

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
Held on 21<sup>st</sup> January 2021 ~ 7.30pm  
Via Zoom Video Conferencing

Present

Cllr. Hazel Hughes (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Karrie Langdon (until 7.50pm – technical issues), Cllr. James Mallinder (after 8.00pm) and Cllr. Anna Yates.

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder

Cnty. Cllr. Andrew Reid

One member of the public was 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):

- Hollesley Carbon Project – Sarah Gill provided an update on the Hollesley Net Carbon Project. She thanked the volunteers who had helped deliver the household surveys and reported there had been a 15% response. The Energy Survey's for Hollesley Village Hall and Hollesley Primary School had been completed [and sent to Councillors] and details of the household surveys would be released, along with a plan, shortly. The Clerk agreed to make a last minute appeal for any further surveys via the Grapevine.

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid's report had been circulated. He made further comment on: Coronavirus vaccination rollout (some issues but generally going very well, speed will depend on supply); Coronavirus Cases (still very high, an issue in HMP Hollesley Bay, police acting on people who flout the rules, assistance to anyone who needs it); Rights of Way Promotion (money for new posts and QR codes to direct walkers to local websites); ANPR Speed Cameras (will be sited in known speeding areas and moved around, details of speeding drivers will be sent straight to Police); EV Charging Points (more take up than expected so project being re-thought) and Sizewell C (big issues with transport strategy but plans for this to be amended). The Clerk asked questions regarding the EV Charging Points and QR Codes on the way-marker posts. Cllr. Reid was also asked if he could find the funds to pay for the Traffic Surveys in Bushey Lane and Alderton Road. He said it would depend on him being re-elected in May.

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*Chair's initials.....*

- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: ESC Working Practices during Covid pandemic (robust, focusing resources, help available to all, vaccination delivery differs between CCGs but is improving, transport can be funded if there is no alternative, police patrols at Bawdsey and Shingle Street being stepped up); Suspension of Bulk Waste Collection (from today due to staff sickness, note for Grapevine will be sent)

| Agenda Item   | Resolution / Agreement / Fact   | Action   |
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| 1. To receive Apologies for absence   | Apologies had been received from Cllr. Tina Fletcher (at work), Cllr. Anne Hardwick (work load), Cllr. John Hardwick (family commitments), Cllr. Andrew Palmer (family bereavement) and Cllr. James Mallinder indicated he would be late as he was attending another meeting first.   | <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  | Cllr. Bevan-Biggs declared a non-pecuniary interest in item 7. d) as a neighbour of the requestor for this work to be carried out.  | <ul style="list-style-type: none"> <li>• Noted</li> </ul>  |
| 3. Public Session   | <i>See above record</i>   | <ul style="list-style-type: none"> <li>• Clerk to send Carbon Project reminder<br/>Grapevine message<br/>ASAP</li> </ul> |
| 4. To agree Minutes of meeting dated 17 <sup>th</sup> December 2020   | <p>The Clerk apologised that there was a typing error on the Agenda and that the date of the previous meeting was actually 17<sup>th</sup> December and not 7<sup>th</sup> December. The minutes had been circulated and there were no questions or alterations. They were proposed by Cllr. Devine, seconded by Cllr. Bevan-Biggs and agreed they were correct.</p> <p><i>Cllr. Langdon left the meeting at 7.50pm due to technical issues</i></p> | <ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>   |
| <p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/20/5048/FUL - Metal panel steel framed modular temporary kitchen, metal canopy, steps and ramps, associated plant and hard-standing with</p> | <p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• How ‘Temporary’ is ‘Temporary’? This could be up for years. If it was an application for a domestic property I would be requiring a specific time on the phrase ‘temporary’.</li> </ul>   | <p>a) Clerk to notify ESC Planning</p>   |

