

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

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Present

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

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 report had been circulated. He made further comment on: Support for the Coronavirus Pandemic (Suffolk thankfully still in Tier 2, Ipswich infection rates high, helplines re-open, happy to answer any questions); Gullwing Bridge (starting next year and should be finished within three years); Sizewell C (Some mitigation from EDF but still many questions to answer); Highways (Site visit with SCC engineer (Peter) happened on 16th Dec – Clerk gave full details of actions agreed – HGV review was underway and villages would be consulted next year, line and sign work around schools has a dedicated budget so can be carried out sooner); EV Charging Point (Clerk gave details of a survey conducted that morning)

 - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: Waste collections over the Christmas period and Recycling advice recently given out.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Mrs Anna Yates (Cllr. Yates after item, 3), a resident who had expressed an interest in joining the Council.	<ul style="list-style-type: none">• Noted

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2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were none	<ul style="list-style-type: none"> • Noted
3. Co-option of a Councillor and signing of the 'Acceptance of Office' form	<p>There were two candidates for the position of Councillor: Mr Tony Barnard and Mrs Anna Yates. Mr Barnard gave a short speech as to why he wished to re-join the Council and the Clerk read a statement from Mrs Yates (who apologised for not being present due to a house move in to the village the day before).</p> <p>Councillors considered each candidate and voted as follows:</p> <ul style="list-style-type: none"> • Mr Barnard – 3 votes • Mrs Yates – 7 votes <p>Mrs Yates was declared the victor and the Clerk informed Council that the 'Acceptance of Office' form would be delivered for signature after Christmas. Mr Barnard was thanked for standing.</p>	<ul style="list-style-type: none"> • Clerk to register Cllr. Yates with ESC and amend all necessary records
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> • None
5. To agree Minutes of meeting dated 19 th November 2020 and 8 th December 2020	<p>The minutes had been circulated and there were no questions or alterations. They were taken separately:</p> <ul style="list-style-type: none"> • 19th November - Cllr. A Hardwick proposed these be accepted as correct. This was seconded by Cllr. Langdon and all present at the meeting were in agreement. • 8th December - Cllr. Langdon proposed these be accepted as correct. This was seconded by Cllr. Fletcher and all present at the meeting were in agreement. 	<ul style="list-style-type: none"> • Clerk post on the Website
<u>6. To discuss and agree responses to the following Planning Applications:</u> a) None	a) None	a) None

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<p>7. <u>Clerk's Report:</u></p> <ul style="list-style-type: none"> a) The Hollesley Carbon Project b) Clearance of Football Club's chattels at the Recreation Ground c) Community Pantry 	<p>The following updates were given:</p> <ul style="list-style-type: none"> a) Report for the Village Hall had been circulated to all for info and the individual Household Surveys had been distributed by an army or 12 volunteers. The closing date for completed surveys to be handed in was 4th January. b) This had not happened as yet but assurances from the previous manager that it would happen after Christmas had been received. Concern was raised over what legal rights either the Parish Council or any of the ex-coaching staff had over the assets of the club. It was felt a friendly but firm letter should be written to the ex-manager to ask him to provide assurances as to what would happen with the equipment. Cllr. Devine also suggested the items could be swapped with the Hollesley Player's equipment so that they could make use of the new container c) This was now set up beside the Church gates 	<ul style="list-style-type: none"> • Clerk to write to Football Club
<p>8. <u>Recreation Ground and Village Hall:</u></p> <ul style="list-style-type: none"> a) To seek a fifth person to carry out Play Park inspections b) To discuss a Clothes Recycling Bin for the Recreation Ground c) To discuss continuing reports of Anti-Social Behaviour at the Play Park and the possibility of reviewing the decision on the installation of CCTV, given the changing situation 	<ul style="list-style-type: none"> a) Cllr. Fletcher volunteered and the Clerk agreed to draw up a new rota for 2021 b) Details of bins at Hollesley School and in Sutton Heath had been circulated via the Grapevine and it was felt these were adequate for the area. c) Councillors made the follow comments on this subject: <ul style="list-style-type: none"> • This subject is definitely worth revisiting, especially in light of recent events • Vandalism has been limited to date but it could escalate and it could result in injury to a child using the equipment • CCTV could be a deterrent but there are many rules and regulations to follow 	<ul style="list-style-type: none"> a) Clerk to draw up new rota b) None c) Clerk to report all incidents to the Police and place article in VV

