

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**  
 Held on 22<sup>nd</sup> April 2021 ~ 7.30pm  
 Via Zoom Video/Audio Conferencing

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker, Cllr. Trevor Burbridge, Cllr. Brian Devine, Cllr. James Mallinder, Cllr. Andrew Palmer 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 – *Due to a fall Cllr. Reid was unable to attend the meeting*
  - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: Green Print Conference – Link in his report; Vandalism to the ‘Forgive the Weeds...’ posters; Fly-Tipping – Offenders are often identified but prosecution is difficult; campaign on social media at present and Community Partnership Representation – James happy to report back

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Carolyn Bevan-Biggs (away), Cllr. Anne Hardwick (unwell) and Cllr. John Hardwick (work commitments).	<ul style="list-style-type: none"> <li>• Accepted</li> </ul>
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"> <li>• None</li> </ul>

*Chair’s initials.....*

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3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> <li>• None</li> </ul>
4. To agree Minutes of meeting dated 18 <sup>th</sup> March 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 agreed they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
5. <u>Finance Matters:</u> a) To receive and accept Accounts as at 31 <sup>st</sup> March 2021  b) To accept Internal Auditor’s Report for 2020/21 and ‘Annual Internal Audit Report’ within Part 3 of the Annual Governance and Accountability Return 2020/21  c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2020/21  d) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2020/21  e) To agree Reserve Allocations as at 1 <sup>st</sup> April 2021	a) The accounts had been internally audited and then sent to all for review. They were proposed as correct by Cllr. Hughes, seconded by Cllr. Palmer and all were in agreement  b) The full Internal Auditor’s Report for 2020/21 and ‘Annual Internal Audit Report’ within Part 3 of the AGAR had been passed to all and were published on the Website. Cllr. Palmer proposed their official acceptance. This was seconded by Cllr. Burbridge and all were in agreement.  c) The Clerk read out each sentence within Section 1 of Part 3 of the AGAR and the Councillors answered in the affirmative to each. Cllr. Hughes proposed the completion of the form in the affirmative. This was seconded by Cllr. Mallinder and all were in agreement.  d) The Clerk displayed the proposed figures on the screen, these matched those suggested by the Internal Audit. Cllr. Hughes proposed the completion of the form as drafted. This was seconded by Cllr. Palmer and all were in agreement. The Clerk agreed to send all necessary paperwork to PKF Littlejohn for the ‘Limited Assurance Review’, once signed by the Chair.  e) The Clerk suggested this item be postponed due to the recent receipt of CIL funds and that a revised table of allocations should be discussed at the May meeting when the April statement had been analysed.	a) Clerk to take final document to Chair for signature  b) None  c) Clerk to take to Chair for signing and publish  d) Clerk to take to Chair for signing and publish  e) Clerk to revisit figures and publish before the May meeting

Chair’s initials.....

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<p>f) To agree the CIL Report for 2020/21</p>	<p>f) The CIL report had been sent to all and was published on the Website. Cllr. Palmer proposed its official acceptance. This was seconded by Cllr. Devine and all were in agreement</p>	<p>f) None</p>
<p>g) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses for past 3 months) - <b>£180.97</b></li> <li>ii. HMRC Cumbernauld (Clerk's PAYE) - <b>£381.80</b></li> <li>iii. Suffolk.Cloud (Website hosting for 2021/22) - <b>£110.00</b></li> <li>iv. Griffiths Signs (Litter Picking Sign) - <b>£128.18</b></li> <li>v. SALC (Annual Subscription) - <b>£457.82</b></li> <li>vi. SC Norse Ltd (Refuse Collection) - <b>£211.69</b></li> <li>vii. Trevor Brown (Internal Audit) - <b>£150.00</b></li> <li>viii. Just 42 (2021 Grant) - <b>£300.00</b></li> <li>ix. Hollesley Bowls Club (2021 Grant) - <b>£100.00</b></li> <li>x. Leiston, Saxmundham &amp; District CAB (2021 Grant) - <b>£100.00</b></li> <li>xi. Hollesley Welcome Club (2021 Grant) - <b>£110.00</b></li> <li>xii. WEL Medical Ltd (Defib Battery and Pads) - <b>£309.54</b></li> </ul>	<p>g) The payments were proposed by Cllr. Palmer, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques for signing.</p>	<p>g) Clerk to distribute</p>

