

**Minutes of Hollesley Annual Parish Council Meeting**

Held on 16<sup>th</sup> May 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)

Zero members of the public

Cnty. Cllr. Andrew Reid

Dist. Cllr. James Mallinder

**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 and he further reported on the following items: Congratulations to Cllr. Hughes and Cllr. Mallinder on new positions; Funding for more Special Education in Suffolk, SEND Plan identifies children with additional needs and the budget is increasing with a £45.6m investment, 800 further places, 3 new schools and 36 specialist units attached to schools, most units open by Sept 2020 with new school open in Ipswich by 2022; School Places - 98.6% of children offered a place at one of their preferred schools; Domestic Abuse in the news recently, looking for champions for raising awareness of abuse, training will be provided, web site available from AR; Community Self Help Scheme, launched yesterday, detailed how communities can train themselves or employ others to carryout defined tasks, funds will be needed for some activities but not all, training will be provided with PPE, tools and technical support, SCC will be able to focus their budget on maintaining the roads. *Q – Self-help will be ideal for Deben Ward. Yes it will* *Q – 800 places, will that cover the 18% increase or will t here be a shortfall?* No there is built in growth. *Q – Can parents have an input as to where their child is placed?* Yes, I understand parents are very involved in the process. *Q – Hollesley Bay are keen on helping with sign cleaning. Will their also need to be trained?* There will be a specific person trained. *Q – Launch was defensive and received negatively by the audience, this created a storm block, there may be lots of stumbling blocks.* It’s all about health and safety, we are treading a fine line, all a question of liability, let me know if there are things that shouldn’t be done, if opted in you would come under the SCC insurance arm; there is a formal process [Clerk to enquire]
- Cllr. Mallinder – Cllr. Mallinder reported on the following items: 9 PC meetings in last week, chuffed to be DC, lots to be done, Ward now very large, 10 PC’s largest single member ward, Stephen Garrett is the new leader of Conservatives and will be elected leader of Council, Deben ward is a special place and we need to monitor and maintain, look after the environment, sort traffic issues and work with SCC. Have an Enabling Communities Budget of £7,500 to help councils, Chris Block’s shoes will be hard to fill but I would like to carry on in that mode.

