

Minutes of Hollesley Parish Council Meeting

Held on 21<sup>st</sup> March 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. Anne Hardwick, Cllr. John Hardwick, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

3 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):

- Housing Survey – very disappointed, very confusing, *Comment from Cllrs: return is average and PVCLT was restricted as to questions it could ask, have had other similar comments, info gone to CAS*
- Bussock Lane Corner Dead Tree – Dead tree approx.. 100 yards towards Shottisham, needs to be reported and be taken down
- Logs at Arden House - still there; Clerk to chase SCC Highways

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated.
- Cllr. Block – Cllr. Block reported on the following items: Election – not standing again and going to pursue other interests; CIC Community Team – set up to promote the area, only two remaining board members, would be good for the local community to keep hold of its own destiny, concentrates on tourism and local economics, more people required to join the team, please contact Christine; Deben Estuary Plan – must be inline with the Local Plan so needs to be reviewed shortly, welcome to send someone along to the relevant section of the meeting; Spare places at a Salt Marsh event tomorrow – please contact Christine directly.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Hazel Hughes (work commitments) and Cnty. Cllr. Andrew Reid	<ul style="list-style-type: none"> <li>• Noted</li> </ul>

Chair’s initials.....

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2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllrs A Hardwick and J Hardwick declared a pecuniary interest in item 12. G) – <i>due to the nature of the item both Councillors remained in the meeting to give details of an open event for residents to view the Bluebells</i>	<ul style="list-style-type: none"> <li>Noted</li> </ul>
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>Clerk to chase SCC Highways</li> </ul>
4. To agree Minutes of meeting dated 21 <sup>st</sup> February 2019	The minutes, dated 21 <sup>st</sup> February, were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Devine 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>
5. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/19/1067/AME – Variation of Condition 2 of DC/16/2437/VOC – Former Heath Dairy, Melton Road, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>Explanation from Clerk</li> <li>Good idea and no issues</li> <li><b>Conclusion: No objection</b> – Proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement.</li> </ul>	a) Clerk to send comments to ESC Planning
6. <u>Housing</u> - To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer	The following update was given: <ul style="list-style-type: none"> <li>Awarded £455,000 from SCDC to purchase 4 properties, not built yet but should be in the summer</li> <li>Analysing Housing Needs Survey results</li> <li>There will be further education around the CLT and reassuring residents</li> <li>Looking for suitable small sites where other affordable housing might be built and for people interested in the properties – forms on the web site and table at the Community Café</li> </ul>	a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress
7. <u>Prison</u> - To discuss if the PC wishes to pursue the FOI request with reference to MCOSO at HMP Hollesley Bay and other items in the press over the past month	<u>FOI Request</u> – Councillors discussed pursuing the FOI, comments on this were: <b>For:</b> <ul style="list-style-type: none"> <li>Felt misled at the public meeting, we had a response on behalf of the minister but it was not a straight answer, had the decision already been made?</li> </ul>	<ul style="list-style-type: none"> <li>Cllr. Palmer and Clerk to draft a fresh FOI request and send to all for</li> </ul>

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	<ul style="list-style-type: none"> <li>• The original grounds not to disclose info no longer stand and I think we should ask again?</li> <li>• We should ask for the reasons why Hollesley Bay has been selected, over other locations.</li> <li>• It is not an answer that there is <i>'not one in the area'</i></li> <li>• There is nothing to suggest they have gone through a process, initial press release talked about integration and then denied.</li> <li>• A prison should be chosen on suitability. If that is the decision process then why should they not disclose it?</li> <li>• They shouldn't have any issues in disclosing the reasons for the decision.</li> <li>• ICO guidance says it should be a 'decision' and then 'implementation'; point is that they have made a decision and we believe they made it a long time ago.</li> <li>• I don't feel they are being open and honest. We made request that was knocked back as no decision made; it has now been made so they should now disclose it to us. What would we lose?</li> </ul> <p><b>Against:</b></p> <ul style="list-style-type: none"> <li>• I don't think we are going to get anything. Public opinion is still divided and we have not had much correspondence from residents.</li> <li>• There were clear reasons why a facility for MCOSO was needed in this area: MoJ trying to spread them out, other prisons used are similar, others are on a 'campus', considered a good location, they will not be sending MCOSO until all staff and training was in place and better lighting; They will be 50 at a time, when they have space.</li> <li>• There has been info from Parliament and press releases.</li> </ul> <p>Cllr. Palmer proposed that a re-drafted FOI be sent. This was seconded by Cllr. A Hardwick and Councillors voted 7 in favour and 2 against</p> <p><u>Assessment of the prisoners</u> – It was confirmed that the next meeting with the Governor would take place in April and all issues would be raised with him then.</p>	<p>comment before forwarding to MoJ</p>

