

Minutes of Hollesley Parish Council Meeting

Held on 29th September 2022 ~ 7.30pm

At Hollesley Village Hall (Committee Room), Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge (after 8.00pm), Cllr. Roger Dawson, Cllr. Tina Fletcher, Cllr. John Hardwick, Cllr. Peter Jacks, and Cllr. Anna Yates

Judi Hallett (Clerk) 3 Members of the Public

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):
 - Attendance at Parish Council Meetings – Over the past year the number of Councillors attending each meeting has often been very low; have all the decisions made been lawful? [The Clerk accepted the comment on behalf of the Council and confirmed that, at each meeting, the Council had been quorate, and therefore decisions had been lawful. She agreed to highlight the comment to all Councillors]
 - Pavement between Prison and Tank Hill – Is there any update as to when this will be done? [Clerk agreed to chase the project]
- b) Reports or comment from ESC and SCC Councillors:
 - Cllr. Reid – Cllr. Reid’s report had been circulated
 - Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. Councillors commented that the reports from both County and District Councillors often came in very late, not allowing adequate time for them to be read before the meeting. The Clerk was asked to request these be sent 48 hours before the meeting.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies had been received from Cllr. James Mallinder (Previous Meetings), Cllr. Carolyn Bevan-Biggs (Previous Engagement), Cllr. Jane Baker (Unwell), Cllr. Hazel Hughes (Work). Apologies had also been received from Cnty. Cllr. Andrew Reid.	a) Noted

Chair’s initials.....

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b) To approve apologies	b) Acceptance of the apologies of Cllrs. Mallinder, Bevan-Biggs, Hughes, and Baker were proposed by Cllr. Fletcher, seconded by Cllr. Yates and all Councillors were in agreement they be accepted.	b) Accepted
2. <u>To receive any...</u> a) Declarations of Pecuniary Interest b) Declarations of Non-Pecuniary Interest c) Applications for Dispensation on Agenda Items d) Declarations of Gifts or Hospitality received over the value of £25.00 e) Notifications of Lobbying with reference to any Planning Application to be discussed	a) None b) None c) None d) None e) None	a) None b) None c) None d) None e) None
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> • See above
4. To agree <u>Minutes</u> of meeting dated 18 th August 2022	The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Yates, seconded by Cllr. Devine and all present at the meeting agreed they were correct.	<ul style="list-style-type: none"> • Clerk to post on the Website
5. <u>Finance Matters:</u> a) To receive and accept Accounts as at 31 st August 2022 b) To discuss purchase of Picnic Bench for the Village Hall Recreation Ground (to be placed close to the older equipment)	a) The accounts to 31 st August 2022 had been circulated to all and Cllr. Burbridge had verified the actual figures in the bank accounts. b) The overall opinion was that a third bench was necessary but there was concern that a high amount of unbudgeted expenditure had been agreed recently. In conclusion Cllr. Hardwick proposed that the purchase of a bench be included in the 2023/24 budget. This was seconded by Cllr. Devine and all were in agreement.	a) None b) Clerk to add to 2023/24 budget

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<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (July, August and Sept Salary) - £1,686.44 ii. SCC Pension Fund (Clerk’s Pension) - £611.25 iii. Realise Futures (2 Benches for Oak Hill Rec) - £2,450.34 iv. AJGIBL GBP CLIENT NST ACCOUNT (Insurance) - £1,516.25 v. SCC Highways (Licence for Oak Hill Bench) - £150.00 vi. P Jacks (Bus Shelter) - £61.00 vii. NGF Play (Deposit for Play Equipment) - £18,959.26 	<p>c) The payments were proposed by Cllr. Yates, seconded by Cllr. Fletcher and all Councillors were in agreement that they be paid. It was agreed that the payments should be made online with Cllr. Burbridge counter authorising them. Cllr. Burbridge (and Cllr. Yates) examined the invoices and receipts during the meeting.</p>	<p>c) Clerk to set up payments and notify Cllr. Burbridge to request second authorisation.</p>
<p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. PortalPlanQuest Limited (Application for Cargo Net) - £263.20 	<p>d) Noted</p>	<p>d) None</p>
<p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i. Barclays Bank (Interest) – £5.68 ii. East Suffolk Council (Precept 50%) - £16,950.00 	<p>e) Noted</p>	<p>e) None</p>