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*Chair’s initials.....*

Agenda Item	Resolution / Agreement / Fact	Action															
<p>1. To elect Chairman of the Council for 2019/20 and signing of the 'Declaration of Acceptance of Office'</p>	<p>The following nominations were made:</p> <table border="1" data-bbox="712 268 1756 389"> <thead> <tr> <th>Nominee</th> <th>Proposer</th> <th>Seconder</th> <th>For</th> <th>Against</th> </tr> </thead> <tbody> <tr> <td>Andy Palmer</td> <td>Cllr. A Hardwick</td> <td>Cllr. Burbridge</td> <td>3</td> <td></td> </tr> <tr> <td>Hazel Hughes</td> <td>Cllr. Mallinder</td> <td>Cllr. Burbridge</td> <td>4</td> <td></td> </tr> </tbody> </table> <p>Cllr. Hughes was duly elected, signed the Acceptance of Office Form and took the Chair</p>	Nominee	Proposer	Seconder	For	Against	Andy Palmer	Cllr. A Hardwick	Cllr. Burbridge	3		Hazel Hughes	Cllr. Mallinder	Cllr. Burbridge	4		<ul style="list-style-type: none"> <li>Clerk to notify SALC, VV and make all necessary changes to the Web Site</li> </ul>
Nominee	Proposer	Seconder	For	Against													
Andy Palmer	Cllr. A Hardwick	Cllr. Burbridge	3														
Hazel Hughes	Cllr. Mallinder	Cllr. Burbridge	4														
<p>2. To receive Apologies for absence</p>	<p>Apologies had been received from Cllr. Andrew Coyne (family matter)</p>	<ul style="list-style-type: none"> <li>Accepted</li> </ul>															
<p>3. To receive any Declarations of Interest on Agenda Items and any applications for dispensation</p>	<p>There were no declarations of interest given. Cllr Mallinder agreed to check his position with reference to his District Council duties</p>	<ul style="list-style-type: none"> <li>Cllr. Mallinder to check his position</li> </ul>															
<p>4. Signing of Declaration of Acceptance of Office and Election Expenses Forms</p>	<p>All Councillors signed the Declaration of Acceptance of Office form and these were to be held by the Clerk.</p> <p>The Election Expenses Forms had been completed at the April meeting.</p>	<ul style="list-style-type: none"> <li>Clerk to file</li> </ul>															
<p>5. Public Session (record above)</p>	<p><i>Please see above</i></p>	<ul style="list-style-type: none"> <li>Clerk to research process for registering for the SCC Community Self Help Scheme</li> </ul>															
<p>6. To elect Vice-Chairman of the Council for 2019/20 and signing of the 'Declaration of Acceptance of Office'</p>	<p>The following nominations were made:</p> <table border="1" data-bbox="712 989 1756 1067"> <thead> <tr> <th>Nominee</th> <th>Proposer</th> <th>Seconder</th> <th>For</th> <th>Against</th> </tr> </thead> <tbody> <tr> <td>Andy Palmer</td> <td>Cllr. Burbridge</td> <td>Cllr. Devine</td> <td>7</td> <td></td> </tr> </tbody> </table> <p>Cllr. Palmer was duly elected and signed the Acceptance of Office Form</p>	Nominee	Proposer	Seconder	For	Against	Andy Palmer	Cllr. Burbridge	Cllr. Devine	7		<ul style="list-style-type: none"> <li>Clerk to amend all records on Web Site and in Notice Boards</li> </ul>					
Nominee	Proposer	Seconder	For	Against													
Andy Palmer	Cllr. Burbridge	Cllr. Devine	7														
<p>7. To declare the 'Power of Competence' to the year 2023</p>	<p>The Clerk explained concept of the Power of Competence. Councillors agreed that they met the criteria and suggested that to adopt the power would make sense.</p> <p>Cllr. A Hardwick proposed the power be adopted, this was seconded by Cllr. Mallinder and Councillors voted 7 For with 1 abstention</p>	<ul style="list-style-type: none"> <li>None</li> </ul>															

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<p>8. To confirm following roles and advisory groups:</p> <p>a) Planning Councillors (<i>currently Cllrs Burbridge, Mallinder, Palmer and Hughes</i>)</p> <p>b) Finance Councillors (<i>currently Cllrs Burbridge, Mallinder, Lewis and J Hardwick</i>)</p> <p>c) Allotments Councillors (<i>currently none</i>)</p> <p>d) Environment Councillors (<i>currently Cllrs. Palmer, A Hardwick, Lewis and Mallinder</i>)</p> <p>e) Cemetery Councillors (<i>currently Cllr Lewis</i>)</p> <p>f) Oak Hill Resident’s Association Representative (<i>currently Vacant</i>)</p> <p>g) Recreation Ground Project (<i>currently Cllrs. Palmer, Hughes and Clerk – with Ms Bathe and Ms Gray</i>)</p> <p>h) Village Hall Representative (<i>currently vacant</i>)</p> <p>i) SALC Representative (<i>currently vacant</i>)</p> <p>j) Internal Auditor (<i>currently Mr Trevor Brown</i>)</p> <p>k) Responsible Finance Officer (<i>currently the Clerk</i>)</p>	<p>The following amendments were agreed:</p> <p>a) Cllr. Mallinder to stand down, Cllr. Devine to be add</p> <p>b) Cllr. Lewis to stand down, Cllr. Hughes to be added</p> <p>c) Cllr. Lewis to act as a back-up to the Clerk</p> <p>d) As is</p> <p>e) Clerk to manage the Cemetery and raise any concerns with the whole Council (Environment Councillors to be the first contacted)</p> <p>f) Clerk to write to the Oak Hill Resident’s Association</p> <p>g) As is</p> <p>h) Cllr. Mallinder</p> <p>i) Joint position with Cllr. Hughes and Cllr. J Hardwick</p> <p>j) As is</p> <p>k) As is</p>	<ul style="list-style-type: none"> <li>• Clerk to update HPC Directory and re-send to all</li> <li>• Clerk to speak to OHRA</li> </ul>
<p>9. To remind Councillors to complete their Register of Interests entry on the new ESC System</p>	<p>Councillors were reminded of the importance of completing their Register of Interests with East Suffolk Council</p>	<ul style="list-style-type: none"> <li>• All Councillors to complete their registration</li> </ul>

Chair’s initials.....

