

Minutes of Hollesley Parish Council Meeting

Held on 21<sup>st</sup> November 2019 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Brian Devine, Cllr. Anne Hardwick, Cllr. John Hardwick, Cllr. Karrie Langdon, Cllr. Helen Lewis, Cllr. James Mallinder (after 8.05pm) and Cllr. Andrew Palmer

Judi Hallett (Clerk)                      Dist. Cllr. James Mallinder                      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):

- Two Highways issues were reported:
  - i. Twisted sign at Black Ditch – *this has been reported to SCC*
  - ii. Footpath Sign at Boxhall - post is broken

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and the Chair highlighted points in the report
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated the Chair highlighted some points. Upon his arrival Cllr. Mallinder expanded on the following points: ESC Planning Training on 24<sup>th</sup> Jan; Community Partnership meetings – Identified Transport, Village Hubs and Youth Engagement as most important aspects to concentrate on; Suffolk Local Access Forum, now Vice chair, this is a joint committee with the AONB Team. *Q. We live in the AONB but there are no signs welcoming people to the designated area, Can we have signs?* Very good question and ‘Yes’ the promotion of the AONB is being investigated.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Reid (Work Commitments)	<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	Cllr. Devine declared a pecuniary interest in item 14. H) xiii, as this invoice was in his name.	<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 report broken post</li> </ul>
4. To agree Minutes of meeting dated 17 <sup>th</sup> October 2019	The minutes, dated 17 <sup>th</sup> October 2019, were proposed as accurate by Cllr. Burbridge, seconded by Cllr. Langdon 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/19/4192/ARM - Approval of Reserved Matters - DC/16/3504/OUT - Construction of a detached bungalow with detached double garage and associated parking and access - Approval of full details - Cliff Cottage, Fox Hill, Hollesley	a) The following comments were made: <ul style="list-style-type: none"> <li>The site already has planning permission for a bigger property, the proposed dwelling is a small home on the site of existing building, it will have less impact</li> <li><i>There was concern that there may be three buildings on this plot now but assurance confirmed once paperwork was reviewed</i></li> <li>This is an amendment to the original application and much smaller</li> <li>Conclusion: <b>No objection</b> – Proposed by Cllr. Devine, seconded by Cllr. Palmer and all were in agreement</li> </ul>	a) The Clerk was asked to portray these comments to ESC
6. <u>Play Park (Equipment Renewal) Project:</u> a) To receive an update on the project	a) The Clerk reported that, contrary to her report last month, the grant from the National Lottery had <b>not</b> been turned down. There had been a mix-up with a notification and the application for the Play Park equipment was still progressing. It would go to Panel in late November and until then no further decisions could be taken.	a) Clerk to report back to December meeting

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<p>b) To discuss support for the Play Ambassadors</p>	<p>b) The Clerk had previously written to the Councillors to express her concern that the Play Ambassadors may have been ‘abandoned’ since she stepped aside. Councillors agreed that having a presence on the Play Ambassadors Team would be a positive link and both parties would benefit. Cllr. Langdon volunteered to fulfil this role and was thanked.</p>	<p>b) Clerk to advise Ms Bathe and Ms Gray</p>
<p>7. <u>Housing</u> – To receive an update on the Community Land Trust; including the results of the Housing Needs Survey</p>	<p>The following update was given by Cllr. A Hardwick on the recent Housing Needs Survey:</p> <ul style="list-style-type: none"> <li>• HNS was Undertaken by an independent body and was needed to gauge need for housing in the area; the CLT would then be guided by ‘need’</li> <li>• A 22% return rate for Hollesley and Boyton (grouped together) was below average but it identified that 50 Households needed housing</li> <li>• Breakdown of the figures was given (a full report is available from Clerk).</li> <li>• The report looked across all parishes</li> <li>• ‘Setting up own home’ and ‘Needed smaller home’ were the main reasons given for housing needs</li> </ul> <p>A question was asked about the Watson Way development. It was advised that there was presently an issue over access but that that was being resolved.</p>	<ul style="list-style-type: none"> <li>• Cllrs. Mallinder, A Hardwick and Palmer to keep Council updated</li> </ul>
<p>8. Policing – To discuss paper regarding provision of PCSO’s and Council funding</p>	<p>Details of locally funded PCSO’s was passed on to all Councillors. After discussion, and mainly due to the high costs of employing a PCSO, it was decided HPC would not explore the facility further.</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>9. HMP and YOI Hollesley Bay – To receive an update on liaison meetings with Governor Newnes</p>	<p>The Clerk and Cllrs. Hughes and Lewis confirmed that no contact had been had with the prison for some time. It was thought a new ‘liaison person’ should now be in place and the Clerk was asked to investigate.</p> <p>With reference to the complaint to the ICO, confirmation had been received that a case officer had been appointed and the Clerk had confirmed the specific points HPC were asking the ICO to adjudicate on.</p>	<ul style="list-style-type: none"> <li>• Clerk to contact Governor Newnes</li> </ul>

