

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**

Held on 16<sup>th</sup> January 2020 ~ 7.30pm  
 At Hollesley Village Hall, Woodbridge Road, Hollesley

**Present**

Cllr. Andrew Palmer (Chair), Cllr. Trevor Burbridge, Cllr. John Hardwick, Cllr. Karrie Langdon, Cllr. Helen Lewis and Cllr. James Mallinder (from 7.40pm)

Judi Hallett (Clerk)                      Dist. Cllr. James Mallinder (from 7.40pm)                      4 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):

- Firmins Corner – I am interested to see what the priorities are now for this junction.
- Hall Roof Replacement – I am interested to hear about the hall roof fund raising; I expected the hall committee to be here, there has to be a plan
- Dog fouling – This is bad around Stonyfields and towards Box Hall - *Clerk to put article on Grapevine*

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and the Chair highlighted the following points in the report: Special Educational Needs and Units; SCC Trading Standards at work; Bridleway in Bury St Edmunds; Suffolk Fire and Rescue Service and a Fund for Suffolk Projects (various projects suggested).
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and the Chair highlighted the following items: Paperless Land Charges; Bin Collection Hangers; Draft Heritage Action Zone Document; Beach access in Felixstowe; Food Safety Packs for small businesses; Cycle path from Woodbridge to Melton and investigations in to the Coastal Path. Cllr. Mallinder expanded on Planning Tuition, Joint Parishes Meeting, Green Print Conference, work with the Scottish Power Renewable Projects (including issues with the infrastructure around the project) and Butley Meet-up-Mondays have started and would welcome support.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Brian Devine (previous engagement) and Cllr. Hazel Hughes (Away), Cllr. Andrew Coyne (work commitments) , Cllr. Anne Hardwick (previous engagement) 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	Cllr. Burbridge declared a pecuniary interest in item 14. f) iii. as this payment was to his wife.	<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 publish GV message about dog fouling</li> </ul>
4. To agree <u>Minutes</u> of meeting dated 19 <sup>th</sup> December 2019	The minutes, dated 19 <sup>th</sup> December, were proposed as accurate by Cllr. Langdon, seconded by Cllr. Palmer 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/19/4542/FUL - Addition of garden room of new bungalow (DC/19/1597/FUL) - Sandy Hook, Alderton Road, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>An isolated house, set back, no neighbours opposite. The development is to the front of the property but it is set back</li> <li>It will have a good visual appearance</li> <li>It is a relatively small house on a large plot</li> <li>Conclusion: <b>No objection</b> (Proposed by Cllr. Burbridge, seconded by Cllr. Mallinder and all Councillors in agreement)</li> </ul>	a) Clerk to send comments directly to ESC
6. <u>To discuss Hollesley Village Hall Roof Replacement Project</u> and possible funding options.	Councillors made the following general comments: <ul style="list-style-type: none"> <li>It is a shame no one from the Hall Committee (apart from Cllr. Mallinder) is here, we must work together on this project</li> <li>Cllr. Mallinder thanked for being on both committees</li> <li>There is full acceptance from the Parish Council that the roof needs replacing and we are not trying to be unconstructive. However, this is a considerable sum of money, public funds, that we need to account for and we have to find a way to work together</li> <li>We want to examine other options. We agree the roof does need to be replaced.</li> </ul>	The following actions were agreed: <ul style="list-style-type: none"> <li>Cllr. Mallinder to go back to the Hall Committee to obtain details on the timescales for the project</li> <li>Cllr. Mallinder and Clerk to assist hall</li> </ul>

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	<ul style="list-style-type: none"> <li>• Research has been done and there is no dispute about the safety [or lack of it] of the material.</li> <li>• HPC will help but we should be the last resort, all other funding possibilities should be explored first. The lottery can be reapplied for.</li> <li>• We need to have time to plan a proper fund raising campaign and perhaps expanding the life would be a good idea, it is not deferring it. We need to know how long the timescale is. Fundraising is difficult and we need time.</li> <li>• Perhaps it was expected that we would increase the precept but that would need consultation with residents.</li> <li>• A loan would be one option but that will still need a small precept raise. We could put a certain amount aside for the project each year, if we knew what the timescales are. We need a more detailed account if we can do it in stages?</li> <li>• There are no costings on the business plan, it is very high level. Solar panels should only be part of the project and we need to consider financial as well as environmental benefits.</li> <li>• If we are taking out a loan we need to have all the figures and cost savings. Can we separate the roof costs out?</li> <li>• May be best to do the whole roof in one go but just focus on roof, and not worry about the solar panels or the charging point.</li> <li>• Another report may be wasted money but we may be able to extend the life and give us more time to raise the money over a few years</li> <li>• CIL funds are given near the development so Hollesley may not be in favour (however, we have taken the lions share of development in the past few years)</li> <li>• We need to be involved in a project of this scale on a building where we are the freeholders and we would definitely need to sign off the final plans</li> <li>• With reference to the £3,00 grant, what is this for? The Roof project or day-to-day running costs?</li> </ul>	<p>committee to apply for CIL funds, when new scheme is open</p> <ul style="list-style-type: none"> <li>• Clerk to ask Hall Committee what the £3,000 is for. If for the roof fund it would be awarded in April 2020 but retained by HPC until all funding was in place. If for general running costs it would be paid in April 2020 (Prop: Cllr. Mallinder, Sec Cllr. Langdon and all in favour)</li> <li>• Clerk to remind Hall Committee of the Grant Award process and explain that future request must follow the process.</li> </ul>

