

Minutes of Hollesley Parish Council Meeting

Held on 20<sup>th</sup> February 2020 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Christina Fletcher (after item 3), Cllr. Karrie Langdon, Cllr. Helen Lewis and Cllr. Andrew Palmer

Judi Hallett (Clerk)                      6 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):

- Pot Hole at entrance to the village hall

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. John Hardwick (Away), Cllr. Anne Hardwick (Away), Cllr. James Mallinder (Family commitments) and Cllr. Andrew Coyne (work commitments)	• Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Palmer declared that his son worked at the Suffolk Punch Trust, where one of the prospective candidates for position of Councillor was the manager. Because of this he would abstain from taking part in item 3 on the agenda.  Cllr. Lewis declared that, as a neighbour of a property along The Street, which might be discussed at item 14. A), she would abstain from that item on the agenda.	• Noted

Chair’s initials.....

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<p>3. To co-opted a Councillor and sign the Declaration of Acceptance of Office</p>	<p>The Chair asked if there were any candidates for the position of Parish Councillor. Mrs Christina Fletcher and Ms Valerie Pettit put their names forward and stated why they wish to be considered for the position. Councillors voted in the following way:</p> <ul style="list-style-type: none"> <li>• C Fletcher – 3 Votes</li> <li>• V Pettit – 2 Votes</li> </ul> <p>Ms Pettit was thanked for standing. Cllr. Fletcher signed the declaration of Acceptance of Office form and joined the meeting.</p>	<ul style="list-style-type: none"> <li>• Clerk to register Cllr. Fletcher with ESC.</li> </ul>
<p>4. Public Session (record above)</p>	<p><i>Please see above</i></p>	<ul style="list-style-type: none"> <li>• Clerk to arrange pot hole to be filled</li> </ul>
<p>5. To agree <u>Minutes</u> of meeting dated 16<sup>th</sup> January 2020</p>	<p>The minutes, dated 16<sup>th</sup> January 2020, were proposed as accurate by Cllr. Palmer, seconded by Cllr. Langdon 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>6. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/0339/OUT - Outline Application (Some Matters Reserved) - 1. New pedestrian and vehicular access from Lodge Road onto the site. 2. Construction of three new, two storey, detached dwellings. - Land Between The Entrance To The Sandlings Caravan Park And Rondebosch, Lodge Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This plot has had previous applications, but not for a while; however comments made on the 1980s applications are still relevant today</li> <li>• This is outside the village envelope; we do not want a hamlet here. It is not well integrated to the village, 3 new builds will not be in keeping with rural scene</li> <li>• These will be executive houses and not affordable for local people</li> <li>• Can't see how we can support as we objected to a single house in Alderton Road (which was also refused by ESC); that was not in sustainable location and this current application is twice distance from village as that one was</li> <li>• The application states that he land is in the AONB and that that should have great weight when it is considered but then goes on to give no justifications as to why the proposal should be considered as an exception.</li> <li>• The access road is constructed so as to leave potential for further development</li> <li>• There is no Carbon Neutral plan in the details</li> <li>• The Fourways site in Alderton Road was also rejected on appeal by the Planning Inspector</li> </ul>	<p>a) Clerk to check date for submission and send draft to Councillors if time allowed, if not to send comments directly to ESC</p>