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<p>8. <u>Annual Parish Meeting</u> - To agree list of invitations (currently: Sutton Hoo (Guest Speaker) Church, School, Prisons, Pub, Glebe House, farmers, Village Hall Committee, CLT, Just 42, District and County Councillors, Suffolk Punch Trust, MUM Team/Good Neighbours, Peninsula2018 Poppy Project and Village Voices)</p>	<p>Councillors concluded that this was a very long list and identified 6 key organisations (Church, School, Prisons, CLT, District and County Councillors) that should be invited to speak, alongside the key speaker and HPC.</p> <p>The Clerk was asked to invite others to be present and to speak should anyone not be able to be present.</p>	<ul style="list-style-type: none"> <li>• Clerk to send invitations and keep acceptance list</li> </ul>
<p>9. <u>Allotments</u>:</p> <p>a) To receive an update the renewal of the path</p> <p>b) To discuss holding an annual meeting with allotment holders to discuss issues and note suggestions.</p>	<p>a) Councillors agreed the new path looked ‘splendid’. It was agreed to leave the warning signs up as some sections of the original path were a little uneven.</p> <p>b) It was decided an annual meeting for Allotment Holders would be a good idea and the Clerk was asked to arrange it.</p> <p>Councillors discussed correspondence from one allotment holder who had asked for her fence to be replaced, citing that previous rent increases had promised ‘deer fencing’. Records showed that previous rent increases were not to pay for deer fencing and that the majority of allotment holders had not wanted deer fencing so the project was not pursued. After discussion the Clerk was asked to speak to the National Allotment Holders Association to ask what obligations the Council had, both legally and morally.</p>	<p>a) None</p> <p>b) Clerk to arrange annual meeting. Clerk to speak to the NAHA. Clerk to update allotment holder.</p>
<p>10. <u>Hollesley Village Sign</u> - To receive an update from the Clerk and to agree Plinth design and Contractor</p>	<p>The Clerk advised that Mr Roy Clark had agreed to build the brick plinth around the sign at no charge; with HPC purchasing all materials. He was thanked enormously for this very generous offer.</p> <p>The design of the plinth had previously been circulated to all Councillors; this was proposed by Cllr Lewis, seconded by Cllr. Friends and all Councillors were in agreement it be chosen.</p>	<ul style="list-style-type: none"> <li>• Clerk to thank Mr Clark and work with Mr Stebbens and Mr Clark on the project.</li> </ul>