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<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. Palmer:</p> <ul style="list-style-type: none"> <li>• CLT Meeting – School Lane in Bawdsey has planning permission</li> <li>• Site in Alderton – issue with LR has been resolved</li> <li>• Anne Hardwick has decided to step down from the group</li> <li>• Group meetings to plan way forward have been positive; looking to Hollesley for new sites due to infrastructure; news will be passed on as soon as it is available.</li> <li>• The ‘Tin Chapel’ project is still a possibility</li> </ul>	<ul style="list-style-type: none"> <li>• Cllrs. Mallinder and Palmer to keep Council updated</li> </ul>
<p>8. <u>To discuss invitation from the Alde and Ore Estuary Partnership for Hollesley PC to join a new group called the Alde and Ore Community Partnership</u></p>	<p>After discussion it was agreed that Cllrs Langdon and Palmer would attend the inaugural meeting of the Alde and Ore Community Partnership and report back to the Council on their findings.</p>	<ul style="list-style-type: none"> <li>• Clerk to notify AOEP</li> </ul>
<p>9. <u>VE Day 75<sup>th</sup> Anniversary Celebrations</u> – To receive proposals for the event memorabilia and outline costings</p>	<p><b>Merchandise</b>                      The Clerk had displayed some examples of merchandise. After discussion it was agreed to limit any memorabilia to children in KS1 and KS2 only; giving the gifts to all pupils at Hollesley Primary School (whether they are residents of Hollesley or not) and also giving to KS1 and KS2 Hollesley children who do not attend Hollesley Primary.</p> <p>Draw String bags were felt appropriate for children of this age and the range was viewed online. Councillor felt no plastic should be in the product and choose product 406011. This was more expensive than an example the Clerk had obtained and Cllr. Mallinder agreed to fund the difference through his Enabling Communities Budget. Before they were ordered the final design was to be agreed by Councillors via e-mail and the Clerk was asked to check numbers with the school.</p> <p><b>Event on 8<sup>th</sup> May</b>                      The Clerk confirmed the WI would be doing teas and cake but would need at least 4 Councillors to help on the day. It was agreed to charge £1 for tea/coffee and £1 for a slice of cake (squash free).The Clerk also confirm the SS Folk Band was booked (£120) &amp; Mr Andrews would make a celebratory cake (£60). Any profit passed to the Roof Fund.</p>	<ul style="list-style-type: none"> <li>• Clerk to get final design, check with school on numbers of pupils and order bags</li> <li>• Clerk to ask about Table Clothes and flowers and seek bunting from the Church and Fate Committee</li> <li>• Clerk to notify the Royal British Legion of our Tea Party</li> </ul>



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c) To adopt the 'Maintenance Plan and Budget Forecast' – sent to Councillors on 7 <sup>th</sup> January 2020	c) Items c, d and e were taken together. Cllr. Palmer proposed their adoption, Cllr. Burbridge seconded this and all Councillors were in agreement. The Clerk confirmed they would not be published until all documentation was in place.	c) Clerk to publish once all documentation was in place
d) To adopt the 'Interment Policy' – sent to Councillors on 10 <sup>th</sup> January 2020	d) As above	d) As above
e) To adopt the 'Cemetery Regulations' – sent to Councillors on 10 <sup>th</sup> January 2020	e) As above	e) As above
<p>12. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive details of any offers for the old Pavilion</p> <p>b) To discuss options for New Pavilion – mail sent to Councillors 6<sup>th</sup> Dec 2019</p> <p>c) Sutton Heath Football Club – To discuss DBS Certificates and annual payment for use of the pitches and Container</p> <p>d) <i>Additional Item</i> – To discuss next steps for Play Park Project</p>	<p>a) The Clerk reported that no offers for purchase of the old Pavilion had been received. It was agreed to advertise again in the March Village Voices</p> <p>b) The discussion of the Joint Pavilion Group had been circulated and the Clerk reiterated the three options that had been put forward. Councillors debated the pros and cons of each option and felt much more consideration was needed. The Clerk was asked to place the matter back on the February agenda and Councillors were asked to give the matter more thought.</p> <p>c) The Clerk reported that the DBS Certificates for the Football Club management team and the payment for use of the container had not been received. She was asked to chase once more and report back to the February meeting.</p> <p>d) The Clerk had previously sent a proposal to Phase the Play Park equipment delivery due to lack of funding for the whole project. It was agreed to ask the Play Ambassadors what pieces of equipment were important to them and then to ask NGF to re-quote based on the Ambassador's requirements and the available funding.</p> <p><i>It was agreed to suspend Standing Order and conclude the meeting</i></p>	<p>a) Clerk to re-advertise</p> <p>b) Clerk to place the item on the February agenda</p> <p>c) Clerk to chase</p> <p>d) Clerk to contact Play Ambassadors</p>

