

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 19<sup>th</sup> November 2020 ~ 7.30pm  
Via Zoom Video Conferencing

Present

Cllr. Andrew Palmer (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Tina Fletcher, Cllr. Anne Hardwick, Cllr. John Hardwick, Cllr. Karrie Langdon and Cllr. James Mallinder

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder

Cnty. Cllr. Andrew Reid

Three 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):

- Bushey Lane – Two residents of Bushey Lane reported on issues with volume, size and speed of vehicles outside their property. They described the dangers of walking with no path and of one recent incident where power lines had been hit by a tall vehicle (which has been reported to SCC but not responded to). They described how the road was used as a ‘cut through’ and requested help from the Parish Council to request a weight restriction or any other restriction that could be placed on the road. Cllr. Reid agreed to look at the power cable incident and request a traffic speed recording device was installed to firstly ascertain the speed and volume of the vehicles. It was also suggested that adding Bushey Lane to the Quiet Lanes List would be a good idea.
- Community Pantry Project – The Clerk had circulated a proposal from a resident to install a Community Pantry. The resident gave further details of volunteers already in place, a cupboard already sourced and assistance from the shop already agreed to by the manager. She also answered two or three questions and suggested possible locations for the cupboard. The matter was discussed fully at item 8.

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated. He made further comment on: Support available for the Pandemic and plans for the winter period, the ‘Home But Not Alone’ group that had started up again. He also spoke about Sizewell C and the fourth consultation that had just begun. He was happy to speak to Councillors about the Country Council’s reaction to the amendments and encouraged the Council as a whole to respond.

---

*Chair’s initials.....*

- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: The Pandemic and the services available to help local people, including with food, transport and both physical and mental health issues. A campaign to recycle pumpkins had been successful and there had only been minor incidents with fireworks. Finally, there had been a recent ‘cliff fall’ at Bawdsey and walkers were warned to keep away from the edge.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Hazel Hughes (unwell)	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were four: <ul style="list-style-type: none"> <li>• Cllr. Palmer declared a non-pecuniary interest in item 9</li> <li>• Cllr. Mallinder declared a non-pecuniary interest in item 6. A)</li> <li>• Cllr. Devine declared a non-pecuniary interest in item 6. A)</li> <li>• Cllr. Burbridge declared a non-pecuniary interest in item 10.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
3. Co-option of a Councillor and signing of the ‘Acceptance of Office’ form	No members of the public stepped forward for co-option and the Clerk was asked to advertise the position again.	<ul style="list-style-type: none"> <li>• Clerk to advertise</li> </ul>
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> <li>• Clerk to add Bushey Lane to Quiet Lanes List</li> <li>• Clerk to forward power cable incident details to Cllr. Reid</li> </ul>
5. To agree Minutes of meeting dated 15 <sup>th</sup> October 2020 and 10 <sup>th</sup> November 2020	The minutes had been circulated and there were no questions or alterations. They were taken separately: <ul style="list-style-type: none"> <li>• 15<sup>th</sup> October - Cllr. Palmer proposed these be accepted as correct. This was seconded by Cllr. Devine and all present at the meeting were in agreement.</li> <li>• 10<sup>th</sup> November - Cllr. Langdon proposed these be accepted as correct. This was seconded by Cllr. Fletcher and all present at the meeting were in agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk post on the Website</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
<p>6. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/4550/FUL – Proposed Annex to Existing Dwelling – Demolition of Existing Garage/Workshop – 8 Boyton Road, Hollesley</p> <p>b) None</p> <p>c) To discuss the SCDC Local Plan with reference to ‘Clusters’ and housing outside the Physical Limits Boundary</p>	<p>a) Cllrs. Devine and Mallinder took no part in the discussion on this matter. The Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• This is similar to the recent application in Bushey Lane but it is much bigger than the existing building and as big as the present dwelling. An ‘annex’ should be an extension of the existing property, if the plot allows, which this does</li> <li>• The new Local Plan indicates that a new build should only be permitted where it is not feasible to extend</li> <li>• This will be a large development on the plot and it will be very visual and may then result in the area being thought of a ‘cluster’ and we may then see other plots being subdivided</li> <li>• Looking at a similar application in Sutton, both conditions and a 106 agreement can be put in place to ensure the property is not split and sold separately</li> <li>• On the positive side there is no separate access but the size concerns me</li> <li>• We also need to remember that this area is outside the PLB, i.e. in the ‘countryside’ and that Hollesley lies wholly within the AONB and therefore should be protected from development.</li> <li>• Conclusion: <b>Objection- on the above grounds</b> (Prop: Cllr. Burbridge, Sec: Cllr. Langdon, Cllrs voted 7 in favour with 2 abstentions)</li> </ul> <p>b) None</p> <p>c) A discussion paper had been circulated by the Clerk from Cllr. Palmer regarding the new ‘Cluster’ clause that was in the recently published SCDC Local Plan that was a cause for concern generally. It was agreed to wait until the two recent applications in Lodge Road were determined to see the impact. The outcome of these will determine whether there will be any significant impact on Hollesley - and surrounding parishes - in the future</p>	<p>a) Clerk to write to ESC Planning</p> <p>b) None</p> <p>c) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. To receive an update on the Hollesley Carbon Project</p>	<p>Cllr. Mallinder and the Clerk gave a brief update on the Hollesley Carbon Project and the Clerk was asked to request an update from Sarah Gill.</p> <p>Cllr. Devine advised that the School Governors were meeting next week and that that might be a good time for the project to be discussed.</p>	<ul style="list-style-type: none"> <li>• Clerk to request update and to advise Sarah of the School Governors’ meeting.</li> </ul>
<p>8. To discuss creating a Community Pantry and the role of HPC with regards to issues around rural poverty</p>	<p>Councillors were very grateful for the member of public raising this item and for all the work she had done on the project so far. The following comments were recorded:</p> <ul style="list-style-type: none"> <li>• This will need lots of support as there is a stigma about asking for and receiving help</li> <li>• I am concerned the items will be stolen by people who do not really need them or messed around with by youngsters</li> <li>• We have to balance security with privacy and we have to work with the Village Hall Committee as I believe the suggested location is on land they manage</li> <li>• Melton’s project is unsupervised but is in a building so a little more secure; it might be better inside the Church</li> <li>• There are already organisations providing support, such as the Teapot Project, WI Parcels and the Butley Oyster; should we not support them?</li> <li>• Are we fully agreed there is a great deal of poverty, given the support that is already out there? Perhaps we would be better advertising things such as the Teapot Project</li> <li>• We should take a wider view, poverty also effects older people and we should use groups such as Meet-Up-Mondays to support people</li> <li>• There are better ways to get help to people</li> </ul> <p>In conclusion it was agreed the Pantry was a good idea but that the Council should gain knowledge on already existing projects that were operating to assist people. The Clerk was asked to investigate local projects and place the item on the December agenda. It was also agreed that the January VV article should include a clear list of assistance available to all residents.</p>	<ul style="list-style-type: none"> <li>• Clerk to investigate local support already available and draft VV article.</li> </ul>