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<p>b) DC/20/0627/FUL   Proposed part single/part two storey side extension and alterations at 59 Oak Hill, Hollesley</p>	<ul style="list-style-type: none"> <li>• Conclusion: <b>Objection</b> (Proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors in agreement)</li> </ul> <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Development is along the front of Oak Hill, similar extensions completed further down the road, I can't see a problem</li> <li>• This is a semi-detached house with a little link, garage in front and two bed above, a small window on the side but that will be obscured,</li> <li>• This may block the neighbours light and there may be an issue of over looking</li> <li>• The site plan at a 1:500 scale is far too small and there is no way of establishing how close the development will be to the neighbours boundary</li> <li>• There used to be a footpath between the houses but this is now filled in</li> <li>• There appears to be an outbuilding but it is not clear on plans</li> <li>• The poor quality of the plans means we can't make an informed decision</li> <li>• Conclusion: <b>No objection</b> – however the Clerk was asked to comment that the development may result in loss of light to the neighbouring property and overlooking from the first floor bedroom and state that the small scale site plan made evaluation of the plans very difficult (Proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors in agreement)</li> </ul>	<p>b) Clerk to send comments directly to ESC</p>
<p>7. To receive update on the <u>Hollesley Village Hall Roof Replacement Project</u>, actions from January meeting and correspondence from Hall Chair</p>	<p>The Clerk had send around details of letters sent and received and a number were read out to remind Councillors of the current position.</p> <p>Councillors made the following general comments:</p> <ul style="list-style-type: none"> <li>• I suggest we move a certain amount to earmarked reserves for the roof project</li> <li>• We have not increased this year's Precept request, we need to take our time and make the correct decision as this is a lot of public money</li> <li>• Following recent training carried out by SALC, we need to step back and check the legal situation: Who is responsible for what and would it be permitted for the Parish Council to take on the project to do work on the roof as we can then reclaim the VAT?</li> </ul>	<p>The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Clerk to inform Hall committee of reserve allocation</li> <li>• Cllr. Palmer and Clerk to look at legal documentation for the hall</li> </ul>

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	<ul style="list-style-type: none"> <li>We need to check the lease as to what the legal agreement is, and ask ourselves who would be underwriting the risk of a loan.</li> <li>If we move funds to project reserves, these can be spend by either party (the Hall Committee or the Parish Council and this gives us a positive way forward</li> </ul> <p>In conclusion, Cllr. Langdon proposed £3,000 was moved to earmarked reserves for the Hall Roof Project with immediate effect. This was seconded by Cllr. Burbridge and all Councillors were in agreement. The Clerk and Cllr Palmer agreed to check the Lease and Land Registry documentation to confirm the legal position of the PC and the Hall Committee.</p>	
<p>8. <u>VE Day 75<sup>th</sup> Anniversary Celebrations</u> – To receive an update</p>	<p><b>Merchandise</b> The design of the Children’s Tote bag was displayed and very well received. The only comment Councillors had was that the tank silhouette was of a German ‘Tiger Tank’ and perhaps it should be of a British Tank. The Clerk was asked to congratulate the young designer on his work and ask if the slight amendment could be made.</p> <p>The Clerk also displayed a bundle of bunting and this was thought to be suitable for the day.</p>	<ul style="list-style-type: none"> <li>Clerk to speak to designer about the Tank</li> </ul>
<p>9. To discuss the <u>Annual Parish Meeting</u> (2<sup>nd</sup> April or 7<sup>th</sup> May 2020)</p>	<p><u>Dates:</u> The Clerk revealed the 7<sup>th</sup> May was the County Council elections date so the hall would not be available. Also, Cllr. Mallinder was not available on 2<sup>nd</sup> April and that was very soon. 23<sup>rd</sup> April was suggested as a possibility but the Clerk was asked to set a date with the Hall Booking Secretary and advise all</p> <p><u>Location:</u> Being at the Suffolk Punch Trust last year was nice but less people attended. It was felt the Village Hall would be the best location, if possible.</p> <p><u>Subjects to be covered:</u> The following were suggested: Update from the Prison, Cemetery, Hall Roof Project plus other regular updates.</p>	<ul style="list-style-type: none"> <li>Clerk to book date, venue and draft agenda</li> </ul>

