

Minutes of Hollesley Parish Council Meeting

Held on 16<sup>th</sup> September 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. John Hardwick, Cllr. James Mallinder, and Cllr. Anna Yates

Judi Hallett (Clerk)      Zero Members of the Public      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):

- HMP and YOI Hollesley Bay (HB) Update – The Clerk and Cllrs’ Devine and Yates had met with the Governor earlier in the day and a report had been circulated to all.
- Tyres Barrier at Recreation Ground – The Clerk read a statement from a member of the public (who was unable to be present), regarding the tyres on the Recreation Ground.

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been received and had been circulated
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Updating of the ESC and ES Norse Fleet to Hydrogenated Vegetable Oil Fuel (with no Palm Oil), a cost of £170k but a massive saving on carbon emissions.

| Agenda Item                         | Resolution / Agreement / Fact  | Action   |
|-------------------------------------|--|--|
| 1. To receive Apologies for absence | Apologies had been received from Cllr. Anne Hardwick (Work), Cllr. Jane Baker (Work), Cllr. Carolyn Bevan-Biggs (Previous Engagement), Cllr. Tina Fletcher (Away), and Cllr. Hazel Hughes (Work). These were accepted. Apologies had also been received from Cllr. Reid. | <ul style="list-style-type: none"> <li>• Accepted</li> </ul> |

*Chair’s initials.....*

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| 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>• Item regarding tyres to be debated later in the meeting</li> </ul> |
| 4. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form  | There were no members of the public present and no one had indicated to the Clerk that they wished to be considered for the position. The Clerk was asked to keep the item on the agenda for the time being.   | <ul style="list-style-type: none"> <li>• Clerk to place on next Agenda</li> </ul>                           |
| 5. To agree <u>Minutes</u> of meeting dated 19 <sup>th</sup> August 2021   | The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Burbridge, seconded by Cllr. Mallinder 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>                            |
| <p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31<sup>st</sup> August 2021</p> <p>b) To discuss quotes for cutting the Allotment and Cemetery Hedges</p> <p>c) To authorise the following Invoices for Payments:</p> <p>i. J Hallett (3 Months' Salary) – dated 28th September - <b>£1,443.62</b></p> <p>ii. SCC Pension Fund (Clerk's Pension for 3 months) - <b>£523.20</b></p> <p>iii. SC Norse (Additional Refuse Collection after Fete) - <b>£28.91</b></p> | <p>a) The accounts had been circulated to all and there were no questions. Cllr. Mallinder agreed to examine the Bank Statements.</p> <p>b) The Clerk had obtained two quotes for the cutting, with a third having been provided last year. After discussion it was agreed that Pips Trees and Hedging Ltd should be engaged to carryout the work, as long as a valid Public Liability Insurance certificate was presented.</p> <p>c) The payments were proposed by Cllr. Yates, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllrs Burbridge and Mallinder signed the cheques.</p> | <p>a) None</p> <p>b) Clerk to contact Pips Trees and Hedging Ltd</p> <p>c) Clerk to distribute</p>          |

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| iv. Came and Company (Insurance) - <b>£1,155.61</b><br>v. NGF Play Ltd (Work to Zip Wire Platform) - <b>£1,543.49</b><br><br>d) To note Payments made since last meeting:<br>i. None<br><br>e) To note Payments received since last meeting:<br>i. HMRC (VAT Refund) - <b>£8,051.91</b> | d) Noted<br><br><br><br><br><br><br><br><br><br><br>e) Noted  | d) None<br><br><br><br><br><br><br><br><br><br><br>e) None   |
| 7. To discuss the following Planning Applications:<br>a) None at time of publishing Agenda  | a) None. However, the Clerk was asked to look up the application to amend the old farm buildings to provide a workshop for Shepherd’s Hut construction.   | a) Clerk to review past applications   |
| 8. Allotments:<br>a) To receive update on registering the Allotments with the Land Registry   | a) The Clerk reported that there had been no further update from the Solicitors but that she would chase them.  | a) Clerk to chase Solicitors   |
| 9. Hollesley Zero Carbon Project – To receive update on Climate Change Action Group   | Cllr. A Hardwick had indicated to the Clerk earlier in the day that a meeting was planned for Friday 8 <sup>th</sup> October and that she would send a Grapevine message to invite interested parties.  | <ul style="list-style-type: none"> <li>• Cllr. A Hardwick to chair first meeting and send GV message.</li> </ul> |
| 10. <u>HMP Hollesley Bay</u> – To discuss recent communications received from a resident  | Recent e-mails received from one resident, with reference to HMP Hollesley Bay had been circulated to all Councillors and the Prison Governor (when appropriate). The Governor had invited the resident to attend a meeting with him to discuss their concerns but this had been turned down. The prison had also provided an e-mail address for residents to raise questions with them and to date only one question had been raised.<br><br>After discussion the Councillors considered this matter satisfactorily dealt with and therefore closed. | <ul style="list-style-type: none"> <li>• None</li> </ul>   |

