

**Minutes of Hollesley Parish Council Meeting**

Held on 21<sup>st</sup> October 2021 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Judi Hallett (Clerk)      3 Members of the Public      Dist. Cllr. James Mallinder      Cnty. Cllr. Andrew Reid

**Record of Public Session:**

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

- Re. DC/21/4544/FUL – Will the PC ask to see evidence of planning permission for the existing building on this site and what if there is no permission
- Re. DC/21/4544/FUL – It is very strange that the application states that letters have been sent to the neighbours but those houses are not built yet!
- Re. Dogs on the Recreation Ground – If they are allowed off the lead in the extension car park they could easily go on to the field
- Re. The pavement at the foot of Wilford Hollows – the bank is slipping making the pavement very narrow, this needs taking back and shoring up.

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been received and had been circulated. He expanded on the following items: SEN Work (working with Lincolnshire CC to improve services); COP26 (working with other Councils); Street Lights (upgrades soon will save £1.7m); Net Zero Carbon (Council aiming for this); Projects for Young People; The Hold (recently opened by Duke of Gloucester); Trading Standards (successful work on bootleg tobacco sales); Recycling Centres (new online booking working well); HGV Review (hope the PC will take part); Covid19 (cases rising and changes to recommendations coming in). *Q: A new SEN Care Forum has been established, can you help?* Yes, I am not directly involved but send me the details and I will pass your question on.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he expanded on the following items: Bins (review and renewal of many); Covid19 (rates up); Puppy Farms (2 raids on local houses, very distressing scenes); Bawdsey Car Park (improvements); Cycling and Footpaths Strategy (under review); Prison (contributed to local article); Snape Art Exhibition (Grant for local children to attend); COP26 (not all Councils working together as much as they could but ESC is forming a cross party opinion); Farming Conference (on Zoom, details will be circulated shortly). *Q. There has been some confusion about food waste in green bins, any update?* Yes, we know and it is being reviewed. There will be a different solution next year. *Q. Can other rural businesses join the Farming Conference?* Yes, please do. *Q: We have just purchased a ‘Quick Composter’, they are great.* Yes, there are grants for these.

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*Chair’s initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Jane Baker (Work), Cllr. John Hardwick (unwell), and Cllr. Hazel Hughes (Away). 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 ( <i>see item 6 d</i> )	<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>Items re. DC/21/4544/FUL to be discussed when application discussed</li> <li>Clerk to send location of Wilford Hollows pavement to Cllr. Reid.</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 who wished to be co-opted and the Clerk confirmed she had not been contacted by anyone. 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 16 <sup>th</sup> September 2021	The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Devine, 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>
6. <u>Finance Matters:</u> a) To receive and accept Accounts as at 30 <sup>th</sup> September 2021	a) The accounts had been circulated to all and there were no questions. Cllr. Burbridge agreed to examine the Bank Statements.	a) None

Chair's initials.....