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<p>10. To confirm all Standing Orders and Direct Debits presently set up for the Council</p>	<p>The Clerk confirmed there were currently two Direct Debits set up for payments:</p> <ul style="list-style-type: none"> <li>• PWLB – Loan repayments</li> <li>• ICO – Annual Subscription</li> </ul> <p>Councillors confirmed they wished both of these to remain in place.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>11. To agree Minutes of meeting dated 18<sup>th</sup> April 2019</p>	<p>The minutes, dated 18<sup>th</sup> April, were proposed as accurate by Cllr. Mallinder, seconded by Cllr. Devine and all Councillors were in agreement that they be signed.</p>	<ul style="list-style-type: none"> <li>• Clerk to post on web pages</li> </ul>
<p>12. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/19/1862/FUL – Two Single Storey Extensions at 9 Swallows Close, Hollesley</p> <p>b) DC/19/1722/FUL – Two Storey Side Extension at 76 Oak Hill, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Seems fine, modest extensions, reasonable plot</li> <li>• All single storey</li> <li>• <b>Conclusion: No objection</b> – Proposed by Cllr. Palmer, seconded by Cllr. Mallinder and all Councillors were in agreement.</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Two different plans, which one are we commenting on?</li> <li>• Should go back to ESC</li> <li>• One set of plans is right on the boundary, a covered yard may be turned in to a room at a later date</li> <li>• Plans dominate the next door property</li> <li>• In future, if covered area developed there will be zero access to the rear</li> <li>• We don't know what we are commenting on</li> <li>• <b>Conclusion: objection</b> – Proposed by Cllr. Palmer, seconded by Cllr. Burbridge and Councillor voted 5 in favour with 3 abstentions</li> </ul>	<p>a) Clerk to send comments to ESC Planning</p> <p>b) Clerk to send comments to ESC Planning</p>

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<p>13. <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>• Revenue funding of £10k granted to CLT form ESC</li> <li>• Ongoing with the development in School Lane, Bawdsey</li> <li>• AGM on 9<sup>th</sup> July, hope to see everyone there</li> <li>• Looking for next project – discussion with Developer at Mallard Way, developer wants to sell off the land to the CLT</li> <li>• Lots of question still to be answered – S106 can be changed but PC needs to be careful about what terms it uses and how it is quoted</li> <li>• Working with the Housing Associations</li> </ul>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>
<p>14. <u>Prison</u> - To discuss letter received from MoJ following our FOI request and future meetings with the Governor</p>	<p><u>FOI Request</u> – [A draft response, from Cllr. Palmer, to the latest letter form the MOJ, had been circulated before the meeting]. Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Draft response is through, logical and well researched, a lot of time and effort must have been put in, thank you</li> <li>• Must keep the pressure on, hopefully they will put more effort in to next reply</li> <li>• This may be an ongoing fight but I think we should do,</li> <li>• New Governor of Hollesley Bay said at a meeting earlier today that ‘no decision’ had been made. MoJ had asked him to ‘trim the budget’ and he was not happy about accepting MCOSO,</li> <li>• This process should be transparent and clear, items can be redacted in a document, that shouldn’t be the reason why the info is not made public.</li> </ul> <p>Cllr. Palmer proposed the draft letter was sent, this was seconded by Cllr. A Hardwick and all Councillors agreed. It was suggested it was also forwarded to the new Minster for Justice, Mr Robert Buckland MP.</p> <p><u>Future meetings with the Governor</u> – First held today, further management meeting on 10<sup>th</sup> July to discuss MCOSO, he is keen for bi-monthly meetings to continue, very nice and friendly person, very accommodating, keen to maintain relationships, offered prisoners with skills to help, pensioners Tuesday meal stopped but trying to find alternative arrangements. Can’t attend APM and did not wish to send a deputy. Very positive meeting, very interested in prisoners.</p>	<ul style="list-style-type: none"> <li>• Clerk to send drafted letter and to place all recent letters on the Web Page</li> <li>• Clerk to send GV message about APM</li> </ul>