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| <p>11. <u>Recreation Ground and Village Hall:</u></p> <p>a) To receive update on Recreation Ground Actions List</p> | <p>a) The Clerk gave the following updates:</p> <ul style="list-style-type: none"> <li>i. <u>Old Pavilion Football Equipment</u> – WM Football Club had now taken all items that were reusable but there was still a substantial volume of equipment left. 60+ pieces of kit (mainly shirts) had been donated to the BBC Radio Suffolk ‘Kit out the Nation’ campaign</li> <li>ii. <u>Notice Boards</u> – New Maintenance Man engaged, the notice boards will hopefully go up on Monday</li> <li>iii. <u>Litter Bins</u> – Asked for site visit with Norse but not heard anything.</li> <li>iv. <u>Old Play Equipment</u> – Ipswich Borough Council asked to quote but nothing forthcoming. NGF Play very reluctant to repair items not installed by them and had indicated the cost would be quite high due to the travel time. No other installer interested in quoting for the work</li> <li>v. <u>Pavilion Dismantling</u> – Third company promised to quote but no details have been received.</li> <li>vi. <u>Seating</u> – This will hopefully be installed on Monday</li> </ul> <p>The Clerk reported that despite her efforts, she had been unable to obtain further quotes for the refurbishment of the Play Equipment and the dismantling of the Pavilion. The Councillors discussed the quotes received versus where there was only one quote.</p> <p>In conclusion it was proposed by Cllr. Mallinder, to go ahead with the work as quoted by Eastern Landscaping &amp; Fencing for the refurbishment of the old Play Equipment, the removal of the concrete posts, the removal of the Pavilion (see below), the disposal of the floodlights and the disposal of the other items littering the grounds. This was seconded by Cllr. Devine and all were in agreement.</p> | <p>a) Clerk to speak to ELF regarding the work and the required survey of the drains. Clerk to chase ES Norse regarding litter bin position</p> |

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| <p>b) To discuss the removal of the Half Round Tyres and a suitable alternative, if required</p> <p>c) To receive update on commemorative plaque for the Play Commissioners</p> <p>d) To appoint a Representative Trustee on the Hollesley Village Hall Committee</p> <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) To receive update on communications sent to Hall Committee regarding Doctors Lease</p> | <p>With reference to the Pavilion and the Waste Water Disposal area, it was concluded to ask Eastern Landscaping &amp; Fencing to survey the current set up to discover if the drains went back to the main drainage system or in to a 'soak-a-way'; if the latter the Council would have to re-consider providing this facility as it did not wish chemicals to be drained into the soil.</p> <p>b) After lengthy discussion it was decided to refer the matter to ES Norse to ask their opinion on drought resistant planting to possibly replace the tyres. Cllr. Mallinder agreed to investigate this.</p> <p>c) The Clerk reported that she had not received a reply from Ms Bathe or Ms Gray. It was agreed to leave the matter in their hands</p> <p>d) Cllr. Yates reported that she had written to the Hall Committee for further information but only recently. It was agreed to defer this matter until the October meeting.</p> <p>e) The Clerk reported that she had received a revised document that had been passed to all Councillors. Councillors commented that the document still contained a number of errors and inconsistencies (some minor but others significant) when compared to the original. After discussion it was agreed that the proper procedure for amending a Trust Deed should be followed and that the Charities Commission should be asked for advice.</p> <p>f) The Clerk reported that there had been no further communications with reference to the Lease of the Doctors Surgery and she was asked to request an update.</p> | <p>b) Cllr. Mallinder to investigate with ES Norse</p> <p>c) None</p> <p>d) Clerk to add to October meeting</p> <p>e) Clerk to ask Charities Commission for advice about amendments to Trust Deeds</p> <p>f) Clerk to request an update</p> |

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| <p>12. <u>Highways and Footpaths:</u></p> <p>a) To receive update on a further Dog Bin and Sign along Postman’s Walk at Oak Hill</p> <p>b) <i>Additional Item</i> – Community Speed Watch</p> | <p>a) The Clerk reported that this bin had now been ordered.</p> <p>b) <i>For information only</i> – the Clerk reported that the six members of the CSW Team had been trained and were ready to hold a session. Two other members would be trained by the others and sessions would be held once every 2 weeks. All volunteers were thanked for volunteering.</p>  | <p>a) None</p> <p>b) None</p>  |
| <p>13. To discuss Clerk’s forthcoming holiday and Cover for e-mails and Village Voices article</p>  | <p>The Clerk advised that her sister was now a Parish Clerk and was willing to monitor the HPC E-mails, send the Weekly Mail along with any Planning Applications and deal with any urgent Grapevine messages, whilst she was away. This was felt an excellent idea and it was suggested a small ‘thank-you’ gift could be considered after the event.</p> <p>It was concluded that the Clerk would draft the November VV article (concentrating on the new CSW Team) and pass it to Cllr. Mallinder to send off (with any up to date additions) on 10<sup>th</sup> October.</p> | <ul style="list-style-type: none"> <li>• Clerk to arrange holiday cover and draft VV article. Cllr. Mallinder to send VV article off on 10<sup>th</sup> October</li> </ul> |
| <p>14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (21<sup>st</sup> October 2021)</p>  | <p>The following items were suggested added to the October agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward</li> <li>• Update from Jubilee Committee</li> </ul> <p>Date of next meeting will be <b>21<sup>st</sup> October 2021</b> – 7.30pm – at Hollesley Village Hall</p>   | <ul style="list-style-type: none"> <li>• Clerk to prepare October agenda.</li> </ul>   |

The meeting was closed at 8:42pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

*Chair’s initials.....*