discuss the sports Pavilion and dog mess on the Recreation Ground</p>	<p>e) Councillors discussed this situation and the need for dog owners to keep dogs under control near nesting birds. It was felt a novel message may prompt people in to taking note. In conclusion the Clerk was asked to draft a piece for the Village Voices and try to use an innovative line to catch reader’s attentions.</p> <p>f) Councillors agreed that the 7 pages of comments collected by the Clerk should be sent to SCC Highways to ask them to reconsider how they can help.</p> <p>g) Cllr. Friend suggested a list of maintenance items required attention and the Clerk agreed to investigate further. The Clerk also reported that she was still chasing the Football Club’s license fee for this year. Councillors were disappointed by this situation but it was felt the maintenance jobs had to be completed in any case.</p>	<p>e) Clerk to draft article</p> <p>f) Clerk to send in comments</p> <p>g) Clerk to speak to an electrician and a plumber, chase Football Club for fee and include an item in the VV about the dog mess.</p>
<p>15. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the accounts as at 31st December and inspection of the Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. SALC (Election Briefing) - £10.00</p> <p>ii. JM Terrell (Installation of Bench) - £101.82</p> <p>iii. Binder Ltd (Sewage disposal at Village Hall) - £92.00</p> <p>iv. WEL Medical Ltd (Pads for Defibrillator) - £83.82</p>	<p>a) The accounts to 31st December had been distributed to all Councillors; there were no queries. Cllr. Mallinder agreed to check the Bank Statements.</p> <p>b) Payment of the invoices was proposed by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in favour. The cheques were signed by Cllrs. Burbridge and Palmer.</p>	<p>a) None</p> <p>b) Clerk to distribute</p>

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<p>c) To note Payments made since last meeting: i. Realise Futures (Bench) - £805.22</p> <p>d) To note Payments received since last meeting: i. SCC Grant (for Village Hall Ramps - £750.00 ii. SCC Grant (for Allotments Path) - £300.00 iii. SCDC Grant (for Allotments Path) - £200.00</p>	<p>c) Noted</p> <p>d) Noted</p>	<p>c) None</p> <p>d) 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 receive guidance on the timetable for the 2019 Elections</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> • Cllr. Mallinder – Sutton Heath PC – had attended a meeting to discuss buses and footpaths. There will be an increase in squadrons coming from Germany over the coming years and this will mean higher demand for buses. It was agreed that a survey would be conducted and that HPC would have sight of it to use if they wish. There was discussion of Park and Ride bus coming out to the peninsula and the CATS Team had agreed to write an article for the VV. <p>b) April article could include: Allotment path, seat at Mallard Way, village sign, dog poo and new grit bin</p> <p>c) The Clerk had previously distributed information about the Election and took questions. The blank forms were handed out.</p>	<p>a) Clerk to distribute survey for comments</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to offer assistance to anyone requiring it.</p>

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<p>17. Documentation - To review and adopt the following documents:</p> <ul style="list-style-type: none"> a) Asset Register (October 2018) – sent to Councillors on 4th Feb 2019 b) Risk Assessment (Financial) - sent to Councillors on 12th Feb 2019 c) Risk Assessment (Non-Financial) - sent to Councillors on 12th Feb 	<p><i>All three documents were taken as read and authorised en mass:</i></p> <ul style="list-style-type: none"> a) Cllr. Hughes proposed this document be adopted, this was seconded by Cllr. Mallinder and all Councillors were in agreement. b) As above c) As above 	<ul style="list-style-type: none"> a) Clerk to print for signing and publish b) As above c) As above
<p>18. To receive agenda items for next meeting and agree date of Next Meeting (21st March 2019)</p>	<p>The following items were suggested added to the March agenda:</p> <ul style="list-style-type: none"> • Bluebell wood – possible ask Poplar Park for permission • Duck Corner – hedge slightly obstructing view <p>Cllr. Hughes reported that she needed to handover responsibility for the Tree Nursery and the removing of the weeds. The Clerk agreed to ask for help from the allotment holders.</p> <p>Date of next meeting will be 21st March 2019 – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> • Clerk to prepare March agenda • Clerk to ask allotment holders if they would assist with the Tree Nursery

The meeting was closed at 9.38pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....