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<p>10. <u>Cemetery:</u></p> <p>a) To receive an update on the Gravestone Survey on the Cemetery</p> <p>b) To receive an update on the Cemetery Management Policy</p>	<p>a) The Clerk reported that the survey had not been received as yet and it was decided to defer this item until the December meeting</p> <p>b) The Clerk reported that herself and Cllr. Langdon were working on a draft Policy which would be presented to the Council at the January meeting. She was also updating contact details for plot owners.</p>	<p>a) Clerk to place on December agenda</p> <p>b) Clerk to place on the January agenda</p>
<p>11. <u>Allotments:</u></p> <p>a) To receive update on the issue with the path through the Allotments</p>	<p>a) The Clerk reported the path had been re-laid and no issues had been reported so far. The path would be monitored</p>	<p>a) Clerk to monitor path</p>
<p>12. <u>Recreation Ground and Village Hall:</u></p> <p>a) VE Day 75th Anniversary - 8 May 2020 – To receive an update on the event</p> <p>b) To receive an update on the Oak Trees on the Recreation Ground</p>	<p>a) The Clerk confirmed:</p> <ul style="list-style-type: none"> <li>○ The hall had been booked, along with the Shingle Street Folk Band</li> <li>○ The WI had agreed to do the teas</li> <li>○ The School had been written to but had not as yet responded</li> <li>○ Angela Lawrence had thanked the PC for the invite but had said she was not suitably qualified in that era of history</li> <li>○ A local teenager was presently working on designs for potential memorabilia – these would be presented at the December meeting</li> <li>○ Mr Andrews had agreed to make a celebratory Cake (cost of £60)</li> </ul> <p><b>Agreed further actions:</b></p> <ul style="list-style-type: none"> <li>○ Draft designs for memorabilia to be presented at the December meeting</li> </ul> <p>b) The Clerk reported that she had been trying to get hold of a Tree Surgeon as recommended by ES Norse (Mr Laws) but he had not returned her calls yet.</p>	<p>a) Clerk to place item on the December Agenda</p> <p>b) Clerk to continue to try to contact Mr Laws</p>

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<p>c) To receive report regarding the drainage in the front car park of the Recreation Ground</p> <p>d) To discuss next steps for the old Pavilion</p>	<p>c) The Clerk reported the storm drains had now been cleared out. It was acknowledged that the drains did not cope very well with heavy rainfall and a large puddle formed. However, this only happened a few times a year, the water drained away after 24 hours and alternative access points to the hall were available. Any renewal of the drains would be very disruptive and very costly.</p> <p>d) [Note: the next steps for the 'New' Pavilion were discussed] The Clerk reported that two representatives from the Hall Committee had now been appointed and Cllrs. Devine and J Hardwick indicated they were still willing to be part of a sub-committee.</p> <p>Cllr. Mallinder reported that there was opposition from the Hall Committee to an extension to the hall to form the 'Pavilion'. They would like a separate building like other villages have. It was agreed the pros and cons would need to be discussed fully.</p>	<p>c) None</p> <p>d) Clerk to arrange meeting of New Pavilion Sub Committee</p>
<p>13. <u>Highways and Footpaths:</u></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</p> <p>c) To discuss purchase of a second SID for High Street (circa £3,000)</p>	<p>a) The Clerk reported that the Number 71 Bus was back! It had been heavily promoted and hopefully would continue.</p> <p>b) No further update had been forthcoming.</p> <p>c) After lengthy discussion it was agreed that the Council could not justify the expense of a second SID. It was suggested that the bracket in Woodbridge Road could potentially be moved to a lamp post on The Street, however this was ruled out due to the post being close to the road and the device being vulnerable to being hit.</p> <p><i>It was agreed to suspend Standing Orders and continue the meeting for a further 30 mins.</i></p>	<p>a) Clerk to place a clear timetable in the Shelter</p> <p>b) Clerk to chase SCC Highways</p> <p>c) None</p>

