

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

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker (after item 3), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. Anne Hardwick (from 7.35pm), Cllr. John Hardwick (from 7.35pm), Cllr. James Mallinder (after 8.20pm), Cllr. Andrew Palmer and Cllr. Anna Yates.

Judi Hallett (Clerk)

Dist. Cllr. James Mallinder (after 8.20pm)

Cnty. Cllr. Andrew Reid

1 Member of the Public

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: Covid Vaccination Rollout (on track and going well); Recycling Centre Upgrade (ANPR Cameras and a new entrance to be installed at Foxhall Recycling Centre); Infrastructure Projects (3rd crossings at Great Yarmouth and Lowestoft); Towns Fund (Ipswich and Lowestoft benefitting); SCC Budget (£600m next year, rise of £40m on last year, more costs for Child and Adult Care); Schools for Children with Special Learning Needs (Dedicated schools to be built, 180 places by the end of 2021); Drainage Budget (Up to £4m this year, a rise from £2m last year and £1m the year before, funds will allow for much better analysis of the issues and long term fixes)
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: Nature First Conference (taking place on Monday, all invited); Rewilding (trial was successful and less chemical spray will be used this year); ESC Magazine (worth a read); ESC Budget (zero change in Council Tax, no reduction in services); Enforcement Issues (a few planning infringements had arisen during lockdown, people asked to report as soon as possible); Anti-Social Behaviour (please report anything as a full picture is required)

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Tina Fletcher (Family matter). Cllr. Mallinder had indicated he would be arriving late as he would attend Bawdsey PC meeting first.	<ul style="list-style-type: none"> Accepted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of interest.	<ul style="list-style-type: none"> None
3. To co-opt a Parish Councillor and sign the Declaration of Acceptance of Office Form	<p>Mrs Jane Baker indicated that she would like to join the Council. She spoke of her time living in Hollesley and how she wished to represent the younger adults in the village. Cllr. Hughes proposed Mrs Baker was co-opted. This was seconded by Cllr. Devine and all Councillors were in agreement.</p> <p>Cllr. Baker joined the meeting. The Clerk clarified that the 'Declaration of Acceptance of Office' would be taken to Cllr. Baker after the meeting.</p>	<ul style="list-style-type: none"> Clerk to follow all registration requirements for Cllr. Baker.
4. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> None
5. To agree Minutes of meeting dated 18 th February 2021	The minutes had been circulated and there were no questions or alterations. They were proposed by Cllr. Palmer, seconded by Cllr. Yates and all who were present agreed they were correct.	<ul style="list-style-type: none"> Clerk to post on the Website
<p>6. <u>To discuss and agree responses to the following Planning Applications:</u></p> <p>a) DC/21/0747/FUL - Change of use of agricultural workshop to B1 light industrial use (now Class E) for the construction of shepherds huts. - Former Dairy Unit, Rectory Road [Grove Road], Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> Second application at this general location, this time in another unit, this is nearer to Oak Hill and there may be noise from the type of in industry planned (drilling, banging, etc.) A comment has already been placed on the portal suggesting a 'noise assessment should therefore be submitted'; I think we should reiterate this I have no issues but the potential noise is a concern for local residents 	<p>a) Clerk to notify ESC Planning</p>