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<p>b) To discuss setting up a Direct Debit for the payments for the Allotments Water</p>	<p>b) The Clerk advised that four annual payments, by cheque, were presently made to Anglian Water to pay for the Allotment Water. This was managed by the Clerk submitting metre readings each quarter and the amounts were very low. She suggested a DD would negate the need for four cheques each year, especially as AW usually only gave 7 days for payment to reach them. Cllr. A Hardwick proposed a DD be set up. This was seconded by Cllr. Bevan-Biggs and all were in agreement.</p>	<p>b) Clerk to set up DD</p>
<p>c) To discuss ‘Thank you’ gift for Locum Clerk</p>	<p>c) The Clerk declared that the Locum Clerk, who had supported the Council whilst she was absent, was her sister, but that the additional support had been very useful in getting urgent correspondence dealt with and had resulted in less work for her to deal with on her return. Many Councillors comments on how helpful Mrs Johnson had been and asked for her to be thanked. Cllr. Devine proposed a gift voucher to the sum of £25 be sent as a thank-you to Mrs Johnson. This was seconded by Cllr. A Hardwick and all were in agreement.</p>	<p>c) Clerk to purchase card and voucher</p>
<p>d) To discuss grant to Hollesley Primary School PTA for Christmas Raffle</p>	<p>d) Cllr. Yates declared a non-pecuniary interest as a member of the PTA. The Clerk explained that, in previous years, the Council had chosen not to openly support a ‘raffle’, given that it was an element of gambling. Instead, they had chosen to give a grant directly to the School PTA, for the specific project they were raising money for. After discussion it was agreed to offer to fund the hire of the village hall (up to a maximum cost of £50.00) for the School Christmas Disco. If for any reason the disco did not take place, the PTA were asked to come back to the Council.</p>	<p>d) Clerk to inform the School</p>
<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. J Hallett (Expenses for past 3 months) - <b>£342.38</b></li> <li>ii. HMRC Cumbernauld (Clerk’s PAYE) - <b>£381.80</b></li> <li>iii. SC Norse Ltd (Refuse Collection from Village Hall) - <b>£211.69</b></li> </ul>	<p>e) The payments were proposed by Cllr. A Hardwick, seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllrs Bevan-Biggs and Mallinder signed the cheques.</p>	<p>e) Clerk to distribute</p>

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<p>iv. SALC (Payroll for 6 months) - <b>£22.80</b></p> <p>v. Hollesley Village Hall (Hire for 3 meetings) - <b>£74.25</b></p> <p>f) To note Payments made since last meeting:</p> <p>    i. None</p> <p>g) To note Payments received since last meeting:</p> <p>    i. ESC (Precept 50%) - <b>£16,320.00</b></p> <p>    ii. Barclays (Interest) - <b>£0.28</b></p> <p>    iii. Barclays (Interest) - <b>£0.46</b></p>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>7. To discuss the following Planning Applications:</p> <p>a) DC/21/4544/FUL - Holiday let accommodation formed from the conversion and extension of existing outbuilding - 8 Pightles Lane, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• Letters to non-existent neighbours would be computer generated and this is not an issue</li> <li>• The new building is double the size of the original but it is separate and on a large plot, it will have little or no impact on neighbours or the street scene</li> <li>• It will result in even more vehicles on Rectory Road, where traffic is already an issue</li> <li>• It is further over development of the site but the other houses do have permission</li> <li>• We should alert ESC to the possibility that the existing building (possibly a Pool House) had no permission.</li> <li>• No planning considerations to object</li> </ul>	<p>a) Clerk to respond to ESC</p>

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<p>b) <i>Part 1 - Any application coming forth – DC/21/4551/FUL – Erection of an outbuilding for beautician room at 1 Gorselands, Hollesley</i></p>	<ul style="list-style-type: none"> <li>• Conclusion: <b>No objection</b> – However, with comment on additional traffic it will create on Rectory Road with the continual overdevelopment of the site and alert ESC to the possible existing breach of planning law (Prop: Cllr. Devine, sec: Cllr. Burbridge, all in agreement)</li> </ul> <p>b) Part 1 - Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• A single storey building, just 2.5m to the ridge, will show over the wall but will not impact neighbours</li> <li>• Room on drive for one extra car and clients likely to be in one vehicle</li> <li>• Business is not noisy and others do use out buildings for this type of work</li> <li>• Do we want a business in a housing area?</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Burbridge, Sec: Cllr. Devine, 5 in favour with 1 abstaining)</li> </ul>	<p>b) Part 1 - Clerk to respond to ESC</p>
<p>b) <i>Part 2 - Any application coming forth – DC/21/4722/FUL – Extension to Bungalow, with attached garage. Construction of writing room at Honor House, Alderton Road, Hollesley</i></p>	<p>b) Part 2 - Councillors made the following comments:</p> <ul style="list-style-type: none"> <li>• The extension to the building is very small and the property is on a large plot</li> <li>• There is little or no impact on the street scene due to the location of the building</li> <li>• The additional building will have very little impact</li> <li>• It is a pity there is no mention of alternative energy sources on the application</li> <li>• Conclusion: <b>No objection</b> (Prop: Cllr. Yates, sec: Cllr. Burbridge, all in favour)</li> </ul>	<p>b) Part 2 - Clerk to respond to ESC</p>
<p>c) To ratify the comments sent in for DC/21/4304/FUL - Proposed Guest Accommodation Extension - Out Yonder, Alderton Road, Hollesley</p>	<p>c) The Clerk confirmed that all e-mails received by her regarding this application indicated that there were no objections to the proposed development. A comment of '<b>No objection</b>' had been sent to ESC Planning. Ratification of this decision was proposed by Cllr. A Hardwick, Seconded by Cllr. Devine and all Councillors were in agreement.</p>	<p>c) None</p>

