

Minutes of Hollesley Parish Council Meeting

Held on 17<sup>th</sup> March 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker (from 8.04pm), Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Brian Devine, and Cllr. Anna Yates

Judi Hallett (Clerk) 2 Members of the Public

Record of Public Session:

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

- Hollesley Village Hall - With reference to the two major projects completed on the hall recently (the Roof and the Solar Panels), it is very disappointing so much money was paid in VAT for these. It is a great shame the Hall Committee could not have worked with the Parish Council
- Recreation Ground Car Park – You may need to be mindful of children on the Recreation Ground when considering the fencing around the new hedge
- Rogation Sunday – This is on 22<sup>nd</sup> May this year, would the PC consider organising the ‘Beating of the Bounds’ again?

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had not been received as yet but the Clerk would circulate as soon as it was.
- Cllr. Mallinder – Cllr. Mallinder had offered apologies.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Apologies had been received from Cllr. Carolyn Bevan-Biggs (Previous Engagement), Cllr. Tina Fetcher (Family Matter), and Cllr. James Mallinder (Family Matter). Cllr. Baker had indicated she would be late due to work commitments.	a) Noted
b) To approve apologies	b) Acceptance of the apologies of Cllrs. Bevan-Biggs, Fletcher and Mallinder were proposed by Cllr. Burbridge, seconded by Cllr. Devine and all Councillors were in agreement they be accepted.	b) Accepted

Chair’s initials.....

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<p>2. <u>To receive any...</u></p> <p>a) Declarations of Pecuniary Interest</p> <p>b) Declarations of Non-Pecuniary Interest</p> <p>c) Applications of Dispensation on Agenda Items</p> <p>d) Declarations of Gifts or Hospitality received over the value of £25.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) None</p> <p>b) None [See item 11. a)]</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) None [see item 11. a)]</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>3. To co-opt a Councillor and signing of the Declaration of Acceptance of Office Form</p>	<p>The Chair asked if any member of the audience wished to be considered for co-option but no one stepped forward. Cllr. Yates suggested a neighbour may be interested and she was asked to put the person in touch with the Clerk.</p>	<ul style="list-style-type: none"> <li>Item to remain on Agenda until filled</li> </ul>
<p>4. Public Session</p>	<p><i>See above record</i></p>	<ul style="list-style-type: none"> <li>The Clerk agreed to verify the date of Rogation Sunday and organise the Beating of the Bounds</li> </ul>
<p>5. To agree <u>Minutes</u> of meeting dated 17<sup>th</sup> February 2022</p>	<p>The minutes had been circulated and there were no questions or alterations. They were proposed as correct by Cllr. Yates, seconded by Cllr. Burbridge and all present at the meeting agreed they were correct.</p>	<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 28<sup>th</sup> February 2022</p> <p>b) To authorise the following Invoices for Payments:</p> <p>i. SALC (Clerk's Training + Payroll for 6 months) - <b>£52.80</b></p>	<p>a) The accounts had been circulated to all and there were no questions. Cllr. Burbridge had examined the bank accounts online and had confirmed the figures to all in an email.</p> <p>b) The payments were proposed by Cllr. Hughes, seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Hughes second authorising them.</p>	<p>a) None</p> <p>b) Clerk to set up payments and notify Cllr. Hughes to authorise</p>



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	<ul style="list-style-type: none"> <li>I believe the additional accommodation may be for a grown-up child in the family</li> <li>Conclusion: <b>No Objection</b> (Prop: Cllr. Devine, Sec: Cllr. Burbridge and all in agreement)</li> </ul>	
<p>8. To discuss suggestion that the Council should request two more Councillors, as the Village is growing, as part of the <u>Community Governance Review</u> in East Suffolk</p>	<p>In Cllr. Bevan-Biggs' absence, the Clerk notified Council that she had felt it may be appropriate to discuss making Councillor numbers greater for Hollesley PC, due to the rising number of residents in the village.</p> <p>Council discussed this but felt the present numbers were probably correct, at the present time and the Council had experienced difficulties in filling all vacancies. It was agreed the matter should be reviewed in 12 months</p>	<ul style="list-style-type: none"> <li>Clerk to diaries review and respond to ESC with no comment to the present review</li> </ul>
<p>9. <u>Project Updates</u> – To receive updates from:</p> <p>a) Hollesley Climate Action Group - To discuss setting up a public meeting</p> <p>b) The Platinum Jubilee - To nominate a person to carry the Festival Of Suffolk Torch</p>	<p>a) The Clerk suggested the Public Meeting could form part of the Annual Parish Meeting (see item 14 below). This was thought a very good idea by all and the Clerk was asked to contact Mrs Helen Lewis to ask if she would cover this item in the meeting.</p> <p>b) Councillors discussed asking the 'oldest' and 'youngest' members of the community but felt there may be difficulty in identifying these residents. The Clerk reported that one suggestion had been put forward to her, that being of Mrs Helen Lewis, for her work on tackling climate change and in the Community in general. This was felt to be an excellent suggestion. It was also suggested that a child from Hollesley Primary School could accompany Mrs Lewis.</p>	<p>a) Clerk to speak to Mrs Lewis</p> <p>b) Clerk to contact Mrs Lewis and the School Headteacher.</p>
<p>10. <u>Hollesley Village Hall:</u></p> <p>a) Doctors Surgery Lease - To receive update on the draft Lease.</p>	<p>a) The Clerk had circulated a response from the Solicitors to the Councillor's questions and there had been no further comment received from any Councillor. Cllr's Bevan Biggs and Hughes had now had their identification verified (ready to sign the lease when the final was produced).</p>	<p>a) None, at the present moment</p>