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<p>b) DC/21/0978/FUL - Proposed new roof structure to replace existing (roof pitch increased by 5 degrees to improve first floor accommodation of existing dwelling) including dormer windows, proposed rear and side extensions, alterations to existing fenestration, new roof covering and installation of external insulation with rendered wall finish, together with erection of a detached garage building. - 6 Melton Road, Hollesley</p>	<ul style="list-style-type: none"> • Conclusion: No objection but with suggestion that a noise assessment should be submitted to assess the level of potential noise to neighbouring properties and conditions put in place to keep this to acceptable levels (Prop: Cllr. Burbridge, Sec: Cllr. Bevan-Biggs, all in agreement) <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • The alterations are extensive but are in keeping with the location and plot • The roof height is raised, but only slightly and the two Dormer windows on the side facing the neighbouring property will be obscured glass • There are similar sized extensions on this row and the garage is also not too big for the size of plot • This is one of the last original houses in the row, others do have windows facing the neighbours. • Conclusion: No objection (Prop: Cllr. Palmer, Sec: Cllr. Devine all in agreement) 	<p>b) Clerk to notify ESC Planning</p>
<p>7. <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>a) The Clerk confirmed that the Archive cupboard had been completely emptied and all paperwork assessed. That required to be kept had been re-labelled and placed back in an orderly fashion. Cllr. Palmer reported that he had all the paperwork related to the Hall and it was very interesting to read how the PC and the Hall Committee had worked together in the recent past on large projects, especially to enable VAT to be reclaimed. He would continue to assess this paperwork and would draft a reply to the Hall Committee's latest letter as soon as possible.</p> <p>Councillors were concerned that this research may prevent the Hall Committee from organising the lease with the Doctors Surgery but it was felt it should not. The last lease was only signed by the Hall Committee and the Doctors.</p>	<p>a) Cllr. Palmer to continue to assess paperwork and draft letter for circulation</p>

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<p>b) To receive renewal contract for Trade Waste Collection of Village Hall Bins and to consider renewing</p>	<p>b) The Clerk confirmed that the contract for the commercial waste to be collected from the Recreation Ground (which was created by the Hall, litter left on the Recreation Ground and the litter collected by the Litter Picker) had to be renewed each year (by law). It was agreed (Prop: Cllr. Devine, Sec: Cllr. Yates with all in agreement) that, whilst discussions were ongoing with the Hall Committee about responsibilities, it was best the PC continued to fund this expense and it was reviewed next year.</p>	<p>b) Clerk to complete new contract</p>
<p>c) To receive update on providing a permanent goal on the Recreation Ground or changing the style net used, for casual Football use</p>	<p>c) The Clerk reported the goal on the Recreation Ground was in constant use and she felt there should be one there permanently for social football. Cllr. Palmer indicated that he had found Football Goal Nets that were substantial and should deter animals from running in to them. Cllr. Hughes proposed that such nets should be purchased, to a maximum value of £300. This was seconded by Cllr. Baker and all were in agreement.</p>	<p>c) Cllr. Palmer to measure goal and order nets</p>
<p>d) To discuss placing a fence around the Recreation Ground or part of the recreation ground e.g. around the new play equipment</p>	<p>d) After discussion it was agreed that a low fence around the Children’s Play Area, once established in the new location, would be a very good idea. It was suggested that the fence should be metal to last longer and of a suitable design for the purpose (i.e. approved by RoSPA). It was agreed that this matter would be revisited once the new Play Equipment was installed.</p>	<p>d) None</p>
<p>e) Additional Item – Charges for Paper Banks</p>	<p>e) The Clerk notified Council that from 1st April, Bolton Bros would be making a charge of £35 (+ VAT) per tonne of paper collected, instead of paying a premium of £20 (+ VAT) per tonne to the Parish Council. It was agreed to put the item on hold until Cllr. Mallinder was in attendance. [After Cllr. Mallinder had joined the meeting this item was revisited]. After debate and various options being discussed Cllr. Mallinder agreed to fund the first year’s charges from Bolton Bros, from his Enabling Communities Budget. It was therefore proposed by Cllr. Hughes that the bins remained. This was seconded by Cllr. Palmer and all were in agreement.</p>	<p>e) Clerk to contact Bolton Bros</p>