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<p>6. To discuss the following <u>Planning Applications</u>:</p> <p>a) DC/22/3019/FUL - Conversion of agricultural building to dwelling - Former Dairy Unit Grove Road, Hollesley</p> <p>b) DC/22/3373/FUL - Single storey rear extension with fibre cement cladding and sarnafil roof, forming kitchen/dining area. 2no roof lights, patio door and window facing rear garden. - 45 Oak Hill, Hollesley</p>	<p>a) Councillors made the following comments:</p> <ul style="list-style-type: none"> • I have been to view the site, the whole site is owned by the applicant; however, I am concerned about the level of asbestos on site • The sewers are not adopted in this area and there are often issues • There is no public transport in this location and no footpath in to the main part of the village • If this was not converted it could fall in to disrepair • There is no change in the footprint and it would make a great house for a local person • Conclusion: No objection (Prop: Cllr. Hardwick, Sec: Cllr. Yates; Councillors voted 5 in favour with 1 abstention) <p>b) Councillors made the following comments:</p> <ul style="list-style-type: none"> • A number of similar extensions have been approved and this makes good use of the existing outbuildings • The path to the side of the property is retained and I have no issues with this • If this was not in the AONB it would be permitted development • Conclusion: No objection (Prop: Cllr. Devine, Sec: Cllr. Jacks; Councillors voted all in agreement) 	<p>a) Clerk to reply to ESC</p> <p>b) Clerk to reply to ESC</p>
<p>7. <u>Highways</u>:</p> <p>a) To receive update on request for a reduction in the Speed Limit on Lodge Road, to 30 mph</p> <p>b) To discuss management of litter at Shingle Street</p>	<p>a) The Clerk reported that she had chased SCC Highways on this matter but had not seen any equipment on site as yet.</p> <p>b) The Clerk was asked to request an update from Cllr. Mallinder</p> <p>[Cllr. Burbridge entered the meeting at 8.00pm]</p>	<p>a) Clerk to monitor project and chase Cllr. Reid</p> <p>b) Clerk to request update from Cllr. Mallinder</p>

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<p>8. <u>Oak Hill Improvements:</u> a) To receive update on Oak Hill Actions List</p>	<p>a) The Clerk gave the following updates on the items at Oak Hill:</p> <ul style="list-style-type: none"> • Play Equipment on Recreation Ground – An email from the ESC CIL Team had indicated an amount of CIL funding would be available once the development was completed at Dairy Close, but this may not be for a couple of years. The Clerk suggested she try to include a budget for play equipment at Oak Hill in the 2023/24 budget and then endeavour to request grants once a package of equipment was agreed. • Bus Shelter – Comment was still awaited from SCC School Transport Department. The Clerk agreed to chase • Bench – Correspondence had been received from Vinci (the company working at the Prison). The Clerk had asked what specific assistance they could provide but had not received an answer as yet. It was felt that if a reply had not been received by 15th Oct the bench should be ordered. The License from SCC had been approved and payment had been made (see above). Cllr. Yates also agreed to chase Vinci • Pavement between Tank Hill and Prison – No further update • Social Club – No further update • New Benches and Bulbs – Now in place and bulbs handed out to 3 residents of Oak Hill. • Bike Rack – still to be installed by the Maintenance Man on his next trip to Hollesley • Hedge – One other quote now received, slightly cheaper than the first. After discussion it was agreed to appoint Peninsular Forestry to cut the hedge around the Oak Hill Recreation Ground and the hedge against Plots 1A and 1B at the Allotments before March 2023 and to remove the Poplar Trees at the Oak Hill Recreation Ground after April 2023 (on order that this cost could be included in the 2023/24 budget. This proposal was made by Cllr. Yates, seconded by Cllr. Fletcher and all were in agreement. Clerk to contact Peninsular Forestry. 	<p>a) See list over</p>