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	<p>The Clerk also notified Council that there had been an issue with the Solicitor contacting the Solicitors of the Doctors but that the Hall Chair, Ms Bathe, had agreed to chase this with the Doctors.</p> <p>The Councillors were satisfied that the appropriate legal advice had been obtained in order for them to sign the Lease, when finalised. Cllr. Yates reported there would be a delay in the Lease being finalised as the Doctors Partners were changing and the new Partner would be named on the Lease</p>	
<p>b) To receive update on the published accounts for the Village Hall:</p>	<p>b) The Clerk had reported to Council that the corrected accounts were now showing on the Charity Commission Website and this had been verified by Cllr. Bevan-Biggs.</p>	<p>b) None</p>
<p>c) To receive update in the amendments to the Village Hall Trust Deed</p>	<p>c) Cllr. Yates reported that the question of the amended Trust Deed had not been brought up at the last Hall Committee meeting, as she felt it would be more appropriate for the matter to be discussed face-to-face between the Council and the Committee. As it had become clear that the new CIO Charity had been established (see below) it was felt that this matter was less important as a new Trust Deed would be required for the new Charity.</p>	<p>c) None</p>
<p>d) To receive notification of a new Charity established in the name Hollesley Village Hall CIO</p>	<p>d) The Clerk reported that, whilst looking at the CC website for the corrected Hall Accounts, she had noticed a new Charity had been set up, in the name 'Hollesley Village Hall CIO'. Cllr, Yates reported that this matter had been discussed at the recent Hall Committee meeting and she read a statement from the Hall Committee (copy available from Clerk).</p>	<p>d) Clerk to contact the Hall Committee</p>
<p><i>Cllr. Baker joined the meeting at 8.04pm</i></p>	<p>It was established that the idea of setting up a CIO had happened a long time before Cllr. Yates became a Trustee.</p>	

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<p>e) To receive an update on the Free Electric Vehicle Charging Point installation project</p> <p>f) To discuss Trade Waste Collection Services for 2022/23</p>	<p>It was suggested that, before the new Charity could replace the old, a transfer of all the Assets must happen and this would have to involve the Parish Council, as Custodian Trustees of the land and buildings. It was suggested that the best way to take this forward would be to request a meeting between the Hall Committee and the Parish Council (suggested three representatives and a Clerk from each). Cllr. Yates, Hughes and Burbridge volunteered to represent the Parish Council and the Clerk was asked to clerk.</p> <p>e) Following a request from a Councillor, Ms Bathe, Chair of the Hall Committee had provided an update, which had been forwarded to all members. This was discussed but there were no further actions.</p> <p>f) The Clerk reported that the Trade Waste contract for the Commercial Bins at the Recreation Ground had been received. It was confirmed that the bins were used by key holders within the Village Hall Committee and the Litter Picking contractor. After discussion it was agreed that the majority of use would be by the Hall users and that the bins should therefore be paid for by the Hall Committee.</p> <p>The Clerk suggested the Council should consider paying for one further year and then transferring the contract to the Hall Committee, this would give them time to budget for this additional expense. This approach was agreed by all and the Clerk was asked to explain the situation to the Hall Committee.</p>	<p>e) None</p> <p>f) Clerk to write to Hall Committee</p>
<p>11. <u>Recreation Ground:</u></p> <p>a) To receive news regarding the Play Park Project Phase II</p>	<p>a) <i>Cllr. Baker declared a Non-pecuniary interest in this item as she believed her children were Play Commissioners.</i> Two letters had been received by the Clerk and circulated to all Councillors,; one from the Play Commissioner Leads and two parents and the second from three Play Commissioners (<i>not the children of Cllr. Baker</i>). In response to these the Clerk had drafted two replies for consideration. Councillors made the following comments:</p>	<p>a) See over</p>