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<p>8. <u>Old Laptops</u> – To discuss the three old laptops stored in the PC archive cupboard and the best course of action to extract data, wipe and/or donate them:</p>	<p>The Clerk had previously reported that there were three old laptops in the PC Archive Cupboard. Cllr. Burbridge volunteered to endeavour to take any data off them and then to wipe the hard drives in order that they could be donated to charity. This action was formally proposed by Cllr. Devine, seconded by Cllr. Hughes and all were in agreement.</p> <p>Cllr. Burbridge was thanked for his time.</p> <p><i>Cllr. Mallinder entered the meeting at 8.20pm</i></p>	<ul style="list-style-type: none"> • Clerk to take machines and any power cables to Cllr. Burbridge.
<p>9. <u>Highways and Footpaths:</u></p> <p>a) To receive an update on the Quiet Lanes Project and to officially nominate the lanes in Hollesley (Bushey Lane, School Lane and Shingle Street).</p> <p>b) To receive update on the ANPR SIDs</p> <p>c) To receive update on the ‘Pardon the weeds we are feeding the bees’ campaign and to designate an area in Hollesley</p>	<p>a) The Clerk reported that the QL Consultation Meeting had attracted 12 residents and many questions had been answered. All but one comment received had been positive. School Lane has been labelled as ‘suitable’ with Bushey Lane and Shingle Street requiring traffic surveys. Cllr. Hughes proposed that School Lane, Bushey Lane and Shingle Street all formally be approved as being Quiet Lanes. This was seconded by Cllr. Devine and all were in agreement. The Clerk also reported that cost is likely to be zero or very small, due to grants given by SCC and ESC.</p> <p>b) The Clerk reported that the request to host the ANPR SID had been put forward to SCC Highways and Hollesley were ‘on the list’. It was also suggested that the Hollesley SID resume its rota and Cllrs. Mallinder and Palmer agreed to organise this after 29th March.</p> <p>c) Cllr. Mallinder introduced the project and reported that the small area of grass opposite the pub (outside ‘Dranrab’) had been nominated. Cllr. Baker suggested the grass around the New Village Sign was a suitable area, as long as the edges and perhaps a path crossing it were cut. It was suggested Flagship were contacted to request this.</p>	<p>a) Clerk to advise QLS Team of formal proposals</p> <p>b) Clerk to monitor.</p> <p>c) Clerk to speak to Flagship and ES Norse and alert residents to the project</p>

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<p>d) To discuss request for HPC to purchase a 'Snow Plough' for snow clearance of pavements and smaller highways</p> <p>e) To discuss the Litter Picking Contract for the Parish</p>	<p>Cllr. Mallinder stated that only land owned by the ES Council could be controlled by them but residents could also nominate a patch of their own garden to leave the grass grow long. It was also suggested that a wider margin around the Playing field could be left and the Clerk was asked to contact ES Norse to arrange this.</p> <p>d) This concept had been suggested by a resident in the Village Voices. Councillors felt it was a good idea that the Parish Council should be involved in any work to assist residents during bad weather but that bad snow and very high winds, that might cause disruption, were so infrequent the response should be proportionate. It was also commented that officially working on the 'Highway' (which a pavement is) would require the appropriately licenced vehicles, trained staff and insurance. It was suggested that the PC may be advised to suggest to residents that they cleared the pavement at the front of their property (as is the case in many other countries) and where this was not possible, a group of volunteers was engaged. It was further suggested that engagement with the HMP &YOI Hollesley Bay would be a good idea as the residents could work with any 'Emergency Committee' during a crisis.</p> <p>e) The Clerk reported that the litter picker had indicated that she did not wish to continue to fulfil the role, however, another resident had already volunteered to do this. It was felt that, as the majority of the litter was along the roads where the speed limit was technically 60mph, a sign should be put out to warn drivers of the activity. It was also felt the 'Terms of Reference' and 'Risk Assessment' for the role (yet to be completed) should be sent to the insurance company to ensure they are content that the position is covered by the Council's insurance.</p>	<p>d) Clerk to contact Prison and write an article for the next VV about clearing the pavement and an Emergency Committee</p> <p>e) Clerk to investigate sign, compete ToR and RA and send to all for review before sending to Insurers</p>
<p>10. To consider setting up an Emergency Committee</p>	<p>Councillors felt this was an excellent idea and the Clerk was asked to draft an article for the VV to promote the idea and to ask for volunteers.</p>	<ul style="list-style-type: none"> • Clerk to draft article for VV

