

**Minutes of Hollesley Parish Council Meeting**

Held on 18<sup>th</sup> April 2019 ~ 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 and Cllr. Andrew Palmer

Judi Hallett (Clerk)

4 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):

- Beating the Bounds - 26<sup>th</sup> May – Rogation Sunday – shall we do a Beating of the Bounds, in the afternoon would be good (Upper Common) agreed
- Play Park Update – *Update given by G Bathe: Play Park* – going very well, thank you to those who found the time to come along, children worked very hard, approached 10 companies and all given brief, reduced to 4, two yesterday and two today, all amazing, they travelled a long way and treated the children as equals, children asked lots of questions, about an hour each, very clear, companies were scored, scores explained, made notes which will be collated, lots of items picked up on by the children, meet again in 2 weeks for 1 hour, reach an agreement, predominant view was that they liked 2 companies, perhaps they could use both, get slides and send around Councillors. **Teen Hub:** Project went a little off the rails, young people still wanted to continue, Just42 made a good start, project plan worked out, name of the project to be set, survey had made a start but has now been revamped and would be suitable for grant applications, talked about how to get the survey out to people, project wider than just Hollesley, we want it to be a ‘Destination Park’, to generate interest from people outside the village so the survey needs to go much wider. Suggested it was a paper exercise for years 7, 8 and 9 and the project team would collect the papers, a letter has been drafted for you to consider sending out. The young people will be taking the project forward. Gerry thanked for her work so far. *What type of building?* We are aware of the status of the pavilion and we can possibly combine the two projects. This might make bidding for funds easier. *Whole project needs to be inclusive. Seems old fashion to use paper, could we use Survey Monkey?* The children say they don’t all have access to the internet and they may not get a good response. Survey could be completed during a Form Period.
- Village Sign – Is there an update - *an update was given*
- Christine Block ‘Thank you’ – Item to be discussed at the May meeting with a possible presentation at the APM

b) Reports or comment from ESDC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he further reported on the following items: Change in the opening hours for the recycling centres, Broadband Upgrades and School choices. *Q: Any update on the reduction of bus pass on the CATS service?* The provider asked for the service to be regularised. Every passenger on every journey is subsidised by £7 per journey. An update was also given on the No. 71 bus.

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*Chair’s initials.....*

- Cllr. Block – Cllr. Block did not attend the meeting

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (family commitments) and Cllr. Andrew Coyne (work commitments)	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of interest given	<ul style="list-style-type: none"> <li>• None</li> </ul>
3. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> <li>• Clerk to organise Beating of the Bounds</li> </ul>
4. To agree Minutes of meeting dated 21 <sup>st</sup> March 2019	The minutes, dated 21 <sup>st</sup> March, were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Friend 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/19/1212/FUL - Oak framed cart lodge - York House, Alderton Road, Hollesley  b) DC/19/1308/FUL – Construction of a Single Attached Garage at 6 Dairy Close, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>• No problem with the plans, there is a precedent around the village, not very large</li> <li>• Many precedents but ones before were on larger plots</li> <li>• Fully enclosed, only risk would be if a change of use would be applied for</li> <li>• <b>Conclusion: no objection</b> – Proposed by Cllr. Palmer, seconded by Cllr. Mallinder and all Councillors were in agreement.</li> </ul> b) Councillors made the following comments: <ul style="list-style-type: none"> <li>• Looked on line, given the density it is a small addition and no reason to object</li> <li>• At the back and will not impact on others</li> <li>• <b>Conclusion: no objection</b> – Proposed by Cllr. Devine, seconded by Cllr. Hughes and all Councillors were in agreement</li> </ul>	a) Clerk to send comments to ESC Planning  b) Clerk to send comments to ESC Planning

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<p>c) To discuss Changes to the Development Management Team at ESC and the Planning Process</p>	<p>c) Councillors felt it was a good move that they were endeavouring to streamline the operation but that it should be brought to the attention of the residents, especially the need for initial replies to be comprehensive and based on planning law and regulations and the Local Plan policies. There was concern that the new process might skew the balance away from respondents and that a greater number of decisions would be made by the ‘Head of Planning and Coastal Management’. It was confirmed that there would still be 21 days to respond to an application but that extensions to this would be unlikely. The Clerk agreed to draft an article for the Grapevine and Website and send around for review.</p>	<p>c) Clerk to draft article</p>
<p>6. <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"> <li>• Project moves on, funds received and now looking at design of the houses</li> <li>• Houses must match other commercial dwellings and are built to a very high standard</li> <li>• Waiting for housing needs survey results</li> <li>• Projects for the future might include: Oak Hill Officers Mess, Land off Watson Way (Alderton) and Cranes Garage (Bawdsey)</li> </ul>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>
<p>7. <u>Prison</u> - To receive and update on the FOI request and to discuss future meetings with the Governor</p>	<p><u>FOI Request</u> – The Clerk reported that the FOI request had been sent off on 15<sup>th</sup> April but no reply had been received as yet</p> <p><u>Future meetings with the Governor</u> – These were felt to be a very good method of communication and the Clerk was asked to contact the Governor in 30 days to ask that they be re-instated.</p>	<p>a) Clerk to chase after 20 working days</p> <p>b) Clerk to contact Governor after 19<sup>th</sup> May.</p>
<p>8. <u>Elections</u>: a) To receive notification of the uncontested election for Hollesley Parish Council</p>	<p>a) The Clerk confirmed that only 9 nominations had been put forward for the position of Parish Councillor to Hollesley PC; therefore, all candidates would be elected uncontested on 2<sup>nd</sup> May (new Council officially starting on 8<sup>th</sup> May).</p>	<p>a) None</p>