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| <p>road new cross-over. - HMP Hollesley Bay, Hollesley Bay Colony, Rectory Road</p>   | <ul style="list-style-type: none"> <li>• The design is unsightly and will be very prominent in what is a relatively well designed area of the prison.</li> <li>• We have to remember this is in the AONB and a time limit should be put on the standing of the structure.</li> <li>• I believe the plans are to refurbish the existing kitchen that has been condemned and I could find out how long the refurbishment will take</li> <li>• Some of the ‘temporary’ accommodation at the prison has been up for years</li> <li>• If permitted a strict time limit must be a condition of the approval</li> <li>• Conclusion: <b>Objection</b> due to the unsightly design of the building in the AONB and the lack of clarity over the length of time it will be erected. In addition, request that, if permitted, a strict condition is placed on the approval to limit the time the building is used for (suggested 2 years maximum). (Prop: Cllr. Devine, Sec: Cllr. Burbridge, all in agreement)</li> </ul> <p><i>Cllr. Mallinder entered the meeting at 8.00pm</i></p> |  |
| <p>6. <u>Clerk’s Report:</u><br/>a) The Hollesley Carbon Project</p>  | <p>The following updates were given:</p> <p>a) Sarah Gill had attended the meeting and had reported fully during the Public Session</p>   | <ul style="list-style-type: none"> <li>• None</li> </ul> |
| <p>7. <u>Recreation Ground and Village Hall:</u><br/>a) To discuss next steps to take with reference to the Council’s document ‘Hollesley Village Hall and Surrounding Land - Understanding how it all works’</p> | <p>a) The Clerk impressed on the Councillors the now urgent nature of this document as the lease for the Doctors Surgery at the hall expired in April 2021 and time would be needed for all parties to engage in talks and instruct legal parties. After discussion it was agreed that ensuring the Doctors Surgery continued in Hollesley was paramount and that that matter must be raised with the Hall Committee for talks to begin, even if other elements of the document were not discussed. It was agreed that the Clerk should draft a letter to the Hall Trustees for swift review and to be sent as soon as possible.</p>  | <p>a) Clerk to draft letter</p>                          |

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| <p>b) To discuss Clearance of Football Club’s chattels at the Recreation Ground</p>              | <p>b) The Clerk informed Council that despite writing again to the ex-Manager of the Football club and one of his groundsmen, no reply had been received. She had also spoken to SALC who had advised the Council should continue to engage with the Football Club for at least 6<sup>th</sup> months and then should try to ensure the items were put to good use by another club. Councillors also discussed the Hollesley Players making use of the newer container. In conclusion it was decided (once lockdown had ended) to:</p> <ul style="list-style-type: none"> <li>• Transfer all the Football Clubs chattels to the Pavilion</li> <li>• Continue to send reminders of the equipment to the Football Club Manager until September 2021</li> <li>• Offer the Hollesley Players use of the new Container (at an annual fee of £50) in order that the oldest container can be emptied and removed from the Recreation Ground</li> </ul> <p>This approach was proposed by Cllr. Hughes, seconded by Cllr. Devine and all were in agreement.</p> | <p>b) See list over</p>                                  |
| <p>c) To discuss placing a permanent goal on the Recreation Ground for casual Football use</p>   | <p>c) The Clerk reported that, despite moving all the goals in to the Car Park, one had been placed back on the grass and was being used. Councillors felt the field should have a permanent goal and the Clerk was asked to obtain some prices for different size goals.</p>  | <p>c) Clerk to obtain quotes</p>                         |
| <p>d) To discuss request from resident for three trees on the Recreation Ground to be pruned</p> | <p>d) <i>Cllr. Bevan-Biggs left the meeting.</i> The Clerk had previously circulated a request from a resident of Gorselands to prune three of the cherry trees in the Recreation Ground, next to his garden, to allow more light in. Councillors felt allowing the work may set a precedent for other requests but that the fact that he was offering to pay for the work meant that any further requests could be treated in the same way. Cllr. Hughes proposed the work was permitted, on the understanding that it was carried out by the Tree Surgeon who provided the quote. This was seconded by Cllr. Yates and all were in agreement. <i>Cllr. Bevan-Biggs re-joined the meeting</i></p>   | <p>d) Clerk to advise resident of Council’s decision</p> |

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| <p>8. <u>Cemetery:</u></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>c) To discuss and agree all new Cemetery Documentation – Posted on webpage on 11<sup>th</sup> January 2021</p> | <p>a) Cllr. Langdon had reported (before she left) that there had been little more progress due to laptop issues.</p> <p>b) The Clerk apologised that this document still had not been finalised but that it would be completed and sent out for review.</p> <p>c) A number of Councillors reported that they hadn't had time to read all the documentation and the Clerk was asked to re-send the e-mail and place the item on the February agenda for approval</p>  | <p>a) Cllr. Langdon and Clerk to continue with project</p> <p>b) Clerk to finalise document ready for review</p> <p>c) Resend and place on Feb agenda</p> |
| <p>9. <u>Highways and Footpaths:</u></p> <p>a) To receive update on letter to Cllr. Reid with reference to Bushey Lane, Alderton Road and Fox Hill traffic calming measures.</p> <p>b) To receive details of speeding issues along Melton Road and to discuss contacting SCC and/or the Prison Governors</p>               | <p>a) The Clerk reported that although the traffic surveys for Bushey Lane and Alderton Road had been ordered, they would be delayed until after the national lockdown was lifted (in order that they gave a true reading of traffic volumes) and that payment of them was still being considered by Cllr. Reid. Councillors commented that before they committed any funds to the survey costs, they would need assurances that the results would produce a positive result that would then lead to traffic calming measures being put in place.</p> <p>b) The Clerk reported that the Governors of both prisons had agreed to remind their staff of the speed limit through the village and to request they drive considerately when outside of the speed limit. Cllr. Mallinder raised the subject of mud on the roads, caused by tractors exiting very wet fields. It was acknowledged that we live in a very rural community and roads could not be washed all the time. However, it was suggested that better use of signage was made and the Clerk was asked to write to Capel St Andrew Farms and Mortiers to suggest this.<br/>The Clerk was also asked to chase the issue of the cracked tarmac in Shingle Street</p> | <p>a) Clerk to monitor</p> <p>b) Clerk to write to James Greenwell and James Leggett and chase Tarmac repairs to Shingle Street.</p>                      |