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<p>d) To discuss reports of Drug Dealing at the Recreation Ground</p>	<ul style="list-style-type: none"> • Dummy cameras and signs may help but questions would be asked and then the truth would have to come out and the Council could be criticised for wasting money • Vandals would cover their faces and CCTV would not help identify them • When the equipment is moved will it get worse. It may get better as some people are afraid of the dark! • There are very few clubs using the hall at the moment so this means it is quiet; perhaps when the clubs return the vandalism will stop • We need to ensure we report everything and ask the Police to do more regular checks of the area • CCTV signs may help but it will soon be realised that there are no cameras. • Who is going to monitor the CCTV? <p>In conclusion it was agreed to closely monitor the situation over the next two months and report every incident to the Police. An article should also be placed in the next VV.</p> <p>d) It was reported that a local known drug dealer had recently moved out of the village so the situation should improve</p>	<p>d) Clerk to monitor situation</p>
<p>9. Cemetery:</p> <p>a) To receive an update on the Cemetery Project</p> <p>b) To agree Terms of Reference and Risk Assessment for Cemetery Contractor (subject to draft being distributed)</p>	<p>a) Cllr. Langdon gave a report on progress of the project so far. All documentation had been updated following a review by the Clerk and would be loaded on to the Website for review by Councillors in January.</p> <p>b) The Clerk apologised that this document had not been finalised but that it would be after Christmas and sent out for review.</p>	<p>a) Cllr. Langdon and Clerk to continue with project</p> <p>b) Clerk to finalise document ready for review</p>

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c) To discuss temporarily suspending Pre-Purchase of Graves in Hollesley New Cemetery	c) The Clerk and Cllr. Langdon explained the situation regarding the reservation of graves and explained that many Cemeteries had experienced a sharp rise in fit healthy people reserving graves in order to assure their place in the local cemetery. This had then meant anyone who had passed away had less choice of where to be buried and Cemeteries were becoming 'full' early. After discussion Cllr. Palmer proposed a temporary suspension of plot reservation be put in place, with exceptions for terminally ill residents. This was seconded by Cllr. Devine and all Councillors were in agreement.	c) Clerk to place article on Grapevine and on the Website
10. <u>Highways and Footpaths:</u> <ul style="list-style-type: none"> a) To receive update on letter to Cllr. Reid with reference to Bushey Lane, Alderton Road and Fox Hill traffic calming measures. b) To discuss how to make better use of the Parish Mapping system we subscribe to c) To receive details of speeding issues along Melton Road and to discuss contacting SCC and/or the Prison Governors 	<ul style="list-style-type: none"> a) A full report on this meeting had been given during item 4. b) and the Clerk agreed to monitor the progress of actions b) After discussion, Cllrs. Langdon and Burbridge agreed to look more closely in to the system c) Cllr. Mallinder reported that a resident had been verbally abused by a car driver who she had asked to slow down along Melton Road. It was agreed that both Prison Governors should be contacted to ask them to request both their staff and visitors to the prison treat the local roads with respect and drive according to the speed limits. Cllr. Hughes was also asked to raise the issue with Governor Newnes at their next meeting. 	<ul style="list-style-type: none"> a) Clerk to monitor b) Clerk to pass on log-in details c) Clerk to write to Prison Governors and
11. <u>HMP and YOI Hollesley Bay:</u> <ul style="list-style-type: none"> a) To receive update on complaint to the ICO 	<ul style="list-style-type: none"> a) The Clerk confirmed that an acknowledgement that the complaint had been receive by the ICO, had been received but a full reply was still awaited. Councillors asked if a reply had been received from Dr Coffey and the Clerk confirmed there had not. 	<ul style="list-style-type: none"> a) Clerk to update website with sent and received letters