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	It was felt the spirit of ‘communities pulling together’ was very high at the moment and that should bring in many volunteers. Cllr. Mallinder reported there was also assistance from ESC with setting an Emergency Committee up.	
<p>11. <u>HMP and YOI Hollesley Bay:</u></p> <p>a) To receive update on complaint to the ICO and letter to Dr Coffey MP</p>	<p>a) The Clerk confirmed that a full reply to the ICO complaint was still awaited. A response from Dr Coffey however had been received but it was disappointing that some of our questions were still not answered. It was decided not to pursue the matter further but to publish the letter, along with the others.</p>	<p>a) Clerk to publish the letter</p>
<p>12. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at February 2021 and check Bank Statements</p> <p>b) To clarify the purpose of the £7,000 currently being held in reserves for the Village Hall (to be raised to £10,000 from 1st April)</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. SALC (End of Year Training + Payroll Service) - £52.80</p> <p>ii. Anglian Water Business (National) Ltd (Allotment Water) - £10.33</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) It was confirmed that the £7,000 currently being held in allocated reserves for the Hall (a sum that would rise to £10,000 as at 1st April), was there to be used for projects in the Hall, including the possible replacement of the roof or the installation of Solar Panels. However, a full request to use the money would be required from the Hall Trustees, to ensure the funds were spent prudently. Whilst it was correct that some funds have been moved into a reserve - councillors were reminded that no formal decision has yet been made to pass money to the VHC for a new roof, solar panels or electric car charging point(s).</p> <p>c) The payments were proposed by Cllr. Hughes, seconded by Cllr. Yates 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>a) Clerk to take statements to Cllr. Palmer</p> <p>b) Clerk to respond to the Hall Trustees</p> <p>c) Clerk to distribute</p>

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<ul style="list-style-type: none"> iii. Suffolk County Council (Street Lighting) - £838.89 iv. SCC Pension Fund (Clerk's Pension for three months) - £542.29 v. J Hallett (Salary for three months) - £1,443.62 – cheque dated 26th March 2021 		
<ul style="list-style-type: none"> d) To note Payments made since last meeting: <ul style="list-style-type: none"> i. None 	<ul style="list-style-type: none"> d) Noted 	<ul style="list-style-type: none"> d) None
<ul style="list-style-type: none"> e) To note Payments received since last meeting: <ul style="list-style-type: none"> i. VAT (Refund) - £843.17 ii. Cemetery (Mrs Emmens) - £225.00 	<ul style="list-style-type: none"> e) Noted 	<ul style="list-style-type: none"> e) None
<ul style="list-style-type: none"> f) <i>Additional Item</i> – Defibrillator Pads and Battery 	<ul style="list-style-type: none"> f) The Clerk reported that when ordering the Defibrillator Pads, she has been informed that the battery was now out of warranty (over 4 years old). It was agreed that a new battery (cost of £176.00 + VAT) should be purchased. It was also suggested that a Grapevine message should alert residents to the availability of the Defibrillator with possibly a link to how to use it. 	<ul style="list-style-type: none"> f) Clerk to purchase pads and battery and draft GV message
<ul style="list-style-type: none"> 13. Meetings and Positions: <ul style="list-style-type: none"> a) To discuss the meeting format for the meetings in April, May and June 2021 	<ul style="list-style-type: none"> a) The Clerk advised that the April meeting could take place via Zoom but, unless the law was changed, any meeting after 6th May would have to be held 'face-to-face' with appropriate social distancing. 	<ul style="list-style-type: none"> a) Clerk to monitor situation

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b) To receive notification from the Chair that she will not be standing as Chair at the May meeting	b) Cllr. Hughes confirmed that she would not be standing as Chair at the May meeting and Councillors were asked to consider if they could take up the position. Cllr. Hughes was thanked for her work as Chair.	b) Councillors to consider the position
14. To receive <u>agenda items for next meeting and agree date of Next Meeting (15th April 2021)</u>	The following items were suggested added to the April agenda: <ul style="list-style-type: none"> • Items taken forward from this meeting • Year End Accounts Date of next meeting will be 15th April 2021 – 7.30pm – via Zoom VC/AC	<ul style="list-style-type: none"> • Clerk to prepare April agenda

The meeting was closed at 9.29pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....