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<p>11. <u>Recreation Ground:</u></p> <p>a) Pavilion – To discuss condition of Pavilion, Health and Safety measures taken with immediate effect and a possible structural survey to determine condition of building.</p> <p>b) Fete – To discuss HPC’s attendance at the 2019 Fete</p>	<p>a) Cllrs. Hughes and Palmer and the Clerk had inspected the Pavilion 10 days again and were very concerned at the bad state it was in. Not only was it filthy but the structure of the building was, to an untrained eye, in a poor state and potentially dangerous to use. After short discussion it was agreed a structural survey, carried out by a suitably qualified surveyor, was needed. The Clerk had made enquiries of three local chartered surveyors and it was proposed by Cllr. Mallinder that James Aldridge was asked to carry out the work. This was seconded by Cllr. Friend and all Councillors were in agreement.</p> <p>b) This was thought to be a very good idea and the Clerk agreed to lend her gazebo for the event</p> <p><i>Cllr. Coyne let the meeting at 8.30pm</i></p>	<p>a) Clerk to arrange for survey to be carried out as soon as possible.</p> <p>b) Cllr. Mallinder to notify Mr Austerfield of our attendance</p>
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss signage opposite Village Hall Entrance – Signs ‘Woodbridge Road’ and ‘Heath Road’ are actually against houses in Moorlands</p> <p>b) Duck Corner to Water Tower Speed Restrictions - To discuss options put forward by SCC Highways</p>	<p>a) Councillors felt this was a simple highways issue and the Clerk was asked to inform the, of the issue.</p> <p>b) Councillors discussed the report from SCC Highways that showed the average speeds of vehicles entering and exiting the ‘National Speed Limit’ section of road between Duck Corner and the Water Tower did not qualify the area for a reduction to 40 Mph, unless supported by Cllr. Evans and Mr Mark Stevens (Officer). Before the PC spent any more money on this project it was suggested the information could be sent to Cllr. Evans and Mr Stevens to ask for their opinion as to whether or not they would support a formal request. Cllr. Palmer suggested certain sections of the Highway Code could be promoted to remind drivers and pedestrians of their obligations. It was proposed by Cllr. Burbridge that ‘pedestrians in carriageway’ signs be purchased (to an upper limit of £150. This was seconded by Cllr. Devine and all Councillors were in agreement.</p>	<p>a) Clerk to contact ESC</p> <p>b) Clerk to seek opinions of Cllr. Evans and Mark Stevens. Clerk to promote Highway Code sections in VV. Clerk to purchase 2 ‘pedestrians in carriageway’ signs.</p> <p>c) None</p>

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c) To receive update on creating a flat area at Store's Corner for children to wait for the School Bus	c) The Clerk reported that the site had been surveyed and a proposal was being put forward for two small standing platforms (one each side) and a base for a bus stop in the future. SCC Highways were also contacting the Suffolk Punch Trust with reference to the concrete shelter in the location.	
d) To discuss purchase of a Grit Bin for the Village Hall Car Park	d) After discussion Cllr. Palmer proposed the cheapest of the four bins was purchased. This was seconded by Cllr. Devine and Councillors votes 6 Fore, 1 Against and 1 Abstention. Councillors also authorised the Clerk to ask the Maintenance Man to relocate the bin on the Knoll to the other side of the road.	d) Clerk to purchase bin and instruct Maintenance Man
e) To discuss hedge outside property at Duck Corner	e) A number of Councillors had assessed this situation in their vehicles and it was concluded that the hedge at its present size did not obscure vision. It was agreed to monitor the situation.	e) None
f) To discuss the decision by the CATS team to remove free bus travel for permit holders	f) A statement from a resident was read by Cllr. Lewis. Councillors commented that they were very unhappy at the situation, especially as there had been no consultation. It was suggested that a letter was sent to Cllr. Reid showing the Council's opposition to this change. Cllr. Mallinder reported that he had spoken to the CATS team and that they had advised that the move was designed to bring all their services in to line with one-another and as a result of a withdrawal of funding from SCC. Cllr. Mallinder suggested it was a good example of a subject to be discussed at the next Peninsula Councils meeting.	f) Clerk to draft letter and send for review. Cllr. Lewis to report at MUM's meeting. Clerk to advise other neighbouring Clerks of the situation.
g) To discuss requesting the BlueBell Wood is opened to the public for a few days	g) Cllrs A and J Hardwick advised that they were hoping to open the Bluebell Wood this year and would set a date soon. The Clerk was asked to find the poster used last year.	g) Clerk to pass copy of last year's poster to Cllrs A and J Hardwick

