

Minutes of Hollesley Parish Council Meeting

Held on 17<sup>th</sup> October 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Karrie Langdon, Cllr. Helen Lewis, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)                      3 members of the public

**Record of Public Session:**

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

- Highways issues that need reporting:
  - Twisted sign by Black Ditch Bridge
  - Speed limit sign between Water Tower and Duck Corner twisted
  - Temporary Highways signs around village and in Sutton Heath still, in verges
  - Water leak in School Road has been reported and will be fixed during half term

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and the Chair highlighted the headlines (discussion was had on the Sizewell C project)
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: ESC Exemplar Fund, Shop at Eyke to close, Swan in Alderton now *not* for sale, Flooding on the Highway in the Peninsula (he is speaking to Andrew Reid), Climate Emergency Meeting next week (looking at grass cutting regimes in Cemeteries amongst other things)

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Anne Hardwick (family commitments), Cllr. John Hardwick (family commitment), Cllr. Brian Devine (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	<p>There were initially no declarations of interest.</p> <p>At item 13. e) Cllr. Mallinder declared a non-pecuniary interest being a member of the Suffolk local access Forum</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
3. To co-opt a Councillor and signing of the 'Declaration of Acceptance of Office' Forms	<p>The Chair asked if any member of the public wished to be co-opted on to the Council.</p> <p>No one stepped forward and the Clerk was asked to advertise the position again.</p>	<ul style="list-style-type: none"> <li>• Clerk to advertise position in the Village Voices</li> </ul>
4. Public Session (record above)	<p><i>Please see above</i></p>	<ul style="list-style-type: none"> <li>• Clerk to report various Highways items</li> </ul>
5. To discuss the suggested Divisional arrangements for SCC Councillors	<p>The concept and purpose of the consultation was explained by the Clerk. After discussion it was agreed that the Clerk should comment that ...</p> <ul style="list-style-type: none"> <li>○ The Deben was a natural boundary and any grouping with parishes south of the Deben may be difficult</li> <li>○ The division Hollesley is placed within should be with other similar villages with comparable issues (i.e. public transport, rural housing, amenities, etc.)</li> <li>○ The divisions should reflect the District Council boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to send in comments</li> </ul>
6. To agree Minutes of meeting dated 19 <sup>th</sup> September 2019	<p>The minutes, dated 19<sup>th</sup> September 2019, were proposed as accurate by Cllr. Palmer, seconded by Cllr. Lewis 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>7. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/19/3786/DRC - Discharge of condition 3 on application DC/18/1945/FUL at The Dell, Meadow Farm – To discuss lack of plans and drawings on the Planning Portal despite the application being approved</p>	<p>a) The Clerk explained that the application had been placed on to the Portal on 30<sup>th</sup> September (with no plans or documentation) and then approved on 14<sup>th</sup> October. She was concerned that the Parish Council had not had opportunity to view the items connected to the application, i.e. the roof material, the overhang width and the colour of the exterior. She was also shocked at the vague nature of the information provided to ESC, as detailed in the Officers Report. In addition she was concerned that comments on the Officers report may reflect poorly on the PC and make it look as if they hadn't bothered to comment.</p>	<p>a) Cllr. Mallinder to raise the issue with ESC Planning and Clerk to provide additional examples</p>