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<p>13. <u>Highways and Footpaths:</u></p> <p>a) To receive update on Bus Stop Hard Standings at Store’s Corner</p> <p>b) To receive an update on the 71 Bus Service</p> <p>c) <i>Additional Item</i> – Accident at Firmins Corner and Proposals from SCC for improved signage</p>	<p>a) An update had been received from SCC Highways on 30<sup>th</sup> Dec 2019 reading “<i>This is currently within the Cat9 minor works process, I would hope that this will be ready to order within the next 2-3 weeks.</i>”</p> <p>b) The Clerk reported that she had spoken to the parent of a young lady who sometimes used the 71 service to attend college in Ipswich, but that on two occasions recently it had been late. This was especially an issue for the young student as late attendance at the college is recorded and can affect chances of further study. The Clerk was asked to monitor the situation and to speak to the Clerk at Sutton Heath.</p> <p>c) Reports of an accident at Firmins Corner had been previously sent to Councillors and SCC Highways. SCC had offered additional signage and Cllr. Reid had agreed to fund this. Councillors asked the Clerk to confirm to SCC that they would like to go ahead with the additional signage and for the present signage to be repaired.</p>	<p>a) Clerk to chase SCC Highways at the end of January</p> <p>b) Clerk to monitor and speak to Sutton Heath Clerk</p> <p>c) Clerk to contact SCC Highways</p>
<p>14. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 30<sup>th</sup> November 2019 and check Bank Statements</p> <p>b) To discuss request from Disability Advice Service for a Grant</p> <p>c) To discuss request from the Suffolk Neighbourhood Watch Association for a grant</p>	<p>a) The accounts to 30<sup>th</sup> November had been circulated and there were no questions. Cllr. Mallinder agreed to examine the Bank Statements</p> <p>b) After discussion the Clerk was asked to write to DAS to advise them of the Grants Requests Process in place as ask them to apply by 31<sup>st</sup> October 2020.</p> <p>c) As above</p>	<p>a) None</p> <p>b) Clerk to contact requestor</p> <p>c) Clerk to contact requestor</p>

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d) To review the Internal Controls and Efficiency of our Internal Audit	d) The Clerk had previously sent to all Councillors a list of the financial controls in place and details of the Internal Auditor’s credentials. Councillors confirmed they were satisfied with all controls in place and with the work of the Internal Auditor.	d) None
e) To discuss reviewing the Grant Awards Process to include a follow-up report as to how the grant was used	e) The Clerk suggested two small changes to the Grants Awards Policy: 1) to state that funds towards a larger project would be held by the PC until all other funding was in place and 2) All grant receivers were asked to complete a report describing how the funds had been spent. These suggestions were agreed and the Clerk was asked to re-draft the policy for review.	e) Clerk to re-draft the policy
f) To authorise the following Invoices for Payments: i. J Hallett (expenses for past 3 months) - <b>£142.10</b> ii. SC Norse Ltd (Refuse Services for 3 months) - <b>£206.39</b> iii. J van de Hoeven (Litter Picking) - <b>£150.00</b>	f) <i>Cllr. Burbridge left the room.</i> The payments were proposed by Cllr. Langdon, seconded by Cllr. Lewis and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Mallinder and Lewis. <i>Cllr. Burbridge re-entered the room</i>	f) Clerk to distribute
g) To note Payments made since last meeting: i. None	g) Noted	g) None
h) To note Payments received since last meeting: i. 2 x Allotment Payments - <b>£68.98</b> ii. E B Buttons (Interment of E Middleditch) - <b>£225.00</b> iii. Bolton Bros (Recycling Credits) - <b>£788.42</b> iv. 1 x Allotment Rent - <b>£68.57</b>	h) Noted	h) None



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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) Allotments – Weeds in Path</p>	<p>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>b) The following items were suggested for the February article: Old Pavilion, Road safety on Firmins Corner, Dog fouling, VE Day progress and timetable</p> <p>c) The Clerk reported that the weeds in the path seemed to have returned. These had been reported to Mr Booth and he had agreed to take a look.</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p> <p>c) Clerk to liaise with Mr Booth</p>
<p>16. To receive agenda items for next meeting and agree date of Next Meeting (20<sup>th</sup> February 2020)</p>	<p>The following items were suggested added to the February agenda:</p> <ul style="list-style-type: none"> <li>• APM</li> <li>• Cemetery update</li> </ul> <p>Date of next meeting will be <b>20<sup>th</sup> February 2020</b> – 7.30pm – at the Village Hall.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare February agenda</li> </ul>

The meeting was closed at 9.48pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair’s initials.....