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<p>10. <u>Prison</u> – To receive update on meeting with Governor Newnes and to discuss article for Village Voices</p>	<p>Cllr. Hughes ran through her report of the meeting with Governor Newnes (previously sent out and available from the Clerk)</p> <p>The Clerk was asked to invite the Governor to the APM as soon as the date and venue were set. The Clerk was also asked to advise the VV team of the Governor’s intension to write a regular article.</p>	<ul style="list-style-type: none"> <li>• Clerk to advise Governor of APM details and VV Team of possible article.</li> </ul>
<p>11. <u>New Village Sign</u> – to discuss opening ceremony, purchase of a bench and planting of spring bulbs</p>	<p>It was agreed that the opening ceremony would be on <b>Sunday 15<sup>th</sup> March at 3.00pm</b>. Cllr. Lewis agreed to be the host of the event and say a few words.</p> <p>It was further agreed to ask the School if they could find a suitable person to open the sign. If thus was not possible a prominent local person was to be approached (name agreed). It was also agreed to ask Judith Andrews to bless the sign and that there would be tea and coffee with cake and biscuits in the hall afterwards. It was also suggested having a Suffolk Punch at the ceremony would be lovely.</p> <p>With reference to a bench, the Clerk agreed to obtain some prices. It was also agreed that bulbs would be planted around the sign in the autumn.</p>	<ul style="list-style-type: none"> <li>• Clerk to arrange details</li> </ul>
<p>12. <u>Recreation Ground and Village Hall:</u>  a) To discuss options for New Pavilion – item deferred from January meeting to allow Councillors more time to consider the options</p>	<p>a) Councillors discussed the various options and concluded that they preferred Option 2 (and extension of the existing Hall). This would mean more facilities for the hall and a greater income for the Hall Committee. It would also make good use of existing facilities. However, it was acknowledged that this option would have to tie in with the Roof Replacement Project and that both the PC and the Hall Committee would need to work together.</p> <p>In conclusion, it was suggested that a few members of the PC could attend the next Hall Committee meeting to discuss the options, rather than ask the Hall Committee to come to a PC meeting. The Clerk was asked to arrange this.</p>	<p>a) Clerk to speak to the Hall Committee about joining their next meeting</p>

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<p>b) Sutton Heath Football Club – To receive update on DBS Certificates and annual payment for use of the pitches and Container</p>	<p>b) The Clerk confirmed that the DBS checks had now been received and she had been informed that the pitch and container fee had been paid (this was to be confirmed when the Bank Statement was received).</p>	<p>b) Clerk to check Bank Statements</p>
<p>13. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p> <p>b) To receive an update on the Gravestone Survey on the Cemetery</p> <p>c) To discuss and agree a policy on the following matters:</p> <p>i. The special requirements for blind people visiting the graveyard are not being met at present – what should our policy be?</p>	<p>a) Cllr. Langdon reported on the work she had done recently (notes of which):</p> <ul style="list-style-type: none"> <li>• The cemetery is not registered as Consecrated Land</li> <li>• The Churchyard is not ‘closed’ and there are 17 spaces left</li> <li>• The ‘Exclusive Rights of Burial’ documentation has been drafted and will be discussed with the Clerk at a meeting tomorrow, with processes hopefully ready for agreement at the March meeting</li> <li>• The Cemetery should have a detailed, to scale plan. This will help plan how the rest of the land can be used. The Archaeological students of local universities will be contacted to see if they wish to map the area as part of their studies.</li> <li>• There is concern that some urns are buried around the Memorial Wall, without records. Funeral directors will be asked their opinion on managing this.</li> <li>• Software to manage the Cemetery records is currently being explored, there are many options to be explored.</li> </ul> <p>b) The Clerk reported that the written survey report was still awaited but that she had spoken to Mr Wix and that 6 stones had been identified as loose.</p> <p>c) The following was decided after debate on each matter:</p> <p>i. A note was to be placed on the website to offer assistance to anyone wishing to visit the Cemetery</p>	<p>a) Cllr. Langdon to continue her excellent work</p> <p>b) Clerk to chase</p> <p>c) Clerk to carryout agreed measures</p>

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<p>ii. Are service dogs allowed in the cemetery? If so, should we provide a dog poo bin?</p> <p>iii. Currently no animals are allowed in the Cemetery. To assist people who visit the graveyard in this rural area. Is there a requirement to provide places to tie up dogs and horses so people can visit the cemetery?</p>	<p>ii. As per the current regulations, dogs are not permitted in the Cemetery, only registered service dogs. It was agreed to erect a suitable sign with a tie-up hook and to indicate where the nearest dog bin was.</p> <p>iii. See above</p>	
<p>14. <u>Highways and Footpaths:</u></p> <p>a) To discuss hedges along the Street</p> <p>b) To receive comment from Cllr. Lewis re. a path/cycleway between Duck Corner and Stores Corner</p>	<p>a) Councillors discussed overhanging hedges along the Street. It was agreed that one hedge had been considerably cut back last year and that the actual property boundary was very difficult to locate. It was agreed that any complainant should be asked to contact SCC Highways to report an overhanging hedge.</p> <p>b) The Clerk reminded Council that this subject had been discussed at length during 2018; the County Council had visited the site and had stated that for a path to be put in place would require purchase of land; the landowners had been approached and were not prepared to consider selling any land for this purpose; the land owners were also not in agreement with a 'rough' path being behind the hedge. HPC had paid for a traffic survey, with a view to asking SCC to put in place a 40mph speed restriction but this had concluded that the speeds of vehicles currently did not warrant a speed reduction. Finally, HPC had erected signs at either end of the road warning that pedestrians may be in the road.</p>	<p>a) Clerk to advise original complainant</p> <p>b) Clerk to contact Cllr. Reid</p>

