

**Minutes of Hollesley Parish Council Meeting**

Held on 19<sup>th</sup> August 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Anne Hardwick (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. James Mallinder, and Cllr. Anna Yates

Judi Hallett (Clerk)      5 Members of the Public      Govn. Barry Adam (Hollesley Bay)      Dist. Cllr. James Mallinder      Cnty. Cllr. Andrew Reid

*Cllr. A Hardwick agreed to take the Chair until Cllr. Hughes arrived; this was agreed by all.*

**Record of Public Session:**

a) Reports or comment from any member of the public or any other village organisation (notes only):

- HMP and YOI Hollesley Bay (HB) Update – Govn. Adam introduced himself and gave an update on the MCOSO project for HB; the men would be introduced in a highly controlled fashion with risk assessments for all and very little interaction with the public. Q. *Will they work in the Community?* No, not initially, they will need to ‘bed in’ and be monitored; we have a very good team at the prison. Q. *Have there been upgrades to the Prison (lighting, CCTV, etc.)?* Yes, there are constant upgrades but it will not turn in to a Cat A prison just because MCOSO are on site. It is better to know where these men are and have them monitored than not know where they are in the community. Q. *Will residents be able to help with Community projects (such as cutting grass)?* Yes, more interaction with the Community is planned.
- Hedge along School Lane (alongside the Allotments) – This is becoming overgrown and requires a cut
- Issues caused by Road Closures – Resident reported that he was meeting with Cnty. Cllr. Paul West (Cabinet Member for Highways) the next day, regarding the issues caused by unannounced road closures over the past few months; [he was thanked for taking this on]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been received just before the meeting and would be circulated the following day. Cllr. Reid expanded on the following items: Coronavirus vaccinations and reporting; SEND Review; Recycling Centre restrictions eased; Old Records Office now occupied by Sir John Mills Theatre and Access to the Water Front in Ipswich to remain vehicle free (save for deliver vehicles). A statement was made by Cllr. Burbridge that the Coronavirus figures for the area were not falling and that reducing the reporting frequency gave a false impression that they were. Cllr. Reid agreed to take this away.

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*Chair’s initials.....*

- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Attendance at Flower Show (Sutton) and Fete (Hollesley); Parking issues at Ramsholt; Refuse Lorries being converted to Hydrogen (reducing the ESC’s Carbon footprint); Emergency Planning. Q. *In Germany there are electric scooters for people to hire.* Unfortunately there seems to be no co-ordination of infrastructure in the UK; lets hope there is some news after the Climate Conference in November.

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Jane Baker (Away), Cllr. Brian Devine (Unwell), and Cllr. J Hardwick (Work). These were accepted.	<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>
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> <li>• Clerk to contact new Governor at Hollesley Bay to introduce the PC</li> <li>• Clerk to get quotes for Allotment Hedge to be cut</li> </ul>
4. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form	No-one stepped forward. The Clerk was asked to keep the item on the agenda.	<ul style="list-style-type: none"> <li>• Clerk to place on next Agenda</li> </ul>
5. To agree <u>Minutes</u> of meeting dated 15 <sup>th</sup> July 2021	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Mallinder, seconded by Cllr. Yates and all present at the meeting agreed they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
6. <u>Finance Matters:</u>		
a) To receive and accept Accounts as at 31 <sup>st</sup> July 2021	a) The accounts had been circulated to all and there were no questions. Cllr. Bevan-Biggs agreed to examine the Bank Statements.	a) None
b) To receive update on moving to full online banking	b) The Clerk advised that Lloyds were not accepting any transfers of accounts from other banks at the present time but she agreed to monitor monthly and start the transfer process when available.	b) Clerk to monitor each month

*Chair’s initials.....*

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<p>c) To receive Section 3 of Part 3 of the 2020/21 AGAR and Notice of Conclusion of Audit from PKF Littlejohn LLP</p>	<p>c) The Clerk had circulated both the Section 3 of Part 3 of the 2020/21 AGAR and the Notice of Conclusion of Audit from PKF Littlejohn LLP. Both these documents had also been published on the website and on the notice board. Cllr. Yates proposed the Council formally acknowledge receipt of these. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<p>c) None</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. SALC (Training for Cllr. Hughes) - <b>£30.00</b></li> <li>ii. H Lewis (Watering Cans for Orchard) - <b>£17.98</b></li> <li>iii. PKF Littlejohn LLP (2020/21 External Audit) - <b>£360.00</b></li> </ul>	<p>d) The payments were proposed by Cllr. Bevan-Biggs, seconded by Cllr. Mallinder and all Councillors were in agreement that they be paid. Cllrs Mallinder and Burbridge signed the cheques.</p>	<p>d) Clerk to distribute</p>
<p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i. NGF Play Ltd (Equipment alterations) - <b>£661.50</b></li> <li>ii. Value Products Ltd (No Climbing Signs) - <b>£31.32</b></li> <li>iii. Notice Board Company UK Ltd (2 Notice Boards) - <b>£1,600.76</b></li> </ul>	<p>e) Noted</p>	<p>e) None</p>
<p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. ESC (Community Partnership Grant) - <b>£1,841.95</b></li> </ul>	<p>f) Noted</p>	<p>f) None</p>