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h) To note Payments made since last meeting: i. None	h) Noted	h) None
i) To note Payments received since last meeting: i. None	i) Noted	i) None
j) <i>Additional Item</i> – To discuss renewing membership of the ICCM	j) After discussion it was agreed not to renew the membership of the ICCM but to possibly re-join at a later date, if and when support and guidance was needed.	j) None
k) <i>Additional Item</i> – Transfer of Funds	k) The Clerk suggested all CIL funds received should be transferred to the ‘Recreation Ground’ account, in order that these funds could be more easily accounted for.	k) Clerk to move funds
l) <i>Additional Item</i> – Clarification of use of funds for the Village Hall	l) It was confirmed that although funds were set aside for the Hall, any use of them would require a specific project and agreement of the Council to spend the funds for that specific purpose.	l) None
6. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/21/1118/FUL - Provision of a dropped kerb to access the property. – Chesford, The Street, Hollesley	a) Councillors made the following comments: <ul style="list-style-type: none"> <li>• No objections to this had been received from Councillors when comments were sought following the last minute cancellation of the meeting planned for 15<sup>th</sup> April 2021</li> <li>• Conclusion: <b>No objection</b></li> </ul>	a) Clerk to notify ESC Planning

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<p>b) DC/21/1223/FUL- Single storey front and rear extensions - 37 Moorlands Hollesley</p>	<p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• No objections to this had been received from Councillors when comments were sought following the last minute cancellation of the meeting planned for 15<sup>th</sup> April 2021.</li> <li>• Conclusion: <b>No objection</b></li> </ul>	<p>b) Clerk to notify ESC Planning</p>
<p>c) Any Applications coming forth</p>	<p>c) See below</p>	<p>c) None</p>
<p>d) DC/21/1795/FUL - Demolition of a number of flat roofed extensions, construction of three single storey extensions and one two storey extension, Thermally upgrade the existing property externally (clad with timber and render), erection of a traditional 3 bay cart lodge, replacement of existing windows and undertake a modest landscape scheme   Hollesley House Alderton Road Hollesley</p>	<p>d) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• The house is unusual as the front faces the sea but it is on a very large plot</li> <li>• The alterations are extensive but it is not a great change in the footprint of the accommodation</li> <li>• This is really just bringing the house up to modern standards</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Palmer, Sec: Cllr. Devine all in agreement)</li> </ul>	<p>d) Clerk to notify ESC Planning</p>
<p>e) To discuss Planning Process at ESC and mail from Theberton and Eastbridge PC inviting HPC to take part in a survey</p>	<p>e) Councillors commented that the present process was not entirely satisfactory as it often lead to Officers deciding many applications and therefore there was very little scope for challenging decisions made. However, it was also pointed out that there were better ways to vent concern about the system, one of which was to ask our District Councillor to put questions to the Planning Team and/or Planning Committee. It was further pointed out that the process followed by the Planning Team was fully within the law.</p> <p>In conclusion it was agreed not to take part in the survey but to raise any concerns through Cllr. Mallinder.</p>	<p>e) None</p>

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<p>7. <u>Recreation Ground and Village Hall:</u></p> <p>a) To discuss draft Lease for use of part of Hollesley Village Hall by the Peninsula Practice for continued use of the Doctor's Surgery – received from secretary of Hollesley Village Hall Committee on 8<sup>th</sup> April</p>	<p>a) The following comments were made:</p> <p>b) The requirement to renew the Lease was pointed out to the Hall Committee a year ago and it is now being presented to the Council with the Chair being asked to sign it before the full Council had reviewed the content first.</p> <p>c) The rent has not been reviewed in 18 years, this is contrary to the original lease and would have resulted in lost income</p> <p>d) When taking CBI in to account, the re-negotiated rent seems very low and should be more along the lines of £6,000 per annum</p> <p>e) The draft lease contains reference to legislation that was repealed in 2011 and so is out of date and means the lease is invalid</p> <p>f) Has there been any legal advice sought? Yes, the rent has increased but by a trivial amount. Has there been an independent valuation?</p> <p>g) Why a 7 year lease and not 21 years?</p> <p>h) The final paragraph of the re-drafted Lease states that the PC confirm that 'market value' has been achieved for the rental income; we cannot state that without evidence that 'market value' has been achieved</p> <p>i) We don't want to lose the Surgery from Hollesley but at the same time the Doctors are an independent business and they must pay 'market value' for the rent of premises.</p> <p>j) The Lease should be drawn up by a solicitor, it is too important to simply copy an old document.</p> <p>k) When the new Lease is presented to us we need to meet quickly to ensure we do not hold proceedings up</p> <p>In conclusion the Clerk was asked to write to the Hall Committee to thank them for the draft lease and to confirm that the PC were very keen to ensure the lease was in place and the surgery continued; however they had 2 queries: Firstly the lease quoted repealed law and was therefore not a legally binding document and secondly, what process had been undertaken to arrive at the new rent.</p>	<p>a) Clerk to write to Hall Committee as instructed</p>

