

Minutes of Hollesley Parish Council Meeting

Held on 17th November 2022 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Hazel Hughes (Chair), Cllr. Jane Baker (From 7.57pm), Cllr. Brian Devine, Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Andrew Rust (after item 3), and Cllr. Anna Yates (from 7.43pm)

Judi Hallett (Clerk) Cnty Cllr. Andrew Reid Five 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):

- Copper Beech Development (Pyghtles Lane) – Please can you tell me when the ‘Affordable’ houses are going to be built? This development was approved because of the three ‘affordables’ and they need to be built for local people [Clerk – ESC have been alerted to this situation a number of times but I will chase again]
- The recent closure of the Wilford Hollows was totally unacceptable, given the work carried out. It caused many people to miss appointments, scratched cars and was more dangerous than using traffic lights to keep the traffic away from the workers. [Cllr. Reid – I agree. Your Clerk reported it straight away and it is being investigated by SCC]
- Flooding in Alderton Rd (close to Cedar Farm) – This is bad again, please can something be done about it? [Clerk to report to SCC]
- Lodge Road – Please can the SID be placed in Lodge Road? [Clerk – The SID is only permitted to be in the 30 Mph zone and at authorised locations]
- Speeding Tractors – Some of these drivers are speeding and also on the telephone, I was almost run off the road by a tractor last week, something needs to be done before someone is killed, what is the PC going to do? [Member of the public advised to take the registration number of the tractor and report it to the Police, who do act]
- [*Spoken by the Clerk at the request of the member of the Public who was unable to attend – during discussion on item 10*] I wish to thank the Parish Council for all their work related to the Village Hall CIO and for keeping the village informed of the matter.

Chair’s initials.....

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated and he expanded on the following items: Foxhall Recycling Centre expansion (online booking will continue), ANPR SID’s [Clerk has registered Melton Road as a potential site], Budget (Council currently consulting but SEND spend will be protected), Buses (will happily attend a meeting with residents planned for 2nd Dec), Mayor of Suffolk (no plans at the moment), and Give Way sign at Stores Corner (happy to take details again)
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he had offered to take questions outside of the meeting

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. <u>Apologies for Absence</u></p> <p>a) To receive apologies</p> <p>b) To approve apologies</p>	<p>a) Apologies had been received from Cllr. Tina Fletcher (Away), and Cllr. James Mallinder (Work).</p> <p>b) Acceptance of the apologies of Cllrs. Mallinder, and Fletcher were proposed by Cllr. Burbridge, seconded by Cllr. Hughes and all Councillors were in agreement they be accepted.</p>	<p>a) Noted</p> <p>b) Accepted</p>
<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 for 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) Cllrs. Devine, Baker and Yates declared non-pecuniary interests in item 6. b) as they had children at Hollesley Primary School (the PTA had requested a grant). Cllr. Baker declared a non-pecuniary interest in item 11. c) as a friend of the applicant.</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) Noted</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
3. To co-opt a Councillor and sign the Declaration of Acceptance of Office Form	The Chair asked if any of the members of the public wished to be considered for co-option. Mr Andrew Rust gave a short homily about his previous work and interest in village life. There were no other applications. Cllr. Devine proposed Mr Rust be co-opted. This was seconded by Cllr. Burbridge and all were in agreement. Cllr. Rust joined the meeting and signed the Declaration of Acceptance of Office Form	<ul style="list-style-type: none"> Clerk to register Mr Rust with ESC
4. Public Session	<p><i>See above record</i></p> <p><i>Cllr. Yates joined the meeting at 7.43pm</i></p> <p><i>Cllr. Baker joined the meeting at 7.57pm</i></p>	<ul style="list-style-type: none"> See actions above
5. To agree <u>Minutes</u> of meeting dated 20 th October 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. Bevan-Biggs and all present for all of the meeting agreed they were correct.	<ul style="list-style-type: none"> Clerk to post on the Website
<p>6. <u>Finance Matters:</u></p> <p>a) To receive and accept Accounts as at 31st October 2022 and discuss balances</p> <p>b) To discuss requests for Grants in 2023 from village organisations</p>	<p>a) The accounts to 31st October 2022 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts. The Clerk advised Council that they had a number of expenses due to be paid in the