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<p>15. <u>Allotments:</u></p> <p>a) To discuss Horse Weed on Plot 8</p>         <p>b) To discuss path through the Allotments</p>	<p>a) [The Clerk had previously notified Council that a substantial amount of Horse Weed had been found on Allotment Plot 8] Advise had been obtained by a local keen horticulturist and was read out. Cllr. Lewis suggested the plot could be used as an overspill car-park for the Church and School. After discussion about the various options the Clerk was asked to try to find out who owned the Allotments and if there was a Trust set up on them and to ask the neighbouring allotment holders and Gardening Club what action, if any, they would like the Council to take.</p> <p>b) The Clerk reported that the new path through the Allotments had 22 small ‘eruptions’ in it. These had been reported to Booths who had advised that this ‘sometime happens’ and that they would be dampened down and the weeds in the area killed.</p> <p>Councillors were very disappointed with this situation and stated the weeds should not be coming up after just a few weeks. Concern was raised that the job had not been correctly carried out. The Clerk was asked to contact Booths again and take pictures every 10 days until the situation was resolved. It was also suggested a notice was put out on the Grapevine.</p>	<p>a) Clerk to contact Land Registry and other Allotment Holders</p>         <p>b) Clerk to contact Booths to resolve issue and place note on the Grapevine</p>
<p>16. <u>Recreation Ground:</u></p> <p>a) Pavilion – To discuss purchase of a Shipping Container for short-term storage for Football Club.</p>	<p>a) <i>Items A and B discussed simultaneously</i> – Councillors comments included:</p> <ul style="list-style-type: none"> <li>• Real concern there may be lots of shipping containers on the Rec and they can be unsightly</li> <li>• Could we get one that is more pleasing on eye</li> <li>• We have lots of issues in one place (football storage, Player’s Storage, Teen Hub, etc.) – we need one solution for all</li> <li>• Shall we combine these projects and look at them as one project?</li> <li>• No storage in the hall</li> </ul>	<p>a) See list in text</p>

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	<ul style="list-style-type: none"> <li>• We need a proper committee set up so all elements can be discussed and one solution found. Committee should be made up of PC (2), Football Club, Hollesley Players, Hall Committee and Teen Hub initiative</li> <li>• What about the short term for the Football Club? No matches at present so could leave decision until we know what the Hollesley Players need</li> <li>• All these elements are perhaps not strictly the responsibility of the PC to resolve but we should bring everyone together to ensure one solution for all issues.</li> <li>• Old containers are in a really bad state – who is responsible if a child falls through?</li> </ul> <p>In conclusion:</p> <ul style="list-style-type: none"> <li>• Clerk to establish and co-ordinate one Project and to invite Football Club, Hollesley Players, Hall Committee and Teen Hub initiative to initial meeting to define the issues, analyses all requirements and start to think about possible solutions</li> <li>• Clerk to speak to Hollesley Players about their existing containers</li> <li>• No new container to be ordered yet but item to be placed on the June agenda.</li> <li>• Clerk to ask if planning permission is needed</li> <li>• Cllr’s Devine and J Hardwick agreed to sit on the sub committee</li> </ul>	
<p>b) Pavilion Project - To discuss setting up a Sub Committee to start a project on replacing the Pavilion with a suitable facility</p>	<p>b) As above</p>	<p>b) As above</p>
<p>c) Dog Poo – To receive an update form the Clerk on the signage</p>	<p>c) The Clerk was asked to contact SC Norse again and ask for additional signage. After discussion it was agreed to monitor the situation as many residents were law abiding when it came to dogs on the Rec. The Clerk was asked to include another item in the VV and to place the item on the June agenda if reports continued.</p>	<p>c) Article in VV and ask for more signage</p>

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<p>17. <u>Play Park Project:</u></p> <p>a) To receive an update and confirm preferred supplier for the project</p> <p>b) To receive update on the Teen Hub Project</p>	<p>a) The Clerk gave a short presentation on the project so far and showed the initial proposals from NGF Play. After discussion Cllr. Mallinder proposed that the Council accept the recommendations from the Play Ambassadors and use NGF Play (with some additional equipment from Sutcliffe Play) as the main contractor for the new Play Equipment. This was seconded by Cllr. A Hardwick and all Councillors were in agreement.</p> <p>b) The Clerk reported that, despite the letter to Dr Sievewright being hand delivered, it had not reached him. However, he had spoken to one of the Teen Hub members and had agreed that the questionnaire could be trialled in three classes initially. It was noted that this project would now be combined with the other elements on the Recreation Ground (see item 16 a and b above).</p>	<p>a) Clerk to notify NGF Play and the Ambassadors</p> <p>b) Clerk to liaise with Ms Bathe</p>
<p>18. <u>Highways and Footpaths:</u></p> <p>a) To discuss speeding vehicles along Alderton Road</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) Dog Bin next to Cemetery – To discuss moving this to next to the Grit Bin on the Knowle</p>	<p>a) After discussion it was agreed that the Clerk should report the faded ‘30’ sign along Alderton Road to SCC, before SNT were asked to carry-out further visit.</p> <p>b) This project was continuing and SPT were onboard. Clerk reported the No Footway signs for the Duck Corner to Water Tower road had arrived and were ready to put up.</p> <p>c) It was felt this was a very good idea and the Clerk was asked to arrange</p>	<p>a) Clerk to report sign to SCC</p> <p>b) Clerk to arrange for signs to be put up</p> <p>c) Clerk to speak to SC Norse</p>
<p>19. <u>Finance Matters:</u></p> <p>a) To authorise the following Invoices for Payments:</p> <p>i. Hirst Signs (No Footway Signs) - <b>£191.94</b></p> <p>ii. Hollesley Bowls Club (Play Ambassadors Meetings) - <b>£60.00</b></p>	<p>a) The payments were proposed by Cllr. Burbridge , seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Mallinder and Burbridge.</p>	<p>a) Clerk to distribute</p>



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<p>b) To note Payments made since last meeting: i. None</p> <p>c) To note Payments received since last meeting: i. F Masters Ltd (Plaque on Cemetery Wall) - <b>£100.00</b> ii. East Suffolk Council (Precept 50%) - <b>£15,250.00</b></p>	<p>b) Noted</p> <p>c) Noted</p>	<p>b) None</p> <p>c) None</p>
<p>20. 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 discuss Councillor Training with SALC</p> <p>d) To remind Councillors of Expenses that can be reclaimed</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• Prison Meeting – <i>report given earlier</i></li> <li>• Community Self Help – All about saving money, however, we need to help ourselves and use this facility. There will be 2 training days shortly with other to follow. All PPE will be provided. This is a positive step and it makes sense.</li> </ul> <p>b) June article could include: dog poo signs, path allotments and prison update</p> <p>c) Councillors agree that HPC should organise a full training course for Councillors and invite neighbouring parishes to attend (max 25 attendees).</p> <p>d) The Clerk reminded Councillors that they could claim up to £25 for expenses related to their work as a Councillor (e.g. paper, ink, etc.)</p>	<p>a) None</p> <p>b) Clerk to draft and send to all for review</p> <p>c) Clerk to arrange</p> <p>d) None</p>

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e) Additional Item – 2020 Peninsula Flower Festival	e) The Clerk had circulated an e-mail from Mrs Judy Foulger regarding a possible Peninsula Flower Festival in August 2020. Council agreed this would be a splendid idea in principle and asked the Clerk to find out more	e) Clerk to speak to Mrs Foulger
21. To receive agenda items for next meeting and agree date of Next Meeting (27th June 2019)	The following items were suggested added to the June agenda: <ul style="list-style-type: none"> <li>• <i>None at the time of the meeting</i></li> </ul> Date of next meeting will be <b>27<sup>th</sup> June 2019</b> – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> <li>• Clerk to prepare June agenda</li> </ul>

The meeting was closed at 9.59pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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*Chair's initials.....*