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	<p>Cllr. Mallinder agreed to take this up with the ESC Planning dept. He advised that training on the portal was planned for January 2019 and that the Council would be encouraged to attend. The Clerk agreed to provide details of a similar application in Ufford.</p> <p>It was also commented that, without proper plans, anyone monitoring the progress of the application, including ESC Building Control officers, would find it very difficult to measure if the work had been carried out to plan.</p>	
<p>8. <u>Play Park (Equipment Renewal) Project:</u> a) To receive an update on the project</p>	<p>a) The Clerk reported that unfortunately the grant from the National Lottery had been turned down. This was a major blow as it accounted for 7 pieces of equipment and almost 50% of the total funding required. On the up side the Exemplar Application for £10,000 had been approved but it was on condition that the other funding was in place.</p> <p>The Clerk suggested she organise a separate meeting of a small number of Councillors to look at splitting the project in to 2 phases and the approaching ESC to see if the Exemplar fund could be used for Phase 1. Cllrs. Hughes, Langdon and Palmer volunteered to be part of the committee.</p> <p>It was also suggested that the S106 funds might be split and used for other items, such as the Pavilion replacement project. Cllr. Mallinder advised that new Community Groups were being established by ESC (Clerk to attend first meeting on 30<sup>th</sup> Oct) and funding may be available for community projects.</p>	<p>a) Clerk to organise a separate meeting</p>
<p>9. <u>Housing –</u> a) To receive an update on the Community Land Trust from Cllrs. Mallinder, Hardwick and Palmer</p>	<p>a) The following update was given:</p> <ul style="list-style-type: none"> <li>• Bawdsey development progressing, just waiting for start of work</li> <li>• Watson Way project also progressing</li> <li>• Tin Chapel at Bawdsey may be a further project as a heritage exhibition site</li> </ul>	<p>a) Cllrs. Mallinder, A Hardwick and Palmer to keep Council updated</p>

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<p>b) To agree a response to the Council Tax Support Consultation from ESC</p>	<p>b) The Clerk thanked those Councillors who had sent in comments. Cllr. Langdon had suggested shorter review periods, especially for residents whose income had risen steadily, but by a small amount, over the year, as this may stop any large debt building up. This was agreed as a good recommendation and the Clerk was asked to put this matter to ESC for consideration.</p>	<p>b) Clerk to complete consultation form</p>
<p>10. <u>Cemetery:</u>                      a) To discuss having permanent repairs to Headstone for Mr and Mrs Hearn                       b) To discuss requesting a full survey is carried out on the Gravestones in the Cemetery</p>	<p>a) The Clerk explained that the gravestone for Mr and Mrs Hearn was slightly unstable. Mr Spence Wix (stone mason from Rendlesham) had kindly secured it temporarily with stakes but had advised it needed properly relaying; this would be a cost of £150.00 + VAT. The Clerk had tried to find relatives of Mr and Mrs Hearn but to no avail. After discussion it was agreed to ask Mr Wix if he would carry out the work but the Clerk was asked to obtain details of what guarantee it would have. [See item below regarding a policy]</p> <p>b) After discussion the following items were agreed:</p> <ul style="list-style-type: none"> <li>○ A policy for maintain the Cemetery is required – Clerk to draft</li> <li>○ A list of which stonemason erected each stone should be established – Clerk to hold records</li> <li>○ A full survey should be carried out by Mr Wix and then it should follow the guidelines as established in the policy</li> </ul> <p>The above items were proposed by Cllr. Mallinder, seconded by Cllr. Hughes and all Councillors were in agreement.</p>	<p>a) Clerk to contact Mr Wix (regarding a and b)</p> <p>b) Clerk to draft Cemetery Management Policy</p>
<p>11. <u>Allotments:</u>                      a) To receive update on the issue with the path through the Allotments</p>	<p>a) The Clerk reported that Mr Booth had confirmed he would be re-laying the tarmac in the October half term, subject to the weather and a Grapevine message regarding the closure would be sent once the actual date was known.</p>	<p>a) Clerk to liaise with Mr Booth</p>



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<p>13. Highways and Footpaths:</p> <p>a) To receive an update on the Bus Service</p> <p>b) To receive update on Bus Stop Hard Standings at Store’s Corner and any possible contribution</p> <p>c) To discuss residents report that School Lane is a slippery surface for horses</p> <p>d) To receive notice of a change to PF No. 22 (Stores Corner)</p>	<p>a) The Clerk reported that she had not had any further news on the 71 Bus Service. However, she had attended a meeting of a new action group (name to be confirmed) made up of Woodbridge, Martlesham and Kesgrave Councils plus any surrounding villages who had been affected by the bus cuts. The next meeting was on 29<sup>th</sup> Oct and First Buses had been invited. It was suggested that Therese Coffey was approached but it was felt this may not result in any action being taken. Comment was made that SCC were quick to declare a climate emergency but are then adding to the issues by withdrawing public transport. Unprofitable services should be subsidised by the profitable ones. It was also felt that new residents at Rock Barracks may make a difference to the service provided.</p> <p>b) The Clerk reported that SCC had now asked if HPC could contribute towards the cost of the project (it had previously been verbally suggested that funds would be available from a pot ringfenced for bus stop improvements). After discussion the Clerk was asked to go back to SCC to reiterate that at no time was a contribution mentioned in the past and that HPC were not in a position to contribute as this item had not been budgeted for.</p> <p>c) The Clerk explained that the surface had been reported to SCC and they had tested the road and commented that it was not slippery. The Parish Council were sympathetic to the plight of the resident but were not in a position to carry out any work to Highways. The Clerk was asked to reply to the resident to advise that, should she be unhappy with the reply from SCC Highways, she should take the matter up with Cllr. Reid.</p> <p>d) The Clerk reported that this order had now been made and the relevant notice had been displayed</p>	<p>a) Clerk to report back when any news came through</p> <p>b) Clerk to respond to SCC Highways</p> <p>c) Clerk to write to resident.</p> <p>d) None.</p>

