

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
 Held on 17th September 2020 ~ 7.30pm
 Via Zoom Video Conferencing

Present

Cllr. Hazel Hughes (Chair), Cllr. Trevor Burbridge, Cllr. Brian Devine (*from 7.46pm*), Cllr. Tina Fletcher, Cllr. James Mallinder (*from 8.42pm*), and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder (*from 8.42pm*)

No members of the public were present

The Chair welcomed everyone to the meeting.

Record of Public Session:

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

- None

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s tri-weekly Coronavirus reports and Monthly report been circulated. There were no questions to pass on to him.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on aspects of his report, especially the Sizewell C Development Consent Order (DCO); the Local Plan and the Green Bin collection schedule.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Andrew Coyne, Cllr. Karrie Langdon, Cllr. Carolyn Bevan-Biggs, Cllr. Anne Hardwick, Cllr. John Hardwick and Cllr. Andrew Reid	• 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.	• Noted

Chair’s initials.....

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3. Public Session	<i>See above record</i>	a) None
4. To agree Minutes of meeting dated 20 th August 2020	The minutes had been circulated and there were no questions or alterations. Cllr. Hughes proposed these be accepted as correct. This was seconded by Cllr. Palmer and all were in agreement.	b) Clerk post on the Website
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) <i>To revisit</i> - 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>b) <i>Additional Item</i> - DC/20/3551/FUL – Construction of a small two storey extension, demolition of existing garage and erect car port – Wayside Cottage, Alderton Road, Hollesley</p>	<p>a) The Clerk explained that there had been an error on the previous plans in relation to the height of the proposed building and that amended plans had now been set through.</p> <p>After discussion Councillors felt that the footprint of the building was still very large and would not be in keeping with the street scene. It was also pointed out that the development was outside the Physical Limits Boundary of the village. Cllr. Burbridge proposed that the Parish Council’s original objection still stand. This was seconded by Cllr. Palmer and all were in agreement</p> <p>b) The Clerk reported that this application had been received only a few hours previously and Councillors stated that they had not had chance to review it. The Clerk was asked to request an extension until the October meeting.</p> <p><i>Cllr. Devine entered the meeting at 7.46pm</i></p>	<p>a) Clerk to write to ESC Planning</p> <p>b) Clerk to request extension</p>
6. To receive update on ‘Discussion Paper’ regarding relationship and legal arrangements between HPC and Hollesley Village Hall Management Committee	The Clerk reported that she had not had reply from any of the Hall Trustees but that she had had confirmation that the paper had been received by both the Chair and Booking Secretary.	<ul style="list-style-type: none"> • Clerk to add to November Agenda.

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7. To discuss organising a Community Event for 2021 (local services, farmers market, mobile services, etc.)	Given Cllr. Mallinder's absence at this point in the meeting and the likely stricter lockdown measures being implemented by the Covid-19 pandemic, it was suggested this item was postponed until the January meeting.	<ul style="list-style-type: none"> Clerk to place on the January 2021 agenda
<p>8. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive resignation from Cllr. James Mallinder from the position as the HPC representative on the Village Hall Committee</p> <p>b) To appoint a Trustee on the Village Hall Management Committee to represent HPC</p> <p>c) To receive update on the Play Park Equipment project</p> <p>d) To discuss vandalism at the Recreation Ground and possibility of installing CCTV</p>	<p>a) Cllr. Mallinder was not present at the meeting when this item was discussed. However, he had previously expressed a request to resign from this post due to overlapping responsibilities with his work as a District Councillor. This resignation was accepted and the Clerk was asked to advise the Hall Charity</p> <p>b) Given the discussion in item 6, it was agreed not to appoint another representative to the Hall Charity until this matter was concluded. It was also commented that all Trustees to the Hall Charity must be protected by appropriate insurance limiting their personal liability (although it was accepted that this may already be in place).</p> <p>c) The re-drawn plans for the re-positioning of the Play Park had been circulated. It was confirmed that there was no intention to tarmac over the parking area next to the proposed play park, but that it may be appropriate to install a path of some sort, when the Pavilion was taken down (the path would need to be wide enough to take wheel chairs). The Clerk was also asked to confirm that the present mound would not be moved as this was a natural play area for children. Subject to this being confirmed, Cllr. Hughes proposed the Play Park be sighted as per the latest plan. This was seconded by Cllr. Palmer and all were in agreement.</p> <p>d) Given the discussion in item 6, it was agreed to defer this item until that matter was concluded.</p>	<p>a) Clerk to advise Hall Charity of Cllr. Mallinder's resignation as a Trustee.</p> <p>b) Clerk to advise Hall Charity.</p> <p>c) Clerk to contact NGF Play</p> <p>d) Clerk to add to November Agenda</p>

