

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 18th February 2021 ~ 7.30pm
Via Zoom Video/Audio Conferencing

Present

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

Judi Hallett (Clerk) Dist. Cllr. James Mallinder

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 Covid reports had been circulated.

- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: Palm Oil – found in various locations in the area, we will let nature take its course; Bins – Call bin collections has been delayed by the snow but Norse will catch up in the next two weeks; AONB Grants – Clerk to circulate details in the morning, one very short deadline, the other longer, could be used for bulb planting or small animal homes but details will need to be looked into; CC Elections – Some people worried about voting in person so they are being encouraged to use a postal vote, details to be circulated on Grapevine; Emergency Committee – Some pavements were very slippery during the snow, perhaps it is an idea to have an ‘Emergency Committee’ who pull together during bad weather (Clerk to add to March agenda); Planning Applications – A number of larger applications and those asking for development outside the Physical Limits Boundary are starting to appear, these are being monitored; Visitors – There still seem to be a lot of visitors to the area, even though we are in full lockdown, if you suspect someone has driven a long way to the village for non-essential purposes please inform the police; A12 Improvements – Consultation runs for 4 more weeks, details to be circulate by the Clerk. Q. *If one of the AONB Grants has a short deadline for applications perhaps we should look to apply. If we have a project for the money we may need another meeting?* Details will be circulated by the Clerk tomorrow. Q. *One idea that has previously circulated is to inform visitors that they are in the AONB, perhaps better signage would be a good use of the funds?* Taken onboard.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	No apologies had been received	<ul style="list-style-type: none"> • None
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	Cllr. Bevan Biggs declared a pecuniary interest in item 8. d) as the joint owner of the property.	<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 21 st January 2021	The minutes had been circulated and there were no questions or alterations. They were proposed by Cllr. Devine seconded by Cllr. Hughes and all who were present agreed they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
<p>5. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/21/0479/AME - Non-Material Amendment of DC/20/1003/FUL - Demolition of existing dwelling and outbuildings and erection of new replacement dwelling and outbuildings - Change of brick plink and soldier coursing over windows from Hoskins Maltings Antique to Blue engineering brick. - Holstow Lodge, Lodge Road, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • This is only a change of the brick plinth materials, the full application has already been approved • I see no problem with the amendment • Conclusion: No objection (Prop: Cllr. A Hardwick, Sec: Cllr. Palmer, all in agreement) 	<p>a) Clerk to notify ESC Planning</p>
6. <u>Annual Parish Meeting</u> – To discuss a date for the Annual Parish Meeting and the format:	The Clerk informed the meeting that, to date, there had been no indication that the requirement to hold an Annual Parish Meeting would be suspended for a second year and that, therefore the Council should plan to hold one. The Clerk also advised that the ability to hold remote meetings was only in place until 6th May 2021 and although various groups were lobbying to have this extended, the deadline may be enforced.	<ul style="list-style-type: none"> • Clerk to organise the event.

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	<p>It was therefore suggested, by the Clerk, that the Hollesley APM for 2021 was held on Thursday 22nd April, at 7.30pm, via Zoom; this was agreed.</p> <p>The Clerk was asked to engage with the AONB Team, CAB, the Prisons, the CLT and all usual guests to ask them to attend. It was also confirmed that official notification would be placed in the Shop Notice Board, at least 10 clear working days before the event. In addition, it would be advertised in the Village Voices and on the Grapevine.</p>	
<p>7. <u>Resignation of Cllr. Langdon</u> – To receive resignation and to notify Councillors of the current process for Co-option</p>	<p>The Clerk informed Council of the resignation of Councillor Langdon. The usual process was set out but it was explained that ESC could not organise an election at the present time, should one be called by 10 or more residents, due to Covid restrictions.</p> <p>If an election was not called, co-option could take place. The Clerk was asked to write to Mrs Langdon to express the Council’s gratitude for her work as a Councillor.</p>	<ul style="list-style-type: none"> • Clerk to write to Mrs Langdon
<p>8. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive update on discussions with the Hall Committee regarding the Doctor’s Lease</p> <p>b) To receive update on clearance of Football Club’s chattels at the Recreation Ground and Hollesley Players’ use of the Container</p>	<p>a) The Clerk reported that she had received no response to her letter of 1st February 2021 to the Hall Committee, nor to her original mail of 26th August 2020. After discussion it was agreed to send one further piece of correspondence, to endeavour to open dialogue with the Committee. The Clerk was asked to request a specific date for a response (two weeks from the date of the letter).</p> <p>b) The Clerk informed Council she had received no response to her latest chase of the Football Club’s manager but she would continue to correspond with him until October, as previously instructed.</p> <p>With refence to the Hollesley Players using the new container, they had indicated that they did wish to do this and were very happy to pay the annual rent of £50. As soon as the lockdown was lifted, the football club’s chattels would be moved to the old Pavilion and the Hollesley Players could start using the new container. They had also agreed to dispose of the older container.</p>	<p>a) Clerk to write to the Hall Committee</p> <p>b) Clerk to move Football Club’s items once lockdown was over</p>