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<p>b) To receive update on discussions with the Hall Committee regarding management of the surrounding land</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>l) Cllr. Palmer reported that he had done further research on the previous working relationships between the Council and the Hall Committee and urged Councillors to read the notes he had produced. The Clerk suggested a way forward may be for a small working party to meet to examine the papers and then come up with proposals for the Council to take this matter forward. It was agreed that Cllrs. Palmer, Burbridge and Yates would meet with the Clerk once all papers had been read.</p> <p>m) After discussion it was agreed that the two 'mobile' goals that had been placed back on to the grass should have substantial nets placed on them. Cllr. Palmer agreed to re-measure these and order them.</p>	<p>b) Clerk to set up meeting</p> <p>c) Cllr. Palmer to measure goal and order nets</p>
<p>8. <u>Highways and Footpaths:</u></p> <p>a) To receive update on the establishment of an Emergency Committee</p> <p>b) To receive update on the Litter Picking Contract for the Parish</p> <p>c) To consider a request for a Fido Bin at entrance to RSPB Reserve at Hollesley Bay</p> <p>d) To discuss the number of outstanding Highways Issues in Hollesley, logged on the SCC Report It tool</p>	<p>a) The Clerk reported that the advert asking people to join the Emergency Committee would be in the May Village Voices.</p> <p>b) The Clerk reported that the insurance company had confirmed that the Litter Picker would be covered by the Council's insurance, as long as they obeyed the Terms of Reference. The new Litter Picker, Mrs Elaine Curtis, had seen the ToFR and the Risk Assessment and had agreed to sign and abide by both. Both documents were now with Mrs Curtis for signing and she would start on 1<sup>st</sup> May.</p> <p>c) After discussion Cllr. Yates proposed a bin be placed on the roadside, at the entrance to the RSPB Reserve at Hollesley Bay. This was seconded by Cllr. Hughes and all were in agreement. The Clerk estimated it would be a total cost of around £200.</p> <p>d) Cllr. Mallinder reported that a number of Highways issues were outstanding in Hollesley. After discussion it was agreed that the Clerk would monitor the SCC Report-It Tool on a quarterly basis and report any long-term issues to Cllr. Reid.</p>	<p>a) None</p> <p>b) Clerk to file agreements once received.</p> <p>c) Clerk to order bin from ES Norse</p> <p>d) Clerk to monitor system</p>

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<p>9. <u>Meetings:</u>                      a) To discuss the meeting format for the meetings after 6<sup>th</sup> May 2021</p>	<p>a) The Clerk advised that the April meeting could take place via Zoom but, unless the law was changed, any meeting after 6<sup>th</sup> May would have to be held 'face-to-face' with appropriate social distancing.</p>	<p>a) Clerk to monitor situation</p>
<p>10. To receive <u>agenda items for next meeting and agree date of Next Meeting (20<sup>th</sup> May 2021)</u></p>	<p>The following items were suggested added to the May agenda:</p> <ul style="list-style-type: none"> <li>• Items taken forward from this meeting</li> <li>• Annual Meeting Items</li> </ul> <p>Cllr. Mallinder received a number of suggested locations where the grass could be allowed to grow long to provide wild flowers for bees.</p> <p>Date of next meeting will be <b>20<sup>th</sup> May 2021</b> – 7.30pm – at Hollesley Village Hall</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare May agenda</li> </ul>

The meeting was closed at 9.01pm

Signed: .....  
 Chair

Date: .....

*Judi Hallett*  
 Clerk to Hollesley Parish Council

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Chair's initials.....