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<p>7. To discuss the following Planning Applications: a) None at time of publishing Agenda</p>	<p>a) None.</p>	<p>a) None</p>
<p>8. Allotments: a) To receive update on registering the Allotments with the Land Registry</p>	<p>a) The Clerk reported that three Statements had been made by long-term Allotment holders and sent to Barker Gotelee, along with the historic information found previously by the Clerk in the Suffolk Records Office. The registration process was now going through.</p>	<p>a) Clerk to monitor</p>
<p>9. Hollesley Zero Carbon Project – To receive update on Climate Change Action Group</p>	<p>The Clerk reported that four members of the public had indicated that they were interested in joining a Climate Change Action Group and asked if any Councillor was interested in initially leading the group.</p> <p>Cllr. A Hardwick indicated that she would lead the first meeting and would endeavour to remain on the group for as long as other commitments permitted. Cllr. Mallinder offered support and advised that many Councils were already hosting Climate Change Action Groups and there were many ideas for action available.</p>	<ul style="list-style-type: none"> <li>• Clerk to pass details of volunteers to Cllr. A Hardwick, along with Hall Booking Secretary’s details.</li> </ul>
<p>10. <u>Recreation Ground and Village Hall</u>: a) To receive update on Cantilever Swing and comments from inspector  b) To receive update on Recreation Ground Actions List</p>	<p>a) The Clerk had passed to all Councillors comments from the Equipment Inspector, Mr David Bracey. These had also been passed to the two parents who had raised a concern with reference to the Cantilever Swing and the Giant Rope Swing; no reply had been received. Councillors felt they had done everything they could and had sought the appropriate advice.</p> <p>b) The Clerk gave the following updates: i. <u>Old Pavilion</u> - 3 ‘No Climbing’ signs purchased and stuck on ii. <u>Old Pavilion</u> – Football Club written to but no reply (expiry date 18<sup>th</sup> Aug). Action Agreed: Items to be offered to Wickham Market Football Club (save the three full sized goals presently on the Recreation Ground) and then situation to be reassessed. Prop: Cllr. Burbridge, Sec: Cllr. A Hardwick and all in agreement.</p>	<p>a) None</p> <p>b) Clerk to speak to WM Football Club. Clerk to obtain further quotes for Pavilion dismantle and refurbishment of old Play Park Equipment.</p>

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	<ul style="list-style-type: none"> <li>iii. <u>Concrete Posts along Gorselands Boundary</u> – All neighbours written to, no response from any</li> <li>iv. <u>Concrete Posts along Gorselands Boundary</u> – Quote to remove posts from Eastern Landscaping &amp; Fencing (ELF) of £600.00 – <i>See below</i></li> <li>v. <u>Dogs on Site</u> – Grapevine Message sent and article in September VV. Signs will be on New Notice Boards. No negative comments received.</li> <li>vi. <u>Signage</u> – Some removed, Maintenance Man will remove all others in next 2 weeks</li> <li>vii. <u>Notice Boards</u> – 2 boards purchased, due to be delivered tomorrow and will be put up in next two weeks</li> <li>viii. <u>Flood Lights</u> – See below</li> <li>ix. <u>Containers</u> - 3 ‘No Climbing’ signs purchased and stuck on</li> <li>x. <u>Litter Bins</u> – Asked for site visit with Norse</li> </ul> <p>A quote for a number of pieces of work on the Recreation Ground had been received from Eastern Landscaping &amp; Fencing (ELF), a company recommended by ES Norse. A second quote for demolishing the Pavilion had also been received and was more than double the ELF quote. The Clerk had produced a Budget Sheet in anticipation and this was discussed. After discussion the Clerk was asked to obtain one more quote for the Pavilion dismantle and two more for the Old Equipment refurbishment before any decisions were made. She was also asked to seek assurances from ELF about the processes they use for disposing of materials.</p>	<p>Clerk to speak to EFL about disposal practices</p>
<p>c) To receive update on commemorative plaque for the Play Commissioners</p>	<p>c) The Clerk reported that, despite writing to Ms Bathe and Ms Gray on 20<sup>th</sup> July 2021, she had not received a reply from them. It was agreed to leave this item on the agenda for the next meeting.</p>	<p>c) Clerk to place on September Agenda</p>
<p>d) To appoint a Representative Trustee on the Hollesley Village Hall Committee</p>	<p>d) Details of the Hall Insurance had been received from the Hall Chair, and had been passed to all Councillors. After discussion Cllr. Yates suggested she spoke to the Hall Committee to obtain further information before she committed to anything.</p>	<p>d) Clerk to pass generic e-mail address to Cllr. Yates.</p>