Agenda Item	Resolution / Agreement / Fact	Action
<p>9. To receive and discuss request from local residents to ‘volunteer’ in the parish as part of their DofE Bronze Award</p>	<p>Cllr. Palmer explained that his son and a friend were completing the Duke of Edinburgh Bronze Award and that they were looking for volunteering opportunities in the village.</p> <p>After discussion Cllr. A Hardwick proposed the offer was accepted. This was seconded by Cllr. Mallinder and all were in agreement (Cllr. Palmer abstained from the vote). The Clerk requested that all ideas for appropriate volunteering opportunities were sent to her and she would compile a list.</p>	<ul style="list-style-type: none"> <li>• Clerk to compile a list of jobs</li> </ul>
<p>10. To discuss contractors working for HPC and Public Liability Insurance</p>	<p>Cllr. Burbridge took no part in this discussion.</p> <p>The Clerk had passed on a mail from the Council’s insurers advising that, as long as the contractors were carrying out work on behalf of the Parish Council and the Parish Council agreed to accept responsibility for their duties, they will be insured automatically as employees of the Parish Council under defined sections of the policy. There would however need to be a clear document showing responsibilities of both the contractor and the Council and the appropriate Risk Assessments would need to be completed.</p> <p>The Clerk reported that she had draft the first agreement for work at the Cemetery and would pass both that and the RA around for review. Cllr. Langdon also suggested the contractors should supply the Council with a Statement of Safe Practice, a Statement of Covid Practice and that the Health and Safety Policy would need to be reviewed and seen by all contractors.</p>	<ul style="list-style-type: none"> <li>• Clerk draft all documents and send for review.</li> </ul>
<p>11. <u>Recreation Ground and Village Hall:</u>  a) To receive update on the Football at the Recreation Ground</p>	<p>a) The Clerk reported that, although the goals had all been moved to the Overflow Car Park (ready for collection), they had not been collected and the container was still full of items. It was further reported that the Football Club had folded. It was agreed that movement of the items would not be possible during the Covid lockdown and that the matter should be reviewed at the December meeting.</p>	<p>a) Clerk to place on the December agenda</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss vandalism at the Recreation Ground and possibility of installing CCTV</p> <p>c) To discuss if the services of a Maintenance Man are required</p>	<p>b) After short discussion it was suggested that the cost of CCTV would be disproportionate to the small levels of occasional vandalism and anti-social behaviour at the Recreation Ground. It was suggested this item be discussed again in six months.</p> <p>c) The Clerk explained that her husband had recently taken out £1m of public liability insurance and was available to do occasional maintenance work, if the Council wished and only as directed by the Council. Councillors commented that this seemed a sensible solution to the recent problems of engaging with maintenance staff with PL insurance and all agreed to use Mr Hallett, as directed.</p>	<p>b) Clerk to place on the May 2021 agenda</p> <p>c) None</p>
<p>12. <u>Cemetery:</u></p> <p>a) To receive an update on the project review the Management Process for the Cemetery</p> <p>b) To approve the ‘Memorial Maintenance Programme’ – sent to Councillors on 29<sup>th</sup> Oct 2020</p> <p>c) To approve engaging with a qualified Tree Surgeon to conduct a Tree Survey of the trees in the Cemetery</p>	<p>a) Cllr. Langdon gave a report on progress of the project so far. Unfortunately the Cemetery Scenario Session had had to be cancelled at the last minute but would take place after lockdown was lifted. A number of other documents were being worked on and the report was available from the Clerk.</p> <p>The subject of the Memorial Wall was discussed and Cllr. Langdon suggested a second wall would be needed shortly. It was agreed that the Clerk and Cllr. Langdon would survey possible sites and obtain quotes for the work (including from the Prison). It was also agreed that a Working Party would be setup to ‘Spring Clean’ the grounds when the weather improved.</p> <p>b) Cllr. Devine proposed this document be adopted. This was seconded by Cllr. Mallinder and all were in agreement.</p> <p>c) The Clerk reported that the trees in the Cemetery needed to be professionally assessed and agreed to ask a Tree Surgeon who had carried out work for Ufford Parish Council to quote for conducting a survey.