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<p>c) To discuss quotes for a permanent goal on the Recreation Ground for casual Football use</p> <p>d) To discuss request from resident for four trees on the Recreation Ground to be pruned</p>	<p>c) The Clerk advised that she had received the following quotes for goals:</p> <ul style="list-style-type: none"> • 1 x 5-A-side robust fixed goal posts. 16feet x 4feet high white. No nets required and metal in construction - £778.00 (+ VAT) • 2 x 5-a-side goals permanently fixed with clamber type rope nets - £3,500.00 (+ VAT) • 1 x Goal from HUCK – 3.2m x 1m x 2.15m (high) – 2 Goal Wall Baskets – 15 year guarantee - £3,390.00 (+ VAT) <p>It was felt the Recreation Ground was used by a lot of people and that 5-a-side goals were not suitable for adult players. The HUCK design was felt suitable but quite expensive.</p> <p>It was suggested that a local company may be able to make a suitable ‘net’ to be fixed around one of the existing goals and the Clerk was asked to make further inquiries.</p> <p>d) <i>Cllr. Bevan-Biggs left the meeting.</i></p> <p>Councillors accepted this request was the same as the one discussed last month and that, as the resident was willing to pay for the work, they had no objection. Agreement was proposed by Cllr. Yates, seconded by Cllr. Fletcher and all were in agreement. It was however suggested that a condition would be that the work was carried out by a qualified Tree Surgeon, in line with the previous permission granted. This was agreed.</p> <p><i>Cllr. Bevan-Biggs re-joined the meeting</i></p>	<p>c) Clerk to investigate further</p> <p>d) Clerk to advise resident of Council’s decision</p>
<p>9. <u>Cemetery:</u></p> <p>a) To receive an update on the Cemetery Project</p>	<p>a) The Clerk reported that all paperwork and electronic copies of documents had now been passed to her. It was her intention to publish the documentation (if approved at point C, and then set out a timetable for any other project work.</p>	<p>a) Clerk to continue with project</p>

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<p>b) To agree Terms of Reference and Risk Assessment for Cemetery Maintenance (distributed 10th Feb)</p> <p>c) To discuss and agree all new Cemetery Documentation – Posted on webpage on 11th January 2021</p>	<p>b) These documents had been circulated and there were no further amendment suggested. The Clerk suggested she show them to Mr Collins for his comments and then finalise if there were no further amendments.</p> <p>The Clerk advised that she would now work on the similar documents for the role of Litter Picker and would have these available for review at the March meeting.</p> <p>c) Councillors confirmed they had read the documents and there were no suggested amendments. Cllr. Fletcher proposed they were adopted as from 1st March 2021. This was seconded by Cllr. Palmer and all were in agreement</p>	<p>b) Clerk to finalise document and pass to Mr Collins for his comments</p> <p>c) Clerk to finalise and publish documents</p>
<p>10. <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 an update on the Quiet Lanes Project</p> <p>c) To discuss the consultation for the Coastal Path between Bawdsey and Aldeburgh and to consider a reply to Natural England</p>	<p>a) The Clerk reported that nothing further could happen on this project until the traffic surveys were able to be set up and that would not happen until after lockdown was lifted and traffic volumes returned to normal.</p> <p>b) The Clerk had sent the draft Quiet Lanes Presentation to all and there were no comments. She had also advertised the Consultation meeting on 24th February and would happily host the meeting and report back to the Council.</p> <p>c) A draft reply to this consultation had been sent to all. Clarification was made of the grievances some Councillors had with the Coastal Margin denomination and the historical rights. It was reported that there had been no acknowledgement of the early meeting held on site with NE. Councillors agreed to let the Clerk have any further amendments to the draft letter by 25th February as it would be sent the following day.</p>	<p>a) Clerk to monitor</p> <p>b) Clerk to host QL Meeting and report back.</p> <p>c) Clerk to send letter in response to the consultation</p>