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<p>14. <u>Finance Matters</u>: [This item was discussed after item 5]</p> <p>a) To receive Accounts as at 30<sup>th</sup> September 2019 and check Bank Statements</p> <p>b) To discuss Grant requests received, for payment in April 2020</p>	<p>a) The accounts to 30<sup>th</sup> September had been circulated and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements</p> <p>b) The list of grant requests was circulated to all. There were two late applications but it was agreed that these could be considered. The Clerk highlighted the Grants Awards Policy which guided the Council’s decisions. Setting aside the application from the Village Hall Committee (see below), the following grant amounts were proposed by Cllr. Palmer:</p> <ul style="list-style-type: none"> <li>▪ Just 42 - £756.00</li> <li>▪ 1<sup>st</sup> Rendlesham Scouts – £200.00</li> <li>▪ Citizens Advice - £100.00</li> <li>▪ Hollesley Welcome Club - £142.80</li> </ul> <p>These amounts were seconded by Cllr. Hughes and all Councillors were in agreement. The amounts would be paid in April 2020.</p> <p>With reference to the application from the Village Hall Committee for £20,000: Cllr. Mallinder explained that the hall roof was now over 50 years old and that the lifespan of the materials was only 30 years. Although the roof was not leaking, it was mainly asbestos and would need replacing as soon as possible. Solar Panels on the south facing side could also be explored and would provide power for the hall. The total cost of the replacement was around £60,000 plus VAT. Councillors accepted the urgency of the project and the value the hall provided to the residents of the peninsula. However, £20,000 as a very large amount and the Council did not hold this amount as unallocated funds. Any grant of this size would require a large increase in the precept, either in one year or spread over a number of years, or a loan. It was also felt further details of the project were needed.</p>	<p>a) None</p> <p>b) Clerk to advise requestors and to invite representative of the Village Hall to the December meeting.</p>

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<p>c) To discuss draft budget for 2020/2021</p>	<p>It was however agreed that a project of this size was ‘outside’ the normal grant process and so could be considered by the Council at any time.</p> <p>In conclusion it was agreed to invite a representative from the Hall Committee to the December meeting to gain further knowledge of the project and to explore possible ways of raising the necessary funds.</p> <p>c) A copy of the draft budget, as previously discussed by the Finance Councillors was circulated. The Clerk ran through each line and explained the rationale behind each figure. It was agreed the Grants figure would need amending and potentially a further line adding for ‘Support for the Village Hall’. Discussion was held on the items of unexpected expenditure covered in this financial year and it was felt the proposed budget tried to accommodate unexpected costs. It was agreed that the Councillors should consider the draft with a view to agreeing the budget at the December meeting, if possible.</p>	<p>c) All Councillors to review the proposed budget.</p>
<p>d) To discuss proposed Precept Request for 2020/2021</p>	<p>d) The Clerk read out the figures provided by ESC for a ‘Same as last year’ and ‘Zero Change’ precept request. Councillors debated the merits of small increments each year to avoid a large rise, against the need to ensure the Council could justify its costs. It was agreed that the Councillors should consider the options with a view to agreeing the budget at the December meeting, if possible.</p>	<p>d) Clerk to provide various figures in an e-mail to all Councillors</p>
<p>e) To discuss purchase of a ‘Recycling Bin’ for The Street</p>	<p>e) After discussion Cllr. Palmer proposed the Topsy Litter Bin in Blue with a Mixed Recyclables sticker on it should be purchased to be placed next to the general litter bin near the Bus Shelter in The Street. This was seconded by Cllr. Devine and all were in favour.</p> <p>Cllr. Mallinder confirmed he was still in talks with the management of McColls to provide a recycling bin outside the shop.</p>	<p>e) Clerk to speak to ES Norse to purchase bin</p>

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<p>f) To discuss purchase of an additional refuse bin for the area of private land where the land owner permits parking at Shingle Street (<i>commonly known as the North Car Park</i>)</p>	<p>f) The Clerk confirmed that both the Shingle Street Residents Association and the land owner of The Beacons, had confirmed they were happy for an additional bin to be placed at the North Car Park. The purchase of a bin was proposed by Cllr. Palmer, seconded by Cllr. Burbridge and all Councillors were in agreement. The Clerk was asked to provide both the owner of the Beacons and the SSRA with three different options and ask if either one was prepared to contribute.</p>	<p>f) Clerk to present three different options to all parties</p>
<p>g) To receive details of CIL payment received and to decide what project to put the funds towards</p>	<p>g) A number of projects were discussed. In conclusion Cllr. Palmer proposed that the funds be put towards the Pavilion Replacement Project, this was seconded by Cllr. Langdon and the Councillors voted 9 in favour with 1 abstention.</p>	<p>g) Clerk to allocate funds to Pavilion Replacement Project</p>
<p>h) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. Hollesley Village Hall (Car Wash and Committee Room Hire) - <b>£26.00</b></li> <li>ii. SALC (Training for K Langdon) - <b>£156.00</b></li> <li>iii. SC Norse Ltd (Grass cutting for 2019/20) - <b>£2,096.29</b></li> <li>iv. Spencer Wix Stone Mason Ltd - <b>£180.00</b></li> <li>v. G Bathe (Expenses for Play Ambassadors) - <b>£37.50</b></li> <li>vi. G A Collins (Cemetery Management for 2019) - <b>£1,000.00</b></li> <li>vii. Glasdon Ltd (Dog Bin) - <b>£122.92</b></li> <li>viii. B Devine (Wood for Container and Grit) – <b>£142.56</b></li> <li>ix. Binder Ltd (Drain Clearance) – <b>£147.60</b></li> </ul>	<p>h) The payments were proposed by Cllr. Hughes, seconded by Cllr. Palmer and all Councillors were in agreement that they be paid (Cllr. Devine abstained). The cheques were signed by Cllrs. Burbridge and Palmer</p>	<p>h) Clerk to distribute</p>