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<p>b) To receive update on Recreation Ground Actions List</p> <p>c) To discuss quotes for the replacement of the Half Round Tyres with planting (and rabbit fencing)</p>	<ul style="list-style-type: none"> <li>• It is critical that we are clear for what purpose the £271.70 is to be used as it may have implications for reclaiming VAT [the Clerk reminded Council that a number of ‘donations’ had been received for Phase I of the project and these had simply been added to the overall ‘pot’]</li> <li>• We need to be clear as to how the £10,000 lottery grant was obtained and it would be great if the funds could be officially re-allocated to us, to be used on Phase II of the project.</li> <li>• It would be interesting to see the Lottery Grant application and perhaps we should write to the Lottery Commission directly [this was discounted due to data protection issues]</li> </ul> <p>In conclusion it was agreed that the Clerk’s draft letter to the Play Commissioners could be sent, the draft letter to the Play Commissioner Leads and two parents needed amendment, further review and then could be sent and a third letter to the Hall Committee needed to be drafted, suggesting a meeting between the Hall Committee and the Council to discuss how the £10,000 lottery grant was obtained and if the Lottery Commission could be contacted and asked for the funds to be officially transferred to the Council, so that they could be used for the project.</p> <p>b) The Clerk gave the following updates:</p> <ol style="list-style-type: none"> <li>i. <u>Old Play Equipment</u> – Refurbishment was complete and a number of positive comments had been received</li> <li>ii. <u>Pavilion Dismantling/Remaining Work</u> – The contractors had been chased again and had promised to provide a date for the remaining work to start within 48 hours.</li> </ol> <p>c) The Clerk read details of the two quotes that had been received and reported that a third contractor had surveyed the site but had decided not to quote due to the size of the job. Concerns were raised regarding the most appropriate time for hedge planting and the state of the tyres.</p>	<p>b) Clerk to report back once drains had been assessed.</p> <p>c) Clerk to contact Swanns Nursery</p>

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<p>d) To receive notification of concerns from a resident of Oak Hill and to discuss how the Oak Hill Playing Field can be enhanced</p> <p>e) To discuss purchasing two new Toddler Seats for the Original Equipment (total cost of £395.25 + VAT</p>	<p>The Clerk gave details of how the cost could be met with minimal use of reserve funds. In conclusion, Cllr. Devine proposed the quote from Swanns Nursery was accepted (with advice obtained about planting times). This was seconded by Cllr. Burbridge and all were in agreement.</p> <p>d) The Clerk reported that a resident had raised concerns with Cllr. Mallinder regarding the poor facilities at the Oak Hill Recreation Ground. After discussion it was agreed a site visit was in order and for recommendations then to be put to the Council.</p> <p>e) Details of the seats and costings had previously been circulated to all. Cllr. Hughes proposed the new seats be purchased. This was seconded by Cllr. Dawson and all were in agreement.</p>	<p>d) Clerk to arrange site visit</p> <p>e) Clerk to purchase seats and arrange for installation.</p>
<p>12. <u>Assets of Community Value</u></p> <p>a) To receive update on eligibility for Glebe House and Hollesley Bowls Club to be nominated as Assets of Community Value</p> <p>b) To discuss nominating Hollesley Bowls Club as an Asset of Community Value</p>	<p>a) The Clerk reported that an officer of ESC had confirmed “<i>Glebe House wouldn’t be considered suitable as an ACV as it’s a residential home for those living there and is exempt from the legislation</i>”. However, Hollesley Bowls Club would be eligible.</p> <p>b) Councillors agreed that the Bowls Club was a very valuable asset to the community and that it should be protected by an ACV order. The Clerk was asked to write to the Club to notify them of the Council’s intention.</p>	<p>a) None</p> <p>b) Clerk to write to Hollesley Bowls Club</p>
<p>13. <u>Highways:</u></p> <p>a) To receive comment from resident of Oak Hill about the poor state of the area</p>	<p>a) The Clerk reported that a comment had been made to Cllr. Mallinder and not directly to herself, so she had very little detail of the concern. Councillors discussed the history of the location and the unusual situation where owners of the properties (around the Old Circle in particular) owned to a point in the middle of the green, which resulted in the road and pavements being individually owned by householders and not being adopted by SCC Highways. It was agreed that more information was required and the Clerk was asked to go back to Cllr. Mallinder.</p>	<p>a) Clerk to speak to Cllr. Mallinder for further information.</p>