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<p>b) To complete Election Expenses Forms</p>	<p>b) The Clerk distributed the election expenses forms from ESC and all Councillors completed them.</p>	<p>b) Clerk to take all forms in to ESC</p>
<p>9. <u>Allotments:</u>                      a) To receive an update the question of Deer Fencing</p>	<p>a) The Clerk reported that she had spoken to the National Allotment Association but that they were unwilling to advise the Council unless they were members. She had subsequently spoken to 4 Clerks of Parishes where allotments were managed by the Council and all had indicated that they did not provide deer fencing around their sites, nor did they feel obliged to.</p> <p>After discussion it was agreed that the Parish Council were under no obligation to provide deer fencing and that, in accordance with the Terms and Conditions, fences around each plot were the responsibility of the present tenant.</p>	<p>a) Clerk to explain the situation to the tenant who had requested the fencing.</p>
<p>10. <u>Recreation Ground:</u>                      a) Pavilion – To discuss structural survey on condition of the building and temporary measure for storage of Football related items.</p>	<p>a) The full structural survey on the building had been circulated and additional pictures were passed around to the Councillors. The report had concluded that the building was not in a fit state to be used and the Clerk had immediately secured it with padlocks. Cllr. Devine had temporarily allowed the Football Manager to retrieve a small number of items for the final game last week-end and these had been taken off site.</p> <p>Councillors considered that they would need to look at both short-term and longer term options. In the short term the Clerk was asked to meet with the Football Club to ascertain their needs and requirements for storage and/or facilities such as toilets/water/etc.</p> <p>In the long-term it was suggested a sub-committee should be set up and work with the Village Hall Committee, Teen Hub Group and Hollesley Players as there may be a solution for all requirements.</p>	<p>a) Clerk to arrange meeting with Football Manager and place item regarding Sub-Committee on May agenda</p>

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<p>b) To discuss continuing dog poo issue on the Recreation Ground</p>	<p>b) Councillors discussed the various options from leaving permissions as there were now to banning dogs completely. The field was so open and without a significant fence wild animals would always be able to access it.</p> <p>Cllr. Palmer gave details of how two existing Public Space Protection Orders could assist the Council. It was agreed that these could be considered in the future. These would inevitably require better fencing and gates but it would be possible to allow a path along the side of the field connecting the road to the Footpath.</p> <p>In the short-term the Clerk was asked to speak to SC Norse about improved signage.</p>	<p>b) Clerk to speak to SC Norse about signage</p>
<p>11. <u>Play Park Project:</u></p> <p>a) To receive an update on the project</p> <p>b) To discuss Teen Hub survey and letter to Head Master of Farlingaye</p>	<p>a) A full update had been given by Ms Bathe during the public session.</p> <p>b) After a short discussion Cllr. Palmer proposed that the draft letter be sent to the Head, this was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>However, Councillors did express concern that the project seemed to be moving along a great pace with a 'closed' shelter being the preferred option. There was concern that this would need opening and closing by a responsible adult, supervision, insurance, maintenance, etc. It was suggested that potentially an open structure (such as a permanent gazebo) would be better and would be available for the young people to access at any time. There was also concern that the local community might not want a potentially noisy building on the Recreation Ground and that it would need to be an 'inclusive building' for all.</p>	<p>a) None</p> <p>b) Clerk to send letter to Farlingaye Head Master and draft survey to Councillors.</p>

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<p>12. <u>Highways and Footpaths:</u></p> <p>a) To receive update on signage opposite Village Hall Entrance – Signs ‘Woodbridge Road’ and ‘Heath Road’ are actually against houses in Moorlands</p> <p>b) To receive update on creating a flat area at Store’s Corner for children to wait for the School Bus</p> <p>c) Buses – To receive update on the possible removal of 71 service and the changes to the CAT’s charging regime</p> <p>d) To discuss repositioning the bench at Mallard Way to a flatter location</p>	<p>a) The Clerk reported that these signs had now been moved to the opposite side of the road.</p> <p>b) The Clerk reported that SCC Highways were meeting with the Suffolk Punch Trust regarding the concrete shelter earlier in the day and that she was waiting to hear the outcome</p> <p>c) Following updates were given:                     <ul style="list-style-type: none"> <li>○ Number 71 Bus – A statement from Cllr. Reid had been circulated and was read out</li> <li>○ Changes to the CATS Charging regime – A letter from Mr Ash (SCC) had been distributed. Cllr. Lewis reported that the situation had been reported at the MUM session that week but residents felt it was important to continue to use the bus so that it did not stop altogether. The Clerk was asked to enquire (at the end of May) as to whether there had been any change in the numbers of residents using the bus.</li> </ul> </p> <p>d) Cllr. Lewis gave details of the situation. After discussion Cllr. Devine kindly agreed to assess the situation next week and make any changes if he could.</p>	<p>a) None</p> <p>b) Clerk to chase SCC Highways</p> <p>c) Clerk to monitor the situation with reference to the no. 71 bus.</p> <p>d) Cllr. Devine to assess the situation initially</p>
<p>13. <u>Finance Matters:</u></p> <p>a) To accept and sign Year End Accounts as at 31<sup>st</sup> March 2019</p>	<p>a) The accounts to 31<sup>st</sup> March had been distributed to all Councillors; there were no queries. They were proposed as a true record by Cllr. Hughes, seconded by Cllr. Lewis and all Councillors were in agreement. The official copies were signed by the RFO and Chair.</p>	<p>a) Clerk publish on web site.</p>