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<p>e) To discuss reducing height of 7 trees along North boundary of Recreation Ground to allow more light in for neighbouring properties and the replacing of one tree.</p> <p>f) To receive update regarding placing a Tetra Pak collection bin at the Recreation Ground.</p> <p>g) To discuss setting up a Community Hub, possibly at the Hall or in conjunction with the prison</p> <p>h) To receive an update on Football at the Recreation Ground</p>	<p>e) As Cllr. Bevan-Biggs was unable to be present she had asked that this item be postponed. The Clerk was asked to speak to Cllr. Bevan-Biggs about best practice for such matters</p> <p>f) The Clerk reported that 2 families had offered to take the packs to the Waste Recycling Centre and Cllr. Mallinder also offered to fund a collection bin. However, there was considerable concern about volumes of packs that might be collected. It was known that Bawdsey PC were having to build a shed to house the collected packs in, before they were taken to the Recycling Centre. Cllr. Mallinder reported that he was in talks with a third party regarding providing collection bins for Tetra Pak's and that he would ask if Hollesley could be part of a pilot scheme.</p> <p>g) This item was a duplicate of item 7</p> <p>h) The Clerk reported that Sutton Heath Football Team had decided to move to Sutton Recreation Ground for their home matches from 1st October. They had agreed to clear out the Container by 30th September, or shortly afterwards. Councillors felt this was a great shame but hoped another team may wish to use the facilities at a later date. It was anticipated that at least one pair of goals would be left and these could be erected permanently.</p>	<p>e) Clerk to add to October agenda and speak to Cllr. Bevan-Biggs.</p> <p>f) Cllr. Mallinder to investigate a pilot scheme with third party.</p> <p>g) None</p> <p>h) Clerk to monitor situation</p>
<p>9. To discuss and agree HPCs stance on working with contractors and evidence that they hold Public Liability Insurance</p>	<p>The Clerk reported that, having confirmed the matter with SALC, HPC had a duty to ensure all contractors working for them had suitable Public Liability Insurance.</p> <p>In the first instance the Clerk was asked to confirm with all contractors to HPC their PL insurance arrangements and report back to the October meeting.</p>	<ul style="list-style-type: none"> • Clerk to write to all contractors

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<p>10. <u>Prison:</u></p> <p>a) To receive update on new FOI request and letter to Dr Therese Coffey MP</p>	<p>a) This item was taken as two separate matters:</p> <p><u>FOI Request to MoJ</u> – A response to HPCs letter of 5th August had been received on 28th August and passed to all. After discussion, and due to the effort put in to the matter so far, it was agreed to write back to the MoJ, asking when the Operational Assessment would be released and stating that we would diarise the matter and re-request the document at that time. Cllr. Palmer agreed to work on the wording of the letter with the Clerk.</p> <p><u>Letter to Dr Therese Coffey MP</u> – The Clerk reported that no reply had been received from Dr Coffey, but that she was aware that Cllr. Mallinder had been contacted by Dr. Coffey’s office about the matter. It was agreed that the Clerk should chase Dr Coffey for a reply, (copying in the Minster for Justice). Councillors could see no reason why the Operational Assessment could not be released, now that the decision had been made.</p>	<ul style="list-style-type: none"> • Clerk and Cllr. Palmer to work on wording of letter to MoJ • Clerk to chase Dr Coffey
<p>11. <u>Allotments:</u></p> <p>a) To receive update on project to register the land with the Land Registry and to discuss initial estimate for work from Birketts</p>	<p>a) The Clerk had been in contact with the Suffolk Records Office and 4 documents had been found and replicated for the Parish Council. However, none of these helped with the task of proving ownership. The first estimate from Birketts (circa. £400) was just to do initial research and to then to provide an estimate for the work to register the land. Councillors felt this could end up being a very costly project and that, at the present time, there was no urgent requirement for the land to be registered in the name of the Parish Council.</p> <p>After discussion it was agreed not to continue using Birketts but to do further research in to the Cobbold Trust.</p> <p><i>Cllr. Mallinder entered the meeting at 8.42pm</i></p>	<p>a) Clerk to work with Cllr. Palmer on further research and to contact Birketts.</p>