</p>	<p>a) Cllr. Langdon and Clerk to continue with project</p> <p>b) Clerk to finalise document ready for publishing</p> <p>c) Clerk to obtain price for survey</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>13. <u>Highways and Footpaths:</u></p> <p>a) To discuss Black Ditch Bridge foot path concerns and whether HPC can/should do anything to improve the situation.</p> <p>b) To discuss large vehicles using Bushey Lane and issues raised by resident</p> <p>c) To receive update on Shingle Street Road</p>	<p>a) Cllr. Mallinder raised concerns over the suitability of the low wall at the Black Ditch Bridge (Alderton Road) and other Councillors remarked that they had also experienced issues when walking along that road. After discussion it was agreed that the Clerk should draft a letter of concern to SCC Highway with reference to Bushey Lane, Alderton Road (between Run Cottage and Fox Hill), School Road and Fox Hill and ask if traffic calming measures could be put in place.</p> <p>b) See above. The Clerk also agreed to forward correspondence to Cllr. Reid and add Bushey Lane to the Quiet Lanes request.</p> <p>c) The Clerk and Cllr. Mallinder advised that large cracks had appeared in the road to Shingle Street but that it has been reported.</p>	<p>a) Clerk to draft letter</p> <p>b) Clerk to send correspondence and extend Quiet Lanes list</p> <p>c) None</p>
<p>14. <u>HMP and YOI Hollesley Bay:</u></p> <p>a) To receive reply from Therese Coffey MP to our letter of 5<sup>th</sup> August 2020</p> <p>b) To receive latest letter from the MoJ and to discuss draft complaint to the ICO</p>	<p>a) The Clerk confirmed that no reply had been received to the parish Council's letter. Cllr. Mallinder confirmed that he had had contact with Dr Coffey's office but had not received a written reply.</p> <p>b) A draft complaint to the ICO had been drafted and Cllr. Devine proposed it was sent. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<p>a) None</p> <p>b) Clerk to finalise and send letter</p>
<p>15. <u>Housing:</u></p> <p>a) To receive final update on sale of 'Discounted' houses in Mallard Way</p>	<p>a) The Clerk reported that the sale of the properties was still going through and that the developer hoped people would be moving in within a couple of weeks.</p>	<p>a) Clerk to monitor situation</p>
<p>16. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at October 2020 and check Bank Statements</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Palmer agreed to review the Bank Statements when signing the cheques.</p>	<p>a) Clerk to take statements to Cllr. Palmer.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss Grant Applications for 2021</p>	<p>b) The Grants Spreadsheet was displayed to all and the Clerk explained the requests. After discussion the following grants were agreed:</p> <ul style="list-style-type: none"> <li>• Just 42: £300</li> <li>• Hollesley Bowls Club: £100</li> <li>• Citizens Advice: £100</li> <li>• Hollesley Welcome Club: £110</li> </ul> <p>The Clerk was asked to request the Citizens Advice team setup an advice session on the Peninsula, when the Pandemic permitted. The above grants were proposed by Cllr. Palmer, seconded by Cllr. Fletcher and all were in agreement.</p> <p><i>Councillors agreed to suspend Standing Orders in order to conclude the meeting</i></p>	<p>b) Clerk to advise requestors.</p>
<p>c) To discuss draft Budget for 2021/22</p>	<p>c) The Clerk reported that the final Tax Base figure would not be available from ESC until early January. It was therefore agreed to postpone initial discussions on the draft budget until the December meeting.</p>	<p>c) Clerk to add to the December Agenda</p>
<p>d) To discuss request from Hollesley Primary PTA for donation for Raffle Prize</p>	<p>d) After discussion it was proposed by Cllr. Mallinder that a sum of £50 be granted to the PTA for direct use on the current project. This was seconded by Cllr. Fletcher and all were in agreement. The Clerk was asked to request an update from the PTA as to the current projects being undertaken.</p>	<p>d) Clerk to organise cheque</p>
<p>e) To discuss assignment of the CIL Funds (£1,211.91)</p>	<p>e) It was agreed to postpone this item until the December Agenda to allow the Clerk to forward the CIL spending information from ESC to all.</p>	<p>e) Clerk to forward information to Councillors</p>
<p>f) To discuss supporting the Christmas Decoration Extravaganza and a prize fund of £70.00</p>	<p>f) Councillors debated this subject and feelings were mixed about the appropriateness of a project such as this in the AONB. In conclusion, Cllr. A Hardwick proposed the £70 as suggested be granted for prizes. This was seconded by Cllr. Fletcher with votes 6 For, 2 Against and 1 Abstention.</p>	<p>f) Clerk to liaise with organiser</p>
<p><i>Cllr. Devine left the meeting at 9.42</i></p>		