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<p>9. <u>Hollesley Village Hall:</u></p> <p>a) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive advice/update from Birketts and to agree action following receipt of advice, if appropriate.</p> <p>b) Doctors Surgery Lease - To receive update on the draft Lease</p>	<p>a) The Clerk had circulated the latest update from the Solicitor to all Councillors. In summary, Birketts were still awaiting certain paperwork from the Hall’s solicitors before they would be in a position to advise the Council</p> <p>b) No further updates had been received</p>	<p>a) Clerk to monitor situation</p> <p>b) Clerk to monitor situation and keep on agenda</p>
<p>10. <u>Recreation Ground:</u></p> <p>a) To receive update on Phase II of the Play Park Project</p> <p>b) To receive update on Recreation Ground Actions List</p>	<p>a) The Clerk reported that the planning application for the 6m Cargo Net had been permitted and the invoice for the deposit for the equipment had been paid (see above). It was thought now that the installation would not be until the spring of 2023</p> <p>b) The Clerk reported that a re-quote for the work was still awaited. The Council was very disappointed with this situation. It was that one last effort at engaging with EPS would be tried. If they could not carry out the work by the end of November then East Coast Property Services would be contacted.</p>	<p>a) Clerk to monitor project</p> <p>b) Clerk to monitor project</p>
<p>11. <u>Allotments:</u></p> <p>a) To receive update on Bench for Allotment Path</p>	<p>a) In line with item 8. a) above, confirmation was still awaited from Vinci as to the level of assistance they could offer the Council. It was agreed that if no further communications had been received from Vinci by 15th October the bench would be ordered and installed by the Maintenance officer.</p>	<p>a) Clerk to monitor project</p>

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b) To review the Charges for each Plot	b) The Clerk had circulated a paper on the current charges for Allotment Plots and read it aloud. After full discussion Cllr. Devine proposed the charges remained the same for 2022/23 but were raised to 12p per Sq. M from 1 st November 2023. The Clerk further reported that she had had to replace all the padlocks recently and that sometimes they were not replaced by tenants.	b) Clerk to advise tenants and monitor issues with padlocks.
12. Documentation – To review and adopt: a) Asset Register (September 2022)	a) The register had been sent to all and there were no questions. Adoption of the new Register was proposed by Cllr. Burbridge, seconded by Cllr. Yates and all were in agreement. The Clerk reported that earlier in the day she had noticed the litter bin on Fox Hill had been removed. She was asked to enquire of Norse if they had removed it for any reason.	a) Clerk to place on web site and chase Norse with reference to the bin at Fox Hill
13. Meetings in 2023 – To set the dates of the meetings in 2023 and to discuss if an August meeting is necessary	The Clerk suggested the meeting dates for 2023 remained as the third Thursday of each month, 7.30pm in the Village Hall. This was agreed by all and the Clerk was asked to book the hall. After discussion it was agreed to leave the August meeting as a regular meeting as this allowed projects to continue through the summer months.	<ul style="list-style-type: none"> • Clerk to book 2023 meetings
14. To receive <u>agenda items for next meeting and agree date of Next Meeting 20th October 2022</u>)	It was suggested the following items were added to the October agenda: <ul style="list-style-type: none"> • Items carried forward Date of next meeting will be 20th October 2022 – 7.30pm	<ul style="list-style-type: none"> • Clerk to prepare October agenda

The meeting was closed at 8.30pm

Signed:

Date:

Chair

Judi Hallett
Clerk to Hollesley Parish Council

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