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<p>12. <u>Housing:</u></p> <ul style="list-style-type: none"> a) To receive final update on sale of 'Discounted' houses in Mallard Way 	<ul style="list-style-type: none"> a) The Clerk reported that at least two and probably three local families had now moved in to these properties. She had made contact with two families and hoped to draft an article for the Village Voices after Christmas 	<ul style="list-style-type: none"> a) Clerk to draft article for the VV
<p>13. <u>Finance Matters:</u></p> <ul style="list-style-type: none"> a) To receive Accounts as at November 2020 and check Bank Statements b) To discuss draft Budget for 2021/22 c) To discuss Precept for 2021/22 d) To discuss assignment of the CIL Funds (£1,211.91) e) To authorise the following Invoices for Payments: <ul style="list-style-type: none"> i. J Hallett (3 months' Pay) – dated 29th Dec 2020 - £1,521.25 ii. Suffolk Coastal Norse Ltd (Annual Grass Cutting) - £2,159.17 iii. Anglian Water Business (National) Ltd (Allotments Water) - £16.03 	<ul style="list-style-type: none"> a) The accounts had been sent to all and there were no questions. Cllr. Burbridge agreed to review the Bank Statements when signing the cheques. b) The Clerk displayed the draft budget and explained the rationale behind each figure. Councillors asked a few questions but in the main agreed in principle with the draft budget. It was agreed that the budget would not be finalised until the January meeting when the Tax Base figure was available from ESC c) Councillors felt the Parish Council should do all it could to avoid any increase in the Precept Request for 2021/22; especially given the hard times some Hollesley residents would have been through this year. It was agreed to make the final decision at the January meeting d) After discussion it was agreed that the CIL funds should be allocated to the Play Park Refurbishment project, freeing up other funds for other projects. e) The payments were proposed by Cllr. Hughes seconded by Cllr. Devine and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Burbridge and Cllr. Hughes for signing. 	<ul style="list-style-type: none"> a) Clerk to take statements to Cllr. Burbridge. b) Clerk to place on January agenda for final agreement c) Clerk to place on January agenda for final agreement d) Clerk to amend Accounts Sheets e) Clerk to distribute

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Agenda Item	Resolution / Agreement / Fact	Action
iv. GeoXphere Ltd (Parish Online Mapping System) - £42.00 v. HMRC Cumbernauld (Clerk's PAYE) - £402.60 vi. SCC Pension Fund (Clerk's Pension) - £571.53 vii. P Hallett (Maintenance) - £64.00 viii. T Pollock (Dec the Village Prize) - £10.99 ix. Richard Isaac (Dec the Villages prizes) - £59.68		
f) To note Payments made since last meeting: i. Friends of Hollesley School (Grant) - £50.00 g) To note Payments received since last meeting: i. E B Button (2 x Cemetery Payments) - £275.00 ii. Allotments Payments - £344.22	f) Noted g) Noted	f) None g) None
14. To agree dates, start times and formats of <u>2021 meetings</u>	<p>It was agreed that the meeting days should remain on the third Thursday of each month, starting at 7.30pm.</p> <p>It was further agreed to use the Zoom format for the foreseeable future, with a review at the March meeting</p>	<ul style="list-style-type: none"> Clerk to advertise meeting dates and times on the Website

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Agenda Item	Resolution / Agreement / Fact	Action
15. To receive <u>agenda items for next meeting and agree date of Next Meeting (21st January 2021)</u>	<p>The following items were suggested added to the January agenda:</p> <ul style="list-style-type: none">• Items taken forward from this meeting• Responsibilities for the Hall and the surrounding land <p>Date of next meeting will be 21st January 2021 – 7.30pm – via Zoom VC</p>	<ul style="list-style-type: none">• Clerk to prepare January agenda

The meeting was closed at 9.15pm

Signed:

Chair

Date:

Judi Hallett

Clerk to Hollesley Parish Council

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