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<p>e) To discuss proposed exclusion of new coastal access rights on saltmarsh and flats between Bawdsey and Aldeburgh</p>	<p>e) The Clerk and two Councillors read extracts from the consultation detailing the main two reasons for the proposed exclusion of access: the environment and safety. Councillors were wholly against the proposed restrictions and the following comments were noted:</p> <ul style="list-style-type: none"> <li>○ This will take away historic access rights.</li> <li>○ The Act states it is creating new access and our paths should be left as is.</li> <li>○ There is a long history of people accessing the marsh areas.</li> <li>○ We have to ask three questions: Is it proportionate? <i>No</i>, Is it necessary, <i>No</i> and is it enforceable?, <i>No</i>, it will be a complete waste of time.</li> <li>○ Cllr. Mallinder declared that he sits on the Suffolk local access forum., dealing with access rights, however, he was fully supportive of the previous comments</li> <li>○ There are regular walkers of these areas and we must have access. Yes, the nesting birds must be protected but access rights must also be projected. It is an attraction for residents and visitors.</li> <li>○ A very small number of people walk in this area and most are very aware of nesting birds and when they should and shouldn't walk on the marshes</li> <li>○ We should not be restricting peoples access to the land.</li> <li>○ 10 years ago the Telegraph ran an article on this and out of all landowners spoken to, only local landowners complained.</li> <li>○ SCAR records show another local land owner had been quoted saying that funds should be used to protect land and not provide paths.</li> <li>○ The Coastal Path had been under development of over 10 years and we are then given just a few weeks' notice to respond to a proposal like this.</li> </ul> <p>In conclusion the Clerk was asked to draft a letter for review and to highlight the proposal in a Grapevine message.</p>	<p>e) Clerk to draft letter</p>
<p>f) Path opposite the Suffolk Punch Trust very overgrown</p>	<p>f) The Clerk reported that this path was very overgrown again. She was asked firstly to report it to SCC and then ask the Prison if they could help.</p>	<p>f) Clerk to report path</p>
<p>g) Smellie Sewers at Duck Corner</p>	<p>g) Cllr. Coyne reported the sewers smelt in the location of Duck Corner</p>	<p>g) Clerk to report to AW</p>