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| <p>c) To receive an update on the Quiet Lanes Project</p>  | <p>c) The Clerk reported that School Lane had been earmarked as ‘proceed’, Shingle Street required a ‘Traffic Survey’ and that Bushey Lane had been labelled as ‘Not suitable’ by the QLS Team. However, the status of Bushey Lane had been challenged and a joint promotion of the project (with Butley, Capel St Andrew and Bawdsey Parishes) would be in the February Village Voices. In addition, a Consultation meeting would be hosted by the Clerk at the end of February.</p>   | <p>c) Clerk to continue with project.</p>  |
| <p>10. <u>HMP and YOI Hollesley Bay:</u><br/>a) To receive update on complaint to the ICO</p>  | <p>a) The Clerk confirmed that a full reply was still awaited.<br/><br/>The Clerk was also asked to chase Dr Coffey’s office for a reply to our letter sent in August 2020.</p>   | <p>a) Clerk to update website with sent and received letters</p>   |
| <p>11. <u>Finance Matters:</u><br/>a) To receive Accounts as at December 2020 and check Bank Statements<br/><br/>b) To discuss and agree Budget for 2021/22<br/><br/>c) To discuss an degree Precept for 2021/22</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.<br/><br/>b) The Clerk displayed the draft budget which had been updated since the December meeting. Councillors commented that the budget was very clear and looked accurate. Cllr. Mallinder proposed the budget be adopted. This was seconded by Cllr. Burbridge and all Councillors were in agreement.<br/><br/>c) The Clerk advised that budget had been based on the Precept being the Zero Tax Base figure; this being the amount HPC could request from ESC, that would show as a ‘nil increase’ on the Council Tax bills. After discussion Cllr. Hughes proposed the Precept request be £32,640 (the Zero change figure). This was seconded by Cllr. Devine and all were in agreement.</p> | <p>a) Clerk to take statements to Cllr. Hughes<br/><br/>b) Clerk to finalise once year-end figures were known and publish<br/><br/>c) Clerk to request funds</p> |

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| <p>d) To review the Internal Controls and Efficiency of our Internal Audit</p>  | <p>d) The list of controls and details of the internal auditor had previously been circulated to all. These were reviewed and no changes were felt necessary. The review was proposed as completed by Cllr. Hughes, seconded by Cllr. Yates and all agreed</p>   | <p>d) Noted</p>                      |
| <p>e) To discuss moving £4,000 from general reserves to reserve for Village Hall Roof Replacement</p>   | <p>e) The Clerk alerted Council to the fact that General Reserves were likely to be above the set limit at the end of the year and she suggested moving £4,000 over to the Village Hall Roof project allocation. This suggestion was proposed by Cllr. Hughes, seconded by Cllr. Burbridge and all were in agreement</p> | <p>e) Clerk to re-allocate funds</p> |
| <p>f) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses for previous three months) - <b>£179.99</b></li> <li>ii. SC Norse Ltd (Grit Bin Collection + Refuse Collection) - <b>£326.39</b></li> </ul> | <p>f) The payments were proposed by Cllr. Devine, 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>f) Clerk to distribute</p>        |
| <p>g) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>   | <p>g) Noted</p>  | <p>g) None</p>                       |
| <p>h) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. None</li> </ul>   | <p>h) Noted</p>  | <p>h) None</p>                       |

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| 12. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (18 <sup>th</sup> February 2021) | The following items were suggested added to the February agenda: <ul style="list-style-type: none"> <li>• Items taken forward from this meeting</li> <li>• Litter Collection</li> <li>• Dog Mess (Clerk agreed to place further item in March VV)</li> </ul> Date of next meeting will be <b>18<sup>th</sup> February 2021</b> – 7.30pm – via Zoom VC | <ul style="list-style-type: none"> <li>• Clerk to prepare February agenda</li> </ul> |

The meeting was closed at 9.12pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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