

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 20th August 2020 ~ 7.30pm
Via Zoom Video Conferencing

Present

Cllr. Hazel Hughes (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Anne Hardwick (from 7.42pm), Cllr. John Hardwick (from 7.42pm), Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder

Three members of the public were present

The Chair welcomed everyone to the meeting and reminded both the Councillors and the Clerk of the of requirement for maintaining professionalism, and checking where emails are being sent, at all times.

Record of Public Session:

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

- DC/20/2911/FUL – We have concern over one of the planning applications for a property in Bushy Lane and we would like to see that there is an objection lodged by the Parish Council [The Chair explained the protocol of a Parish Council meeting to all present]
- Mallard Way Orchard – I am interested to hear what the Councillors decide about the Wild Flower Patch in the Mallard Way Orchard

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s tri-weekly Coronavirus reports been circulated.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on aspects of his report, especially regarding the litter situation around the County and specifically at our sea-side locations. It was hoped these issues would soon come to a head and then die down again after the summer holidays.

| Agenda Item | Resolution / Agreement / Fact | Action |
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| 1. To receive Apologies for absence | Apologies had been received from Cllr. Andrew Coyne, Cllr. Karrie Langdon and Cllr. Andrew Reid | <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 in any agenda items. | <ul style="list-style-type: none"> • Noted |
| 3. Public Session | <i>See above record</i> | <ul style="list-style-type: none"> • None |
| 4. To agree Minutes of meeting dated 16 th July 2020 | The minutes had been circulated and there were no questions or alterations. Cllr. Mallinder proposed these be accepted as correct. This was seconded by Cllr. Hughes and all were in agreement. | <ul style="list-style-type: none"> • Clerk post on the Website |
| 5. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/20/2683/FUL - Wooden-framed summer house and garden shed clad in cement board. - 19 Moorlands, Hollesley – <i>Comment of ‘No Objection’ to be ratified</i> b) DC/20/2728/VOC - Variation of Condition(s) 2 and 6 on planning permission DC/20/1003/FUL (Demolition of existing dwelling and outbuildings and erection of new replacement dwelling and outbuildings) - Holstow Lodge, Lodge Road, Hollesley – <i>Comment of ‘No Objection’ to be ratified</i> | a) The previously agreed decision to send in a comment of ‘No objection’ was ratified by Cllr. Devine, this was seconded by Cllr. Palmer and all Councillors were in agreement b) The previously agreed decision to send in a comment of ‘No objection’ was ratified by Cllr. Burbridge, this was seconded by Cllr. Palmer and all Councillors were in agreement | <ul style="list-style-type: none"> • None • None |

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| <p>c) DC/20/2798/VOC - Variation of Condition No 2 of C/00/1109 - Change of use of part of field from tents to static caravans (19) - to temporarily remove restriction requiring closure between 14 January and 1 March during 2021 (due to Covid 19 enforced closure during 2020) - The Sandlings Centre, Lodge Road, Hollesley</p> | <p>c) The Clerk explained the application as the full title had caused some confusion. The following comments were made:</p> <ul style="list-style-type: none"> • This application is only for one year and will not set a precedent for year round occupation of the caravans • Conclusion: No objection (Proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors in agreement) | <ul style="list-style-type: none"> • Clerk to send comments directly to ESC |
| <p><i>Cllrs. A and J Hardwick joined the meeting</i></p> | | |
| <p>d) DC/20/2911/FUL - Proposed conversion and extension of existing garage to form an annex ancillary to the main dwelling (no holiday let usage) – Bryanston, Bushey Lane, Hollesley</p> | <p>d) The following comments were made:</p> <ul style="list-style-type: none"> • There has been clear concern over this application from a number of neighbours to the property; it has been explained that the decision does not lie with the Parish Council, but with East Suffolk District Council and that relevant policies in both the NPPF and the Local Plan (both current and emerging) would apply • The emerging Local Plan is stricter on Annexes and in its current state could be cited in this case. It is also clear in the existing Local Plan that there should be a reason for having an Annex • The new Local Plan is not passed yet and we should base our comments on what is in front of us and on policies in the current Local Plan. We cannot predict what might happen in the future • There are two entrances being currently used at this property (the plans are incorrect) and as quoted in the Local Plan, there is clear ‘scope for creep’ and for the Annex to be used as a separate property. • Have the neighbours objected? [thought to be in the pipeline] • The property is outside the Physical Limits Boundary, therefore in the ‘Countryside’, in an Area of Outstanding Natural Beauty and development is not attached to the original dwelling; | <ul style="list-style-type: none"> • Clerk to send comments directly to ESC |