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<p>b) To accept Internal Auditor’s Report for 2018/19 and Section 3 of Part 3 of the Annual Governance and Accountability Return 2018/19</p>	<p>b) The full Internal Auditor’s Report and Section 3 of Part 3 of the Annual Governance and Accountability Return 2018/19 had been distributed to all Councillors; there were no queries. They were proposed as accepted by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in agreement.</p>	<p>b) Clerk to publish on web site</p>
<p>c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2018/19</p>	<p>c) The Clerk read each statement within Section 1 of Part 3 of the Annual Governance and Accountability Return 2018/19 and the Councillors answered in the affirmative to all. This statement was proposed as true by Cllr. Burbridge, seconded by Cllr. Palmer and all Councillors were in agreement. The official copies were signed by the RFO and Chair</p>	<p>c) Clerk to publish on web site</p>
<p>d) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2018/19</p>	<p>d) The Clerk had completed Section 2 of Part 3 of the Annual Governance and Accountability Return 2018/19 and the Internal Auditor had verified the figures within his full report. This statement was proposed as true by Cllr. Hughes, seconded by Cllr. Mallinder and all Councillors were in agreement. The official copies were signed by the RFO and Chair</p>	<p>d) Clerk to publish on web site</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (3 Month’s Expenses) - <b>£224.19</b></li> <li>ii. Suffolkbiz (Web Site Hosting) - <b>£100.00</b></li> <li>iii. H Ives (Litter Picking Jan ~ March) - <b>£150.00</b></li> <li>iv. Gary Watson (Grit Bin relocation) - <b>£20.00</b></li> <li>v. SALC (Annual Subscription) - <b>£430.62</b></li> </ul>	<p>e) The payment were proposed by Cllr. Burbridge , seconded by Cllr. Devine and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Burbridge and Mallinder.</p>	<p>e) Clerk to distribute</p>

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<p>vi. SC Norse Ltd (Refuse Collection) - <b>£206.39</b></p> <p>vii. Mr T Brown (Internal Audit) - <b>£150.00</b></p> <p>viii. Hollesley Village Hall (2019 Grant) - <b>£2,700.00</b></p> <p>ix. Just 42 (2019 Grant) - £720.00</p> <p>x. 1st Rendlesham Scouts (2019 Grant) - <b>£270.00</b></p> <p>xi. Hollesley Bowls Club (2019 Grant) - <b>£1,800.00</b></p> <p>xii. Hollesley Welcome Club (2019 Grant) - <b>£145.00</b></p> <p>xiii. HMRC Cumbernauld (Clerk's PAYE) - <b>£316.80</b></p> <p>f) To note Payments made since last meeting:</p> <p>    i. James Aldridge Partners (Pavilion Survey) - <b>£660.00</b></p> <p>g) To note Payments received since last meeting:</p> <p>    i. None</p>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>14. 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) The following reports were given:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>a) None</p>



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b) To receive items for the next Village Voices  c) To receive an update on the APM  d) <i>Additional Item</i> - Scaffold Pole gate on Recreation Ground	b) June article could include: Dog Poo ( <i>stronger measures may be taken</i> ) and attendance at Fete  c) The Clerk confirmed that the APM would now take place at the Suffolk Punch Trust on 23 <sup>rd</sup> May, due to the need for the hall to be used for the European Elections  d) Cllr. Palmer reported that the 'gate' at the end of the Recreation Ground was not very secure. He agreed to check it again and alert the Clerk if additional fixings were required. It as felt the gate was only used occasionally during the Fete (for pony rides).	b) Clerk to draft and send to all for review  c) Clerk to advertise  d) Cllr. Palmer to investigate further
15. To receive agenda items for next meeting and agree date of Next Meeting (16 <sup>th</sup> May 2019)	The following items were suggested added to the May agenda: <ul style="list-style-type: none"> <li>• Usual AGM Items</li> </ul> Date of next meeting will be <b>16<sup>th</sup> May 2019</b> – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> <li>• Clerk to prepare May agenda</li> </ul>

Cllr. Lewis gave a special mention and thanks to Cllr. Friend who was attending his last meeting and who had worked very hard for the Council over many years.

The meeting was closed at 9.28pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

*Chair's initials.....*