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<p>8. <u>Management of visitors to Shingle Street</u> – To receive minutes of meeting attended by Cllr Hughes and the Clerk with residents of Shingle Street and to discuss possible actions suggested</p>	<p>Minutes of a meeting between some Shingle Street residents, Cllr. Hughes and the Clerk had been circulated. The purpose of the meeting was to open dialogue between the residents and the PC, with a view to discussing the additional pressures put on the area of Shingle Street with increased numbers of visitors over past years.</p> <p>Councillors commented that it was very difficult to control visitors as it was a public road and members of the public had the right to access. Perhaps specific areas for parking with high parking fees should be established to discourage visitors from outside the area. Reducing parking at the site would only move the problem to further up the road.</p> <p>However, it was commented that encouraging walking and cycling was a good idea and the Council looked forward to exploring options.</p>	<ul style="list-style-type: none"> <li>• Clerk to follow up on actions</li> </ul>
<p>9. <u>Hollesley Zero Carbon Project</u> – To receive update on Climate Change Action Group</p>	<p>Cllr. A Hardwick reported that the inaugural meeting of the Action Group had taken place and it had been decided to call the group ‘Hollesley Climate Action Group’. Many ideas had been put forward and it had been agreed that each member would go away and investigate some ideas, bringing back a list of up to 10 possible actions that could be explored. These would then be analysed and ranked and then taken forward.</p> <p>The next meeting would take place in November and the group would encourage others to join with an article in the next VV. Cllr. Mallinder offered any help and agreed to send details of projects already running that the group may be interested in.</p>	<ul style="list-style-type: none"> <li>• The Clerk agreed to add the subject of ‘Declaration of Climate Emergency’ to the November agenda</li> </ul>
<p>10. <u>Platinum Jubilee</u> – To receive an update from the Jubilee Committee</p>	<p>Cllr. Yates reported that herself and Cllr. Hughes had met to thrash out initial ideas. The plan was to hold an all-day event on 5<sup>th</sup> June 2022, with items for all ages. Suggestions included a picnic, afternoon tea, competitions for children, entertainment, bar, bar-b-q, etc. It was hoped the whole village would be involved and that it would be specifically for Hollesley residents. It was also hoped to involve the Prison and the Combat2Coffee Team.</p>	<ul style="list-style-type: none"> <li>• Cllr. Yates to provide Clerk with any advertising for the Grapevine.</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>b) To discuss replacement of the Half Round Tyres with planting</p> <p>c) To appoint a Representative Trustee on the Hollesley Village Hall Committee</p> <p>d) To receive update on questions raise with the Charities Commission on the correct process for amending Trust Deeds</p>	<p>a) The Clerk gave the following updates:</p> <ul style="list-style-type: none"> <li>i. <u>Notice Boards</u> – Now in place and populated with information</li> <li>ii. <u>Litter Bin</u> – Now in place.</li> <li>iii. <u>Old Play Equipment</u> – Work should start on refurbishment of the old equipment imminently (ELF just waiting on delivery of some materials)</li> <li>iv. <u>Pavilion Dismantling</u> – ELF will assess Pavilion (including drains) when on site to upgrade Old Equipment</li> <li>v. <u>Seating</u> – Now in place</li> </ul> <p>It was agreed that no further action could take place until the drains under the Pavilion were assessed.</p> <p>b) Cllr. Mallinder reported that he had not spoken to his colleagues as yet but would do so urgently</p> <p>c) Cllr. Yates reported that she had been invited to the next Hollesley Village Hall Committee meeting and would report back to the November meeting with a firm decision as to whether or not she wished to take on the role of Trustee representing the Parish Council.</p> <p>d) The Clerk had forwarded the advice received from the Charities Commission to all Councillors. In short, it had stated that any changes should be the “<i>trustees decision and any changes must be made in the best interests of the charity</i>”. It was acknowledged that the new document was still incorrect, most importantly still showing the incorrect date and wrong words in places. However, after discussion, it was agreed that no action would be taken at present and that this would be brought to the Hall Trustees’ attention by Cllr. Yates.</p>	<p>a) Clerk to report back once drains had been assessed.</p> <p>b) Cllr. Mallinder to speak to colleagues regarding suitable planting</p> <p>c) Cllr. Yates to report back to the November meeting</p> <p>d) None</p>