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| <p>e) DC/20/2909/FUL - Single storey flat roofed extension to side of dwelling. Detached garage block with Annex above. - 7 Woodbridge Walk, Hollesley</p> <p>f) <i>Additional Item</i> - DC/20/2913/FUL - Conversion of 7 traditional barns into dwellings - Home Farm Hollesley Road Capel St Andrew</p> | <ul style="list-style-type: none"> • Conclusion: Objection on various grounds listed above (Proposed by Cllr. Palmer, seconded by Cllr. Devine with Councillors voting 6 For with 2 abstentions} <p>e) The following comments were made:</p> <ul style="list-style-type: none"> • A similar proposal was put forward for this property about a year ago, the 3 bay garage has now been turned around, is now clad and it is further away from the front of the street. However the height of the proposed new building is over a metre taller than the earlier plans and the garage is very large. • The small extension to the house is the same and we had no objections to this before. • There are a number of triple-bay cart lodges around but this will be very large • This development is with in the PLB but it is still very large • Conclusion: Objection (Proposed by Cllr. Burbridge, seconded by Cllr. Palmer with Councillors voting 4 For, 0 Against and 4 Abstentions) <p>f) The Clerk brought to the Councillor’s attention 7 barn conversions proposed for Capel St Andrew. After discussion it was agreed that Councillors should write as individuals to ESC if they wished, but that PC would not comment collectively</p> | <ul style="list-style-type: none"> • Clerk to send comments directly to ESC • Councillors to act independently if they wish |
| <p>6. To debate the ‘Discussion Paper’ issued by the Clerk on relationship and legal arrangements between HPC and Hollesley Village Hall Committee and to discuss steps the Parish Council may wish to take</p> | <p>The Clerk explained that, whilst looking through old files, she had come across a letter concerning the responsibilities of the Parish Council and the Village Hall Management Committee with reference to land outside of the village hall. This had given an alternative set of facts about the land, to which she had previously understood. This had led to further investigations in to Land Registry records, Charity Commission documents and other papers; with a view to establishing a complete record of how both parties were required to work in relation to the land and buildings at the Recreation Ground.</p> | <ul style="list-style-type: none"> • Clerk to amend document and send for further review. |

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| | <p>As there were a number of documents and therefore facts, these had been pulled together in a 'Discussion Document', which had been circulated to the Councillors for first review. The intention was to ensure the document was as factually correct as possible, using the documentation available to the Council, before it was then sent to the Village Hall Management Committee for further review and probably further documentation adding to it.</p> <p>Councillors who had reviewed the document suggested the 'Aims' of the document should perhaps be set out more clearly at the beginning and that a 'Statement of Facts' could be laid out at the end but that it was good that a singular document established the legal foundation as this would benefit all. The Clerk was asked to re-draft and send for further review before sending it to the Village Hall Management Committee for their input and comments.</p> <p>The Clerk was thanked for her work to pull the document together.</p> | |
| <p>7. To receive and discuss the <u>AOCP Draft constitution</u></p> | <p>A number of Councillor raised differing concerns over the concept of the Alde and Ore Community Partnership (AOCP) and the Alde and Ore Estuary Partnership (AOEP) and their relationships with the Environment Agency (EA), local land owners and the East Suffolk Internal Drainage Board (ESIDB).</p> <p>After discussion it was decided that HPC would 'step away' from being associated with the AOCP. This was proposed by Cllr. A Hardwick, seconded by Cllr. Devine and Councillors voted 6 For with 2 abstentions.</p> | <ul style="list-style-type: none"> • Clerk to inform the AOCP |

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| <p>8. <u>Recreation Ground and Village Hall:</u></p> <p>a) Football Club – To discuss conduct of the Football Team and agreement for use of the Shipping Container and Pitches through re-issue of the Licence</p> <p>b) To receive update on the Play Park Equipment project</p> | <p>a) The Clerk ran quickly through a recent incident with a football tournament not being able to proceed due to the Village Hall Risk Assessment not being completed. Councillors felt it was very important that the organisers of the Football (and any tournaments) took the health and safety of the children in their care very seriously but that they should also be encouraged to continue to provide the sport in Hollesley.</p> <p>The Clerk had also send out a redrafted ‘Licence’ for the use of the pitches and container. It was agreed that the licence should be finalised, as per the draft, and that the Football Manager should be given clear instructions, in a welcoming tone, as to how he needs to book the hall for toilets and water facilities whenever there is football on the field.</p> <p>b) The Clerk reported that Mr Reader had revisited the site and she had been in contact with UK Power Networks about the power lines over the field. A re-drawing of the plan of the equipment was now awaited</p> | <p>a) Clerk to finalise License and send for signing and send friendly e-mail.</p> <p>b) Clerk to monitor project.</p> |
| <p>9. <u>Allotments:</u></p> <p>a) To receive update on project to register the land with the Land Registry and charges to retried documentation from the Suffolk Records Office</p> | <p>The Clerk reported that she had been in contact with Birketts Solicitors and they had agreed to provide an estimate for registering the land with LR. They had first asked the Clerk to obtain any relevant documentation from the Suffolk Records Office; three documents were currently awaited</p> | <p>a) Clerk to obtain estimate for work before proceeding</p> |