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	<p>Cllr. Lewis gave further details of the history of the road and advised Council of a £3m fund that Cllr. Reid had mentioned in his January update. After discussion Cllr. Lewis proposed that the Parish Council should contact Cllr. Reid and request that the prospect of a path/shared cycleway between Duck Corner and Stores Corner be reconsidered by SCC Highways. This was seconded by Cllr. Fletcher and all Councillors were in agreement.</p>	
<p>15. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at 31<sup>st</sup> December 2019 and check Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. M Friend (New lock for Commercial Bins) - <b>£40.75</b></p> <p>ii. SALC (Councillor Training) - <b>£648.00</b></p> <p>iii. Simon Collins (Photographs of New Village Sign) - <b>£50.00</b></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. 1 x Allotment Payments - <b>£68.57</b></p> <p>ii. T Webb (Grant for S/Street Bin) - <b>£50.00</b></p> <p>iii. Ufford Parish Council (Councillor Training) – <b>£15.00</b></p>	<p>a) The accounts to 31<sup>st</sup> December 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. Hughes, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Burbridge and Palmer</p> <p>c) Noted</p> <p>d) Noted</p> <p><i>It was agreed to suspend Standing Orders to allow the meeting to conclude</i></p>	<p>a) None</p> <p>b) Clerk to distribute</p> <p>c) None</p> <p>d) None</p>

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<p>16. Documentation – To adopt or confirm review of the following documents:</p> <p>a) Grant Award Policy (Feb 2020) – <i>sent to Councillors on 30<sup>th</sup> January 2020</i></p> <p>b) Risk Assessment (Financial) 2020 – <i>sent to Councillors on 4<sup>th</sup> Feb 2020</i></p> <p>c) Risk Assessment (Non-Financial) 2020 – <i>sent to Councillors on 4<sup>th</sup> Feb 2020</i></p> <p>d) Suffolk Code of Conduct 2016 – <i>sent to Councillors on 8<sup>th</sup> Feb 2020</i></p>	<p>a) Items a, b and c were taken as read and grouped together for the purpose of authorising them. Cllr. Palmer proposed that they be adopted. This was seconded by Cllr. Hughes and all Councillors were in agreement.</p> <p>b) As above</p> <p>c) As above</p> <p>d) All Councillors present confirmed they have reviewed the Code of Conduct.</p>	<ul style="list-style-type: none"> <li>• Clerk to print documents for signing and publish on the Web Site</li> </ul>
<p>17. 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>a) The following reports were given:</p> <ul style="list-style-type: none"> <li>• AOCF – minutes and notes from this meeting had been circulated and it was agreed that the Clerk should attend on behalf of HPC.</li> <li>• SALC meeting – Cllr. Hughes had circulated notes on the recent Combined Areas SALC meeting</li> <li>• Planning Training – Cllr. Palmer and the Clerk had attended and a report had been circulated</li> </ul> <p>b) The following items were suggested for the April article: APM (a big focus). It was suggested there should be a big article on the sign in the May issue</p>	<p>a) None</p> <p>b) Clerk to draft and send for review</p>

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18. To receive agenda items for next meeting and agree date of Next Meeting (19 <sup>th</sup> March 2020)	The following items were suggested added to the March agenda: <ul style="list-style-type: none"> <li>• APM</li> </ul> Date of next meeting will be <b>19<sup>th</sup> March 2020</b> – 7.30pm – at the Village Hall.	<ul style="list-style-type: none"> <li>• Clerk to prepare March agenda</li> </ul>

The meeting was closed at 9:42pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

Chair's initials.....