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<p>h) Buses – To discuss possible removal of 71 service and conducting a survey of residents as to whether or not they may use a regular bus service</p> <p>i) <i>Additional Item</i> - Drainage at Moorlands</p>	<p>h) Although this had not been officially confirmed, the Clerk was asked to write to Cllr. Reid to voice our concern at the possible withdrawal of this service.</p> <p>i) A letter had been received from SCC Highways asking if the recent clearing of the drains outside Moorlands had resolved the flooding issues. It was felt that although this had helped, the situation was not fully resolved and any planned work should go ahead.</p>	<p>h) Clerk to write to Cllr. Reid</p> <p>i) Clerk to advise SCC Highways</p>
<p>13. <u>Finance Matters:</u></p> <p>a) To acknowledge receipt of the accounts as at 31<sup>st</sup> January and inspection of the Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (3 Month’s Salary) – <i>dated 27<sup>th</sup> March £1,272.47</i></p> <p>ii. SALC (Payroll for 6 months) - <b>£21.60</b></p> <p>c) To note Payments made since last meeting:</p> <p>i. Suffolk County Council (Street Lights) - <b>£771.23</b></p> <p>ii. Booth (Tarmacadam) Ltd (Allotment Path) – <b>£6,252.00</b></p> <p>iii. Anglian Water Business Services Ltd (Allotments) - <b>£25.38</b></p> <p>iv. Ian Smith Plumbing Services (Pavilion) - <b>£93.55</b></p>	<p>a) The accounts to 31<sup>st</sup> January had been distributed to all Councillors; there were no queries. Cllr. Mallinder agreed to check the Bank Statements after the meeting as the Clerk had omitted to bring them.</p> <p>b) Payment of the invoices was proposed by Cllr. Burbridge, seconded by Cllr. A Hardwick and all Councillors were in favour. The cheques were signed by Cllrs. Mallinder and Palmer.</p> <p>c) Noted</p>	<p>a) Clerk to take bank statements to Cllr. Mallinder for checking.</p> <p>b) Clerk to distribute</p> <p>c) None</p>

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<p>d) To note Payments received since last meeting:                      i. SCC Grant (for Allotment Path - <b>£300.00</b>)</p>	<p>d) Noted</p>	<p>d) None</p>
<p>14. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:                      a) To receive reports on any meetings attended by Councillors                       b) To receive items for the next Village Voices                       c) <i>Additional Item</i> - Cemetery Cutting                       d) <i>Additional Item</i> - Bins at Recreation Ground</p>	<p>a) The following reports were given:                      • Cllr. Lewis/Mallinder/Burbridge – Meeting with the Environment Agency – Sea defences not a particular issue in our area, EA are looking at Shingle Street constantly, attendees impressed that AOEP are modelling all coastal sites so they will see how their planned work will affect all area areas, comprehensive report from the EA due in the next 12 months, movement of shingle is monitored; confirmed AOEP is not going to make a difference to whether Hollesley floods or not, EA are maintaining line at East Lane</p> <p>b) May article could include: APM details and BlueBell Wood opening details,</p> <p>c) The Clerk reported the first cut at the cemetery was underway but to keep the grass low the charge would be £1,000 per year from Mr Collins. It was agreed to pay this amount for this year but to monitor the situation and review at the end of 2019. This approach was proposed by Cllr. Lewis, seconded by Cllr. Devine and all Councillors were in favour</p> <p>d) The Clerk reported that unfortunately the three plastic bins at the Recreation Ground had been placed close to the Litter Pick rubbish and the collector of this had mistaken them for rubbish. It was agreed that a permanent bin should be placed in the area and SC Norse asked to empty it.</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to advise Mr Collins</p> <p>d) Clerk to speak to SC Norse to arrange for new bin and collection to be put in place.</p>



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15. Documentation - To review and adopt the following documents: a) Clerk’s Contract (April 2019) – sent to Councillors on 25th Feb 2019	a) There were no comments about the amended contract. Cllr. A Hardwick proposed the document be adopted, this was seconded by Cllr. Burbridge and all Councillors were in agreement.	a) Clerk to print for signing
16. To receive agenda items for next meeting and agree date of Next Meeting (18 <sup>th</sup> April 2019)	The following items were suggested added to the April agenda: <ul style="list-style-type: none"> <li>• Bus situation</li> <li>• Items carried forward from this meeting</li> <li>• 2018/19 Accounts and Audit Papers Sign-off (if accounts checked by internal auditor by that time)</li> </ul> Date of next meeting will be <b>18<sup>th</sup> April 2019</b> – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> <li>• Clerk to prepare April agenda</li> </ul>

Cllr. Mallinder announced he was standing for District Councillor and will also be standing as a Parish Councillor as well

The meeting was closed at 9.20pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair’s initials.....