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<p>e) To receive update on concerns raise with the Hall Committee on the differences between the new and old Trust Deeds</p> <p>f) Recycling Facilities – To discuss what we have and what we need at the Recreation Ground</p>	<p>e) The Clerk reported that she had raised the Council’s concerns in an e-mail to the Chair of the Hall Committee on 20<sup>th</sup> July 2021 but had had no reply. The Clerk was asked to re-send the mail, in case it hadn’t been received and to place the item on to the September agenda for discussion.</p> <p>f) Cllr. Mallinder suggested that there may be an opportunity to expand on the recycling facilities at the Recreation Ground. Suggested items included batteries, cans, clothes and cardboard. It was agreed that this should be taken forward by the Climate Change Action Group</p>	<p>e) Clerk to re-send e-mail and place on Sept agenda.</p> <p>f) Item to be placed on Climate Change Action Group Agenda</p>
<p>11. <u>Highways and Footpaths:</u></p> <p>a) To receive update on Community Speed Watch for the Parish</p> <p>b) To receive update on a further Dog Bin and Sign along Postman’s Walk at Oak Hill</p> <p>c) To discuss bulb planting in Autumn 2021</p>	<p>a) The Clerk reported that she had received all training materials from Suffolk Constabulary. The next step would be for this to be forwarded to all the Volunteers and then for them to be given time to read it and watch the necessary videos. Once confirmation had been received that this had been fulfilled a first session would be arranged.</p> <p>b) The Clerk reported that she had met with the land owner that day and a suitable location had been suggested. Further conversations were needed with a neighbouring landowner but, once agreed, a bin and signage would be ordered.</p> <p>c) It was generally agreed this was a good idea but that the flowers had to be those that Deer did not eat and that were ‘pollinator friendly’. Cllr. Mallinder agreed to speak to a colleague at ESC to obtain advice. Cllr. Mallinder proposed that the Clerk could spend up to £60 on bulbs and recommended flowers. This was seconded by Cllr. Yates and all were in agreement</p>	<p>a) Clerk to distribute training materials and record acknowledgement that they had been read/watched</p> <p>b) Clerk to liaise with land owners and ES Norse</p> <p>c) Cllr. Mallinder to seek advice and Clerk to purchase plants</p>

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<p>d) To discuss the grass at the Mallard Way Orchard</p>	<p>d) The Clerk reported that both herself and Cllr. Devine had received comment from a resident of Mallard Way that the Orchard along Mallard Way looked very untidy with long grasses; he had also indicated that others along the road felt the same. After discussion it was agreed that the grass should be cut and the Wild Flower Area slightly extended next year</p>	<p>d) Clerk to advise Mrs Lewis and the grasser maintenance man</p>
<p>12. To receive <u>agenda items for next meeting and agree date of Next Meeting (16<sup>th</sup> September 2021)</u></p>	<p>The following items were suggested added to the September agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward</li> </ul> <p>Date of next meeting will be <b>16<sup>th</sup> September 2021</b> – 7.30pm – at Hollesley Village Hall</p> <p>Cllr. A Hardwick advised that she had been asked who had produced the various pieces of Yarn Bombing around the village; this was unknown.</p> <p>Cllr. Yates asked if the Prison had been asked recently to assist with grass cutting, such as the path along Woodbridge Walk (opposite the entrance to the Suffolk Punch Trust. She agreed to provide the new Governor’s contact details to the Clerk.</p> <p>Cllr. Mallinder advised that the Blue Recycling Bin at the Recreation Ground had recently been broken as someone had tried to get cardboard in to it. He agreed to take the evidence found on the boxes and report it to ES Norse.</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare September agenda.</li> <li>• Cllr. Yates to provide Governor’s contact details</li> <li>• Cllr. Mallinder to report damage to Recycling Bin</li> </ul>

The meeting was closed at 9.00pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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