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<p>i) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. Kingfisher Direct Ltd (Grit Bins) - <b>£292.78</b></li> <li>ii. Royal British Legion (Grant) - <b>£50.00</b></li> <li>iii. S Willsmore (Refund of accidental payment) - <b>£45.00</b></li> </ul> <p>j) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. 3 x Allotment Payment - <b>£163.14</b></li> </ul> <p>k) <i>Additional Item</i> - To note changes to Bank Interest Rates</p>	<p>i) Noted</p> <p>j) Noted</p> <p>k) The Clerk notified the Council that the interest rate on two of the three bank accounts was to reduce from 0.2% to 0.1% in January 2020.</p>	<p>i) None</p> <p>j) None</p> <p>k) Noted</p>
<p>15. Documentation – To review the following document:</p> <ul style="list-style-type: none"> <li>a) Standing Orders (Sept 2018) – <i>Sent to Councillors on 30th October 2019</i></li> </ul>	<p>All Councillors confirmed that they had reviewed the document. Cllr. Palmer proposed that the review was satisfied, this was seconded by Cllr. A Hardwick and all were in agreement.</p>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
<p>16. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</p> <ul style="list-style-type: none"> <li>a) To receive reports on any meetings attended by Councillors</li> </ul>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• Cllr. Palmer – Meeting with Natural England with reference to the Coastal Path and proposed restrictions to access – 2 hour meeting with representative from Boyton PC, looks like proposed restrictions will press ahead but NE have agreed we can discuss further. It was agreed to place this matter on the December agenda and the Clerk was asked to print A3 maps for viewing. Cllr. Palmer suggested everyone could view a system called ‘Magic.defra.gov.uk’ to see clearer maps</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to place NE meeting on December agenda</li> </ul>

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<p>b) To receive items for the next Village Voices</p> <p>c) Christmas Gathering?</p> <p>d) SALC Training</p> <p>e) Footpaths Map in Bus Shelter</p> <p>f) Quick Sand at Shingle Street</p>	<ul style="list-style-type: none"> <li>• Cllr. Langdon – Project Planning Training Course – Have a project background but good to refresh, good to meet other people and learn from their projects and good to put training in to practice</li> </ul> <p>b) The following items were suggested for the January article: New Recycling Bin</p> <p>c) The Clerk confirmed the Council Christmas Gathering would take place on 18<sup>th</sup> December in the Shepherd and Dog</p> <p>d) The Clerk was asked to explore the possibility of Councillor Training again with SALC</p> <p>e) The Clerk reported that the display board for the footpaths map had been vandalised. She was asked to explore options for replacing it.</p> <p>f) Cllr. Mallinder reported that some residents of Single Street were not in favour of additional signage and it was debated to what degree visitors to SS should be warned of the dangers of the coast and sea. It was agreed an article should go in the VV and the Clerk was asked to work with ESC on signage.</p>	<p>b) Clerk to draft and send for review</p> <p>c) Councillors to provide menu choices</p> <p>d) Clerk to contact SALC</p> <p>e) Clerk to explore replacement options</p> <p>f) Clerk to liaise with ESC</p>
<p>17. To receive agenda items for next meeting and agree date of Next Meeting (19<sup>th</sup> December 2019)</p>	<p>The following items were suggested added to the December agenda:</p> <ul style="list-style-type: none"> <li>• Budget and Precept for 2020/21</li> <li>• Old Pavilion - removal and associated tasks</li> </ul> <p>Date of next meeting will be <b>19<sup>th</sup> December 2019</b> – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare December agenda</li> </ul>

The meeting was closed at 9.50pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair's initials.....