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<p>12. <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 reported that the work to the seven loose gravestones had been completed by F Masters and that she would try to reclaim some of the costs from the owners.</p>	<p>a) Cllr. Langdon and Clerk to continue with project</p>
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To receive update on letter to farms re. inappropriate driving behaviour in tractors.</p>	<p>a) The Clerk reported that neither farm had responded to her letter regarding a voluntary speed reduction within the village envelope and marking of vehicles with Farm name or logo. It was reported that other Parish Councils had also written to their local farms and that Sutton Heath PC had requested that the mobile speed van attended their through road. Councillors were disappointed with the lack of response and were keen to continue to report issues directly to the offending farm. It was suggested that any offending vehicles should have their number plate taken and details of the alleged offence.</p>	<p>a) Clerk to monitor</p>
<p>14. <u>Housing:</u></p> <p>a) To receive update on sale of 'Discounted' houses in Mallard Way</p> <p>b) To receive update from the Community Land Trust</p>	<p>a) The Clerk reported that four of the five 'discounted' houses were now reserved, two with mortgages secured and two still in the process of securing a mortgage. She had also been informed that the plans for the final three plots had been altered and a new planning application would shortly be submitted to ESC.</p> <p>b) Cllr. Palmer gave a short update on the work of the Community Land Trust.</p>	<p>a) None</p> <p>b) None</p>
<p>15. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at July 2020 and check Bank Statements</p>	<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>a) Clerk to take statements to Cllr. Hughes</p>

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<p>b) To agree the General Reserves Policy – sent out on 20th August</p>	<p>b) The Clerk read the proposed policy: “<i>Hollesley Parish Council’s General Reserves Policy is to hold between Nine and Twelve months Net Revenue Expenditure (NRE); where NRE is (subject to any planned surplus or deficit) Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves. The amounts held in both General and Earmarked Reserves will be assessed on a quarterly basis by the Clerk and any division from the Policy will be reported to Council</i>”. The adoption of this was proposed by Cllr. Hughes, seconded by Cllr. Mallinder and all were in agreement.</p>	<p>b) None.</p>
<p>c) To discuss recommendations for Salary Hourly Rate increase for Clerk (from £11.91 to £12.24 per hour) and agree any actions</p>	<p>c) The Clerk had previously circulated details of the proposed hourly rate increase from NALC/SLCC. Cllr. Fletcher proposed this be implemented from 1st April 2020. This was seconded by Cllr. Palmer and all were in agreement.</p>	<p>c) Clerk to notify SALC</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Anglian Water Business (National) Ltd (Allotments) - £138.97 ii. F Masters (Work to memorials in Cemetery) - £705.00 iii. SCC Pension Fund (Clerk’s Pension) - £527.68 iv. J Hallett (3 months’ salary) - £1,404.60 v. HMRC Cumbernauld (Clerk’s PAYE) – £371.60 	<p>d) The payments were proposed by Cllr. Hughes, seconded by Cllr. Fletcher and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Hughes and one other for signing.</p>	<p>d) Clerk to distribute</p>
<p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>e) Noted</p>	<p>e) None</p>

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f) To note Payments received since last meeting: i. SCC Grant (Bench) - £500.00 ii. HMRC (VAT Refund) - £373.89 iii. F Masters (Memorial for J S Harris) - £125.00	f) Noted	f) None
16. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include: a) To receive reports on any meetings attended by Councillors b) Any other matters	a) The Clerk had attended the following meeting: • SALC Planning webinars – Details of these were passed on and copies of the recording would be passed on where authorised. b) It was reported to the meeting that there was evidence of drug dealing on the Recreation Ground. Anyone with any details was asked to urgently pass these to the Clerk for reporting to the police.	a) None b) Clerk to report to SNT
17. To receive agenda items for next meeting and agree date of Next Meeting (15 th October 2020)	The following items were suggested added to the October agenda: • Items taken forward from this meeting Date of next meeting will be 15th October 2020 – 7.30pm – via Zoom Video Conferencing	• Clerk to prepare October agenda

The meeting was closed at 9.29pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....