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<p>d) To receive notification that SCC are using ANPR SIDs and to discuss a location to suggest</p>	<p>d) Cllr. Mallinder and the Clerk explained that SCC now had 10 ANPR SIDs and they were inviting requests from Parish Councils for appropriate posts to be installed. The Clerk was asked to register Hollesley's interest and suggest Melton Road (at the site of our existing SID pole) may be a good choice. It was also suggested that the Council could fund any additional poles to allow the ANPR SID to be located in more than one location.</p>	<p>d) Clerk to contact SCC Highways</p>
<p>11. <u>HMP and YOI Hollesley Bay:</u></p> <p>a) To receive update on complaint to the ICO</p> <p>b) To discuss Dr Coffey's response to our letter of 4th August 2020 and to formulate a reply if deemed appropriate</p>	<p>a) The Clerk confirmed, yet again, that a full reply was still awaited.</p> <p>b) Councillors were disappointed at the response from Dr Coffey as none of the Councils questions had been answered. The Clerk was asked to draft a letter of reply, setting out our questions in a clear manner and alert the EADT to the Council's disappointment.</p>	<p>a) None</p> <p>b) Clerk to draft letter and contact the EADT</p>
<p>12. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at January 2021 and check Bank Statements</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. Suffolk Coastal Norse Ltd (Annual Play Inspections for 2020/21) - £275.40</p> <p>ii. Norse Commercial Service Ltd (Repairs to Play Equipment) - £330.00</p> <p>c) To note Payments made since last meeting:</p> <p>i. None</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>b) The payments were proposed by Cllr. A Hardwick, seconded by Cllr. Mallinder and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Palmer and another for signing.</p> <p>c) Noted</p>	<p>a) Clerk to take statements to Cllr. Palmer</p> <p>b) Clerk to distribute</p> <p>c) None</p>

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d) To note Payments received since last meeting: i. None	d) Noted	d) None
13. Documentation – To review/accept the following documents: a) Review of the Suffolk Code of Conduct – <i>send to Members on 2nd February 2021</i> b) Asset Register (October 2020) – <i>originally sent to Members on 29th September 2020</i> c) Risk Assessment (Financial) - <i>send to Members on 3rd February 2021</i> d) Risk Assessment (Non-Financial) - <i>send to Members on 3rd February 2021</i>	a) All Councillor confirmed they had review this document b) Adoption of this document was proposed by Cllr. Fletcher, seconded by Cllr. Bevan-Biggs and all Councillors were in agreement. c) [Both Risk Assessments taken together] Cllr. A Hardwick proposed these documents be adopted. This was seconded by Cllr. Devine and all were in agreement. d) As above	<ul style="list-style-type: none"> • Clerk to publish relevant documents on the website
14. To receive <u>agenda items for next meeting and agree date of Next Meeting (18th March 2021)</u>	The following items were suggested added to the March agenda: <ul style="list-style-type: none"> • Items taken forward from this meeting • Meeting Formats • Setting up of an Emergency Committee Date of next meeting will be 18th March 2021 – 7.30pm – via Zoom VC/AC	<ul style="list-style-type: none"> • Clerk to prepare March agenda

The meeting was closed at 8.43pm

Signed:
 Chair

Date:

Judi Hallett
 Clerk to Hollesley Parish Council

Chair's initials.....