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<p>b) To receive update from the Clerk regarding the ‘Layby’ along Boyton Road</p>	<p>b) The Clerk reported that she had spoken to the SCC Highways engineer for the area and there was, unfortunately, nothing they could do. This stretch of road did not have any type of parking restriction; and was unlikely to have either. Therefore, vehicles were permitted to park. SCC considered all the verge (up to the hedge) to be their property (although this was to be confirmed). Therefore, it counts as the ‘Highway’ and no one is permitted to obstruct it, be that by way of a concrete bollard or new hedge for example. The only way any action could be taken would be if the vehicles were causing some kind of ‘noise’ or ‘smell’ offence and this would then need to be reported to ESC.</p>	<p>b) None</p>
<p>14. <u>Annual Parish Meeting</u> – To consider format of the APM for 2022</p>	<p>The Clerk suggested the Annual Parish Meeting should be held on Thursday 5<sup>th</sup> May and the main subject should be the establishment of a Climate Action Group for the village.</p> <p>This was agreed by all and the Clerk was asked to approach Mrs Helen Lewis.</p>	<ul style="list-style-type: none"> <li>• Clerk to organise the event</li> </ul>
<p>15. <u>Trees/Hedges:</u></p> <p>a) Platinum Jubilee Oak I – To receive update on location for tree and discuss any additional expenditure required to protect it</p> <p>b) Platinum Jubilee Oak II – To decide where to plant a second Oak granted to the Parish and discuss any additional expenditure required to protect it</p>	<p>a) The Clerk reported that a resident living close to the proposed location of the Oak had voiced concerns about the location. After discussion it was agreed that the Oak would be planted in the East corner of the Recreation Ground, but 35 – 40 metres away from any property. In order to protect both trees (see below) Cllr. Hughes proposed that two metal tree guards (cost of £110 + VAT each + Delivery) and two water bags (approx. £15 each + VAT) were purchased. This was seconded by Cllr. Devine and all were in agreement.</p> <p>b) The Clerk reported that a second Oak had been awarded to HPC and it was decided to plant this at the Oak Hill Recreation Ground.</p>	<p>a) Clerk to purchase metal guards, rooting compost and Water Bags and then to organise planting of both trees</p> <p>b) As above</p>
<p>16. <u>Allotments:</u></p> <p>a) To receive report regarding the entrance to the Allotments from The Street</p>	<p>a) The Clerk reported that, although the ground around the barrier had been made wider, the resident with the Mobility Scooter had asked if a small amount more could be dug away. It was agreed that a working party could achieve this and the Clerk was asked to arrange.</p>	<p>a) Clerk to arrange working party.</p>

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17. <u>Cemetery</u> – To discuss suggestion from resident that an Ashes Burial Area (with Memorial Wall) is established in Hollesley New Cemetery	The Clerk reported that a member of the clergy had suggested an official place for ashes to be interred in the New Cemetery would be welcome. It was agreed that a site visit was needed to assess an appropriate location.	<ul style="list-style-type: none"> <li>• Clerk to organise site visit</li> </ul>
18. <u>Documentation</u> – To review and/or adopt the following documents: a) Dispensation Policy (March 2022) b) Risk Assessment (Financial) (March 2022) c) Risk Assessment (Non-Financial) (March 2022) d) Risk Assessment (Financial) (March 2022) e) Risk Assessment (Cemetery Maintenance) (March 2022) f) Risk Assessment (Litter Picking) (March 2022) g) Litter Picking TOR (2022)	a) Items a – g were taken together. The Chair asked all to confirm that they had seen the draft documents and this was confirmed by all. Cllr. Yates proposed that they be adopted. This was seconded by Cllr. Devine and all were in agreement.	a) Clerk to finalise and publish.
19. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting (21 <sup>st</sup> April 2022)	It was suggested the following items were added to the April agenda: <ul style="list-style-type: none"> <li>• Items carried forward</li> <li>• Items regarding Year End Accounts</li> </ul> Date of next meeting will be <b>21<sup>st</sup> April 2022</b> – 7.30pm	<ul style="list-style-type: none"> <li>• Clerk to prepare April agenda.</li> </ul>
20. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the following business to be discussed (see item 21)	This was proposed by Cllr. Hughes, seconded by Cllr. Burbridge and all were in agreement. Members of the public left the room	<ul style="list-style-type: none"> <li>• None</li> </ul>

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<p>21. To discuss Clerk’s Pay Scale – as per email of 11<sup>th</sup> January 2022</p>	<p>The Clerk left the room</p> <p>This matter was discussed by Council and in conclusion Cllr. Devine proposed the Clerk’s Salary Scale be raised to Point 22 from 1<sup>st</sup> April 2022. With two further rises to Points 23 and 24 on 1<sup>st</sup> April 2023 and 1<sup>st</sup> April 2024 respectively, upon satisfactory performance. This proposal was seconded by Cllr. Dawson and all were in agreement.</p> <p>The Clerk re-joined the meeting, was thanked for her work for the Council and was made aware of the Council’s decision. She thanked the Council for their generosity.</p>	<ul style="list-style-type: none"> <li>• Clerk to advise SALC of change as at 1<sup>st</sup> April 2022 and diarise reviews in March 2023 and March 2024.</li> </ul>

The meeting was closed at 9.45pm

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Hollesley Parish Council

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Chair’s initials.....