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<p>e) To receive update on communications sent to Hall Committee regarding Doctors Lease</p> <p>f) Dogs:</p> <p>I. To define the 'Recreation Ground' and to discuss if dogs may be off the lead on the Car Parking Areas</p> <p>II. To discuss action to be taken when a member of the public does not follow the rules regarding dogs on the Recreation Ground</p>	<p>e) The Clerk reported that no instructions from the Hall's solicitor had been received to date, and the Hall Chair had been alerted to this.</p> <p>f) Comments:</p> <p>I. After discussion, it was agreed that the 'Recreation Ground was all the grass area and the overspill car park.</p> <p>II. After discussion it was agreed to continue with messages in the Village Voices and on the Grapevine and to monitor the situation for the present time. Cllr. Mallinder stated the Council could explore a Public Safety Protection Order (PSPO) in the future if necessary.</p>	<p>e) Clerk to monitor and chase if necessary</p> <p>f) Messages to be placed in VV and on GV and situation to be monitored.</p>
<p>12. <u>Highways and Footpaths:</u></p> <p>a) To discuss response to Forestry England consultation on management of Rendlesham Forest</p>	<p>a) The Clerk had forwarded details of this consultation to all. A couple of Councillors indicated that they had read the consultation and that, their opinion there was little change planned. Felling was to increase but that reflected the age of the trees in the area and re-planting was planned at appropriate times. Comment was made that it would be nice to see more of the plots managed but that this was not possible at the present time.</p>	<p>a) Clerk to complete survey on behalf of the Council</p>
<p>13. <u>Documentation</u> – To review and/or adopt the following documents:</p> <p>a) Asset Register (October 2021)</p>	<p>a) The document had been passed to everyone. Cllr. A Hardwick proposed it be adopted. This was seconded by Cllr. Devine and all were in agreement.</p>	<p>a) Clerk to post on web pages</p>

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<p>14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (18<sup>th</sup> November 2021)</p>	<p>The following items were suggested added to the November agenda:</p> <ul style="list-style-type: none"> <li>• Items carried forward</li> <li>• Budget for 2022/23</li> <li>• Grants for 2022 (Clerk to send a GV reminder)</li> </ul> <p>Cllr. Yates informed the Council that Mr Adam was no longer in charge of the MCOSO project at the prison and that another contact would be advised to us.</p> <p>Date of next meeting will be <b>18<sup>th</sup> November 2021</b> – 7.30pm – at Hollesley Village Hall</p>	<ul style="list-style-type: none"> <li>• Clerk to prepare November agenda.</li> </ul>

The meeting was closed at 9.25PM

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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*Chair's initials.....*