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| <p>10. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p> | <p>a) The Clerk read the following update from Cllr. Langdon:</p> <ul style="list-style-type: none"> • The review of the cemetery carried out by Cllr. Langdon and Clerk • Cllr. Langdon has reviewed the current documents as a unified process and is rewriting bits of the documents to ensure they flow. • A workshop will be organised at the end of September to run through the test scenarios to stress test the Cemetery process and procedures. • Health and Safety policy started; expected to complete this by the September meeting ready for approval | <p>a) Cllr. Langdon and Clerk to continue with project</p> |
| <p>11. <u>Highways and Footpaths:</u></p> <p>a) To discuss creating a Wild Flower Patch in Mallard Way.</p> <p>b) To discuss 'Don't be a Tosser' banner and possible locations for it.</p> <p>c) <i>Additional Items</i> – White Line Repainting at Duck Corner and 'Give Way' sign at Firmins Corner</p> | <p>a) After discussion the Clerk was asked to speak to Mr Terrell to ask him to provide a specific quote for digging over the turf for a Wild Flower Patch.</p> <p>b) The Clerk reported that the 'Don't be a Tosser' banner was now in place at the Recreation Ground gates. It was suggested it could be moved to below the Recreation Ground notice board after a few weeks.</p> <p>c) The Clerk was asked to chase completion of these two highways tasks</p> | <p>a) Clerk contact Mr Terrell.</p> <p>b) Clerk to move banner periodically</p> <p>c) Clerk to contact SCC Highways</p> |
| <p>12. Housing – To receive update on sale of 'Discounted' houses in Mallard Way</p> | <p>The Clerk reported she had:</p> <ol style="list-style-type: none"> i. promoted the 'Discounted' house in Mallard Way in various ways and had now informed the developer that her assistance was complete – two properties were hopefully sold to Hollesley residents ii. passed the e-mail addresses of the other Deben Clerks to the developers iii. had a conversation with a member of the Peninsula Villages CLT about the possibility of them purchasing two of the properties and renting them out. The person was advised to speak to ESC as this would probably require an amendment to the S106 agreement. | <ul style="list-style-type: none"> • None |

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| | <p>Cllr. Mallinder testified that he had reported the poor advertising of the properties by the developer, to the ESC Housing and Planning Teams.</p> <p>The Clerk further advised that she had been informed by the developer that another planning application would be submitted to amend the plans for the last three plots (originally for 3 detached 2 storey dwellings) to 2 bungalows and a pair of 3 bed semis.</p> | |
| <p>13. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at June 2020 and check Bank Statements</p> <p>b) To receive update on bank mandate changes</p> <p>c) To receive Part 3 Section 3 of the External Audit from PKF Littlejohn LLP, to acknowledge contents of the report and to acknowledge Conclusion of Audit Notice</p> <p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Hudson Media Partnership Ltd (Banner) - £30.00 ii. Realise Futures (Bench) - £763.22 iii. SALC (Website Accessibility Training for Clerk) - £30.00 iv. PKF Littlejohn LLP (External Audit) - £240.00 v. Came and Company (insurance) - £795.59 | <p>a) The accounts had been sent to all and there were no questions. Cllr. Hughes agreed to review the Bank Statements when signing the cheques</p> <p>b) The Clerk advised that Cllrs. Hughes and Bevan-Biggs were now authorised cheque signatories.</p> <p>c) The Clerk advised that Part 3 Section 3 of the External Audit from PKF Littlejohn LLP had been receive and had no actions or comments. This, along with the Notice of Conclusion of Audit, had been posted on the Website (with a copy of the notice on the notice board)</p> <p>d) The payments were proposed by Cllr. Hughes seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Hughes and Cllr. Bevan-Biggs for signing.</p> | <p>a) Clerk to take statements to Cllr. Hughes</p> <p>b) None.</p> <p>c) None</p> <p>d) Clerk to distribute</p> |

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| c) Any other matters | c) None | c) None |
| 16. To receive agenda items for next meeting and agree date of Next Meeting (17 th September 2020) | The following items were suggested added to the September agenda: <ul style="list-style-type: none"> • Community Hub • CLT Update Date of next meeting will be 17th September 2020 – 7.30pm – via Zoom Video Conferencing | <ul style="list-style-type: none"> • Clerk to prepare September agenda |

The meeting was closed at 9.20pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....