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<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 31<sup>st</sup> August 2019 and check Bank Statements</p> <p>b) To discuss purchase of one or two Grit Bins</p> <p>c) To discuss purchase of a 'Recycling Bin' for the Street</p> <p>d) To discuss purchase of a second SID for High Street</p> <p>e) To discuss purchase of an additional refuse bin for Shingle Street (North Car Park)</p>	<p>a) The accounts to 31<sup>st</sup> August had been circulated and there were no questions. Cllr. Mallinder agreed to examine the Bank Statements</p> <p>b) The Clerk detailed the new 'recycled plastic' Grit Bins she had found. Cllr. Palmer proposed that two, all yellow, bins were purchased to replace the two broken ones at Oak Hill. This was seconded by Cllr. Hughes and all Councillors were in agreement. If all yellow was not permitted then yellow base with black lid.</p> <p>c) It was agreed to delay making a call on this item until Cllr. Mallinder had obtained figures showing the volume of waste that was recyclable from these bins as he had heard that many were contaminated with non-recyclable waste.</p> <p>d) It was suggested that the Council should try to find a way that the SID (or a second SID) could be placed in The Street. The Clerk reported that a possible location could be the lamp post (which the PC own) opposite Colyton and slightly towards Duck Corner but it may be too close to the road and at risk of being damaged. The Clerk was asked to reassess possible locations and obtain quotes for less complex machines (possibly using solar panels) that would be lower cost.</p> <p>e) Councillors commented that every summer the bins at the North Car Park at Shingle Street are inadequate for the volume of visitors, which seemed to be increasing. Before any decisions was made on a further bin, the Clerk was asked to seek the opinions of the Shingle Street Residents Association and the owner of The Beacons, where a possible additional bin might be placed.</p> <p><i>It was agreed to suspend Standing orders and continue with the meeting until 10.00pm at the latest.</i></p>	<p>a) None</p> <p>b) Clerk to order bins</p> <p>c) Clerk to add to the November agenda</p> <p>d) Clerk to assess site and obtain quotes</p> <p>e) Clerk to seek residents' opinions</p>



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<p>f) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. HMRC Cumbernauld - <b>£343.60</b></li> <li>ii. SALC (Payroll Service) - <b>£21.60</b></li> <li>iii. J A van de Hoeven (Litter Picking for 3 months) - <b>£127.00</b></li> <li>iv. Ufford Parish Council (Padlock for Allotments) - <b>£12.66</b></li> <li>v. SC Norse Ltd (Refuse Collection for 3 months) - <b>£206.39</b></li> <li>vi. J Hallett (Expenses for previous 3 months) - <b>£244.01</b></li> <li>vii. J M Terrell (Maintenance) - <b>£40.75</b></li> </ul>	<p>f) The payments were proposed by Cllr. Hughes seconded by Cllr. Lewis and all but one Councillors were in agreement that they be paid, (Cllr. Burbridge abstained as one of the payees was his wife) The cheques were signed by Cllrs. Mallinder and Lewis</p>	<p>f) Clerk to distribute</p>
<p>g) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>	<p>g) Noted</p>	<p>g) None</p>
<p>h) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. Boltons (Grant for Recycling Credits) - <b>£18.54</b></li> <li>ii. SC Norse (Grant for Litter Picking - <b>£20.00</b></li> <li>iii. ESC (Precept) - <b>£15,250.00</b></li> </ul>	<p>h) Noted</p>	<p>h) None</p>

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<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>b) To receive items for the next Village Voices</p> <p>c) To discuss a possible social event for Councillors at Christmas</p> <p>d) Remembrance Day Service</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• Work party at Mallard Way Orchard – lots of help and it is looking good</li> </ul> <p>b) The following items were suggested for the December article: Happy Christmas and details of the vacancy on the Council</p> <p>c) Councillors felt this was a very nice idea and it was suggested visiting the Shepherd and Dog. The Clerk was asked to find a date suitable for all</p> <p>d) The Clerk advised all Councillors that they had been invited to attend the Remembrance Day Service at the church on Sunday 10<sup>th</sup> Nov; 10.45am. Cllr. Lewis agreed to lay a wreath. A donation to the Royal British Legion of £50 was proposed by Cllr. Palmer, seconded by Cllr. Hughes and all Councillors were in favour.</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p> <p>c) Clerk to arrange event</p> <p>d) Clerk to speak to Mrs Shannon and Mrs Johnson</p>
<p>16. To set dates for meetings in 2020:</p>	<p>The Clerk suggested the dates for 2020 were set at the Third Thursday of the month and this was agreed.</p>	<ul style="list-style-type: none"> <li>• Clerk to book hall</li> </ul>
<p>17. To receive agenda items for next meeting and agree date of Next Meeting (21<sup>st</sup> November 2019)</p>	<p>The following items were suggested added to the Nov agenda:</p> <ul style="list-style-type: none"> <li>• Budget for 2020/21</li> <li>• Meetings with the Prison Governor (Clerk to ask for schedule)</li> <li>• Policing</li> </ul> <p>Date of next meeting will be <b>21<sup>st</sup> November 2019</b> – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare November agenda</li> </ul>

The meeting was closed at 9.52pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair's initials.....