Agenda Item	Resolution / Agreement / Fact	Action
g) To authorise the following Invoices for Payments: i. Hollesley Village Hall (Committee Rom Usage) - <b>£15.00</b> ii. Kingfisher Direct Ltd (2 Grit Bins) - <b>£330.94</b> iii. Glasdon UK Ltd (Dog Bin) - <b>£116.16</b> iv. G Collins (Cemetery Maintenance) - <b>£1,000.00</b>  h) To note Payments made since last meeting: i. None  i) To note Payments received since last meeting: i. ESC (CIL Payment) - <b>£1,211.91</b> ii. ESC (EC Grant) - <b>£372.58</b>	g) The payments were proposed by Cllr. Burbridge, seconded by Cllr. Langdon and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Palmer and one other for signing.  h) Noted  i) Noted	g) Clerk to distribute  h) None  i) None
17. To receive agenda items for next meeting and agree date of Next Meeting (17 <sup>th</sup> December 2020)	The following items were suggested added to the December agenda: <ul style="list-style-type: none"> <li>• Items taken forward from this meeting</li> <li>• Mapping System and making better use of the subscription.</li> </ul> Date of next meeting will be <b>17<sup>th</sup> December 2020</b> – 7.30pm – via Zoom VC	<ul style="list-style-type: none"> <li>• Clerk to prepare December agenda</li> </ul>

The meeting was closed at 9.48pm

Signed: .....

Date: .....

Chair

*Judi Hallett*

Clerk to Hollesley Parish Council

Chair's initials.....