

Minutes of Hollesley Parish Council Meeting

Held on 15th August 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine (arrived 7.45pm), Cllr. Helen Lewis, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

5 members of the public

Dist. Cllr. James Mallinder

Record of Public Session:

- a) Report from the Alde and Ore Estuary Partnership: Jane Maxim and Alison Andrews from the AOEP/Trust – lots of reps attend the meetings, including 6 Parish Council’s, Plea for management of the estuary as a whole, AOEP set up, needed to set up a strategy, we have a plan, if 1 in 200 event then walls will withstand overtopping for 3 hours and then the water will leave, at implementation stage, IDB manage drainage in low lying areas, writing to Gov to get grants, Community Partnership increased public representation adding Dist. and Cnty Councillors, looking to renew PC membership, not allowed to build a wall that will cause issues elsewhere, upper estuary first, IDB will have local meetings at strategic times when works are going on, planning permission just about to go in, would like to have full democratic representative, rep from 6 PC’s - a core group, Key Stakeholder Group – PC’s plus key businesses, KSG wanting people to be eyes and ears to tell AOEP what is going on, need to hear views at earliest opportunity, no voting required, Parishes will be there to have a say. *Q. Can you explain the difference between Partnership and Trust?* Explanation given. 44 KM of Wall cost £26m, money from a patchwork of funders. *Question regarding responsibility of the Internal Drainage Board.* Explanation given. Walls will protect the land and the local houses. The PC would not be responsible for any pots of money. All the money goes to the IDB and they are then accountable for it; they report to the EA. All meetings open to the public. Key Stakeholder meeting important to hearing from all Parishes. *Q. Still very unclear as to how has overall responsibility for the money.* Alison and Jane were thanked for their attendance
- b) Reports or comment from any member of the public or any other village organisation (notes only):
- Footpath – at Vale Farm – Beams in poor condition, Has been reported to SCC but Clerk to chase again
 - New Play Park – An explanation of the ‘Sling Rotator’ was given
 - Pavilion – an extension to hall not ruled in or out and will be discussed later
- c) Reports or comment from ESC and SCC Councillors:
- Cllr. Reid – Cllr. Reid’s report had been circulated – The Chair expanded on: Sizewell C Stage 4 Consultation, Climate Change Emergency, Community Self Help Scheme, 71 Bus

Chair’s initials.....

- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he further reported on the following items: **Project Camouflage** – good morning with great activities; **Yellow Fish Campaign** – Highlighting issues around the coast, Bin-the-But is being promoted

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1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne (Family Commitments), Cllr. Anne Hardwick (Family Commitments), Cllr. John Hardwick (Straw Crisis) and Cnty. Cllr. Andrew Reid. Tim Beech from the AOEP had also given his apologies	<ul style="list-style-type: none"> • Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of interest	<ul style="list-style-type: none"> • None
3. To co-opt (up to) 2 Councillors and signing of the ‘Declaration of Acceptance of Office’ Forms	The Chair asked if any member of the public wished to be co-opted on to the Council. No one stood forward.	<ul style="list-style-type: none"> • Clerk to place on September agenda
4. Public Session (record above)	<i>Please see above</i>	<ul style="list-style-type: none"> • Clerk to report footpath again
5. To agree Minutes of meeting dated 18 th July 2019	The minutes, dated 18 th July 2019, were proposed as accurate by Cllr. Palmer, seconded by Cllr. Mallinder and all Councillors were in agreement that they be signed.	<ul style="list-style-type: none"> • Clerk to post on web pages
6. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/19/2412/FUL - First Floor extension, conversion of conservatory and internal alterations at 71 Oak Hill, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> • New plan displayed and explanation given of situation • Plan does not help. A more detailed plan is required for Council to make a reasoned response • Conclusion: Comment as above - all Councillors were in agreement 	a) Clerk to send comments to ESC Planning

Chair’s initials.....

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<p>b) DC/19/2805/FUL - Proposed extensions and alterations to existing dwelling and the construction of detached car port - Shepherds Cottage, Boyton Road, Hollesley</p>	<p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • Complete re-design from original plans but not much different in terms of size • Height of current proposal 6.4m which is same as the Dairy Development • Similar style to the Dairy development • Almost complete demolish and build again, previous applications combined • Similar to other neighbouring properties • Conclusion: No objection – Proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors were in agreement. 	<p>b) Clerk to send comments to ESC Planning</p>
<p>c) DC/19/2836/VLA - Variation of Legal Agreement of Section 106 dated 2nd December 2014 - Land East Of Mallard Way, Hollesley</p>	<p>c) Councillors made the following comments:</p> <ul style="list-style-type: none"> • The Clerk and other Councillor gave explanation of a meeting held with Martin Blake • Concerns was raised that the owner of the property would have no interest in the process of the sale and the property may be sold to someone who did not meet the criteria in future • Not perfect but better than nothing, the developer could ask for a full change and at least this way we get 5 houses • Cllr. Mallinder agreed to speak to planning officer about involvement in future sales • Any Covenant would result in sales being under the control of a Solicitor • Meeting spoke about using Gateway for Homechoice but felt not to be a perfect match in these circumstances • 75% payment is great, but what about someone renting it? Should that be at 75%? • Should we perhaps think about restricting extensions? Thought a purchaser would not want to spend the money anyway • Could we say it can't be rented? Perhaps but that might restrict people if they fall on hard times • Conclusion: The Clerk was asked to draft a letter and send to all for comments 	<p>c) Clerk to send comments to ESC Planning</p>

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<p>d) DC/19/2878/VOC - Variation of Condition No.2 of C/13/0320 - Erection of 16 dwellings and garages and all ancillary works (including 5 affordables) - Alterations to previously approved drawings - Land At Mallard Way Off Rectory Road, Hollesley</p>	<p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> • New designs for 2 types of house but only one of the plans is available on the original application • The original plans were wrong • Changes are minimal with some apertures widened • We must mention can't see design the original design for plot 6 but if it is a small change we would have no issues • We cannot agree to something when we cannot see the original plans • Plot 6 design is not on original planning application – we can't comment as we can't see the original – Clerk to do a Screen image and send to ESC • Conclusion: No objection to one but no comment on the other – Proposed by Cllr. Burbridge, seconded by Cllr. Palmer and Councillors were in agreement 	<p>d) Clerk to send comments to ESC Planning</p>
<p>7. <u>Play Park (Equipment Renewal) Project:</u></p> <p>a) To receive an update and to discuss and agree proposed equipment</p> <p>b) To review and sanction Funding Plan</p> <p>c) To plan a viewing of proposals with local residents</p>	<p>a) The Plans of the proposed equipment were displayed. After discussion on some pieces of equipment Councillors agreed that they should trust the work of the Ambassadors and try to obtain all the pieces required; realising that some may need to be part of a second phase if funding could not be secured. Some items were very high but the manufactures would install the correct safety matting for the situation. It was agreed that the final location for any piece of equipment may need to be changed due to overlooking, noise levels, etc.</p> <p>b) The Funding Plan was displayed and all Councillors were happy with the proposed plans. Cllr. Mallinder suggested both Waitrose and the Co-Op were also contacted.</p> <p>c) Councillors felt this was essential and the Clerk agreed to arrange a display of the plans, inviting residents of Gorselands and any property abutting the Recreation round to attend.</p>	<p>a) Clerk to proceed with the project</p> <p>b) Clerk to continue with fund raising</p> <p>c) Clerk to arrange a meeting</p>

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<p>d) To discuss request for HPC to fund the Sling Rotator (£5,397)</p>	<p>d) The Clerk explained the logic around allocating individual pieces of equipment to individual donors. After discussion Cllr. Palmer proposed that the Parish Council fund the Sling Rotator at £5,397. Cllr. Mallinder seconded this and all Councillors were in agreement.</p>	<p>d) Clerk to denote funding plan</p>
<p>8. Sizewell C – Stage 4 Consultation – To discuss any response HPC wish to make</p>	<p>The item had been delayed from the July meeting and the following comments were made:</p> <ul style="list-style-type: none"> • Additional traffic on the A12, caused by the development, will inevitably cause more issues at the Melton Crossroads. • Many comments have been put forward so far regarding the transport issues • Disappointingly they seem to have ruled out Sea Jetty and Rail options • The Government is pushing for East Suffolk to be an energy hub but there is no funding for infrastructure. • It's not fair for a tax payers to be paying a levy on their fuel bills to pay for this, paying a price for it. <p>The Clerk was asked to draft letter for comment</p>	<ul style="list-style-type: none"> • Clerk to draft a letter
<p>9. <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"> • Quite quiet at the moment • School Lane in Bawdsey being developed and awaiting start of project (not signed but looking positive) • Second project in Alderton progressing (Watson Way) • Talks with Tim Crane with reference to the old garage in Bawdsey • Talks with PGL about property at Bawdsey Manor 	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council informed of progress</p>

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<p>10. <u>Climate Change</u> – To discuss the declaration of a ‘Climate Change Emergency’ at ESC and what steps HPC may take</p>	<p>Cllr. Mallinder explained the steps the District Council had taken and Councillors made the following comments:</p> <ul style="list-style-type: none"> • We might want to declare an emergency and perhaps make a green policy and look at how our third party contractors work? • Maybe this is a project for next year? • ESC are considering drafting a ‘Green Neighbourhood Plan’ and having a ‘Green Asset Register, which may give legal protection to certain areas. • CIL funds may be used for green projects • We could add ‘Green’ policies to our SO’s and we could look at how to protect our ‘Green Corridors’ • Can we do more on recycling? (One of the Commercial bins to be allocated to ‘recycling’ soon) • Do Norse offer recycling bins? – Clerk to ask • Credits for paper and glass – the market collapsed but where do these presently go? ‘Paper’ credits used to go to Church – Clerk to ask • Cllr. Lewis suggested she would do a sponsored cycle ride if the hall committee would agree to place solar panels on the new hall roof. It was suggested Cllr. Lewis contacted the Hall Secretary to ask for the subject to be discussed by the committee. • Woodbridge Council have declared climate change. 	<ul style="list-style-type: none"> • Clerk to ask if SC Norse offer recycling bins for highways collection
<p>11. <u>Allotments:</u></p> <p>a) To receive update on the issue with the path through the Allotments</p> <p>b) To receive an update on registering the Allotments with the Land Registry.</p>	<p>a) The Clerk reported that she had met with Mr Booth the previous day. The weeds were not getting any worse and it had been decided that one last application of weed killer would be applied to the path over the next few days (by Mr Booth). The path would then be monitored again for 2 weeks with a view to the two affected areas being re-laid if no new weeds appeared.</p> <p>b) Cllr. Palmer reported that he had not progressed this item further but would go to the Records office over the summer.</p>	<p>a) Clerk to monitor weekly and liaise with Mr Booth</p> <p>b) Cllr. Palmer to continue research.</p>

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<p>12. <u>Recreation Ground and Village Hall:</u></p> <p>a) Pavilion Replacement Project:</p> <p>i. To receive an update and to discuss preferences for the type of building: Converted Container, Traditional Wooden Building, Brick Building, etc.</p>	<p>a) The following was discussed:</p> <p>i. <u>Type of Building and where to locate it:</u></p> <ul style="list-style-type: none"> o We really need to discuss the merits of a separate building v’s an extension of the existing hall o We need to remember where we are (i.e. in the middle of the AONB) and the building would need to be ‘in-keeping’ with the surroundings and as environmentally friendly as possible o Converted containers are very funky, easily adapted and easily added to but they would only last 20 – 40 years and would cost around £15k each to convert and install o I think we should cross off using converted containers as a possibility, they have a short life span and we want any building to be there for a long time. o The container purchased recently is a temporary measure only o If we had a stand-along building then I think it should be wooden; if it were an extension of the hall then perhaps a mixture of brick and wooden cladding, with solar panels o We need to look at both options. o Perhaps we could have a stand-alone but with internal linkage to the hall? o I think it should be an extension which could be used by many different groups but also make use of the facilities we already have (stage, disabled toilet, great kitchen, etc.) o Even indoor sports may wish to use changing rooms o The existing pavilion is not on the main sewer. <p>In conclusion it was greed that any building should be made of brick or wood (or a combination of both), the ‘converted containers’ idea is not an option. The location of the building is still open to discussion but more Councillors favoured an extension to the existing building to ensure all existing facilities were made use of.</p>	<p>a) Clerk to report back to the August meeting</p>

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<p>ii. To agree which facilities will be provided in the building (toilets, kitchen, stage, etc.) from those request by the user groups</p> <p>b) Football Storage – To receive update on purchase of a Shipping Container for short-term storage for Football Club</p> <p>c) VE Day 75th Anniversary - 8 May 2020 – To discuss an event for this day</p>	<p>ii. <u>Facilities to Have:</u></p> <ul style="list-style-type: none"> ○ We have to ensure that any facilities enhance those existing at the hall and do not in any way take revenue away from it ○ If an extension to the existing building then the facilities required would be changing rooms (with showers and toilets), a further meeting room, with possible room divider, versatile storage space, a covered veranda/porch and a small kitchen with serving hatch and possible external Bar-B-Q point. ○ If a separate building the facilities would be the same as in an extension. ○ Cllr. Mallinder suggested a small group could visit the facilities at Woodbridge Rugby Club to gather ideas. <p>b) The Clerk reported that the container was now in place and being ‘filled’ with the items required by the Football Club. The aim was to completely empty the old Pavilion of all required items by the end of this week/month and then the Council could decide what the next steps for it were.</p> <p>c) VE 75 next year – BH moved to Friday 8th (from Monday 4th) May, could the PC do a social event, perhaps an afternoon tea with a band and competitions? Other parishes will be doing things (perhaps need to co-ordinate so as not to clash) The Clerk was asked to place this item on the agenda for September and to send out a Grapevine message asking if anyone would like to be involved in an organising committee.</p>	<p>b) Clerk to monitor</p> <p>c) Clerk to send GV Message</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To discuss the withdrawal of the Number 71 Bus Service form November</p>	<p>a) The Clerk confirmed that the contract for the 71 bus had been terminated and that the last bus would be on 1st November. However, the operator of the bus had agreed to meet with Stirling Askew of Sutton Heath and the HPC Clerk, next week, to talk options through. It was suggested that both early (for work and college) and mid-morning buses would be an idea</p>	<p>a) Clerk to report back after the meeting</p>

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<p>b) Following the Joint Parish Council’s Meeting on 25th July:</p> <p>i. To discuss the concept of the SCC Community Self Help Scheme and if HPC agree with it (plus an update from the Clerk)</p> <p>ii. To discuss the removal of the ‘Road Studs’ (Cat’s Eyes) from many rural roads</p>	<p>b) The following was discussed:</p> <p>i. We have in the past questioned why HPC should be taking on the work of SCC but we realise that if we don’t do it, it will not get done. The Clerk reported on the Self Help Scheme Follow-Up meeting and that Sudbury TC had a team potentially willing to undertake tasks such as sign cleaning, sign repairing and hedge trimming – the Clerk agreed to ask for a quote for this service.</p> <p>ii. After discussion it was agreed that the Clerk should write to SCC Highways to ask what savings had been achieved as a result of the removal of the ‘Road Studs’ and what other measures the Council intended to put in place to ensure the rural roads were suitably marked, especially in heavy rain and fog.</p>	<p>b) Clerk to speak to Sudbury TC</p>
<p>c) To receive update on Bus Stop Hard Standings at Store’s Corner</p>	<p>c) There was no update</p>	<p>c) Clerk to chase SCC</p>
<p>d) To discuss setting up a Road Sign Cleaning Working Party</p>	<p>d) It was agreed to await the outcome of discussion with Sudbury TC before arranging this.</p>	<p>d) None</p>
<p>e) To discuss dangerous trees along the Highway and HPC’s liability</p>	<p>e) Cllr. Devine advised that a number of dangerous trees (across the heath) had been reported to the landowners but nothing had been done to make them safe. He raised concerns that this may put the PC in a situation where they were in some way liable. After discussion it was agreed that the PC could not be held liable for privately owned trees but that we should continue to report these to landowners as and when they were spotted. The Clerk was asked to look up the minutes from last year and to enact the steps decided to ensure the large oak trees on the Recreation Ground were maintained.</p>	<p>e) Clerk to re-visit minutes</p>
<p>f) To discuss ‘30’ sign as you enter Hollesley from Alderton</p>	<p>f) The Clerk was asked to report this sign again and send details of the SID data showing speeding vehicles at that location. She was also asked to obtain a quote for replacing the whole sign.</p>	<p>f) Clerk to report faded sign again and get quote.</p>

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<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 30th June 2019 and check Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p> i. PKF Littlejohn LLP (External Audit) - £240.00</p> <p> ii. Hollesley Village Hall (Usage 2018/19) – £291.00</p> <p> iii. J Terrell (Maintenance) - £225.00</p> <p>c) To note Payments made since last meeting:</p> <p> i. None</p> <p>d) To note Payments received since last meeting:</p> <p> i. A Glencastle (Grant for Play Park) - £201.00</p>	<p>a) The accounts to 30th June had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements</p> <p>b) The payments were proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Palmer and Lewis.</p> <p>c) Noted</p> <p>d) Noted</p>	<p>a) None</p> <p>b) Clerk to distribute</p> <p>c) None</p> <p>d) None</p>
<p>15. 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"> • The Joint Parish Council meeting – very good attendance from all villages • Armistice 100 Project – After discussion it was agreed that the Church should be asked if they would like the original hanging with the spare copy framed and placed in the Village Hall. 	<p>a) Clerk to speak to Rev’d Ruth</p>

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<p>b) To receive items for the next Village Voices</p>	<ul style="list-style-type: none"> Hall Committee Meeting – Lots going on, Clerk to send full building report to all Councillors, decisions are being made, AGM coming up, usually in October, lots of changes to the inside of the building <p>b) October article could include: VE celebrations, bonfires – guidance from ESC to be obtained.</p>	<p>b) Clerk to draft and send to all for review</p>
<p>16. To receive agenda items for next meeting and agree date of Next Meeting (19th September 2019)</p>	<p>The following items were suggested added to the September agenda:</p> <ul style="list-style-type: none"> Relationship with Prison and Governor AOEP Key Stakeholder Group membership <p>Date of next meeting will be 19th September 2019 – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> Clerk to prepare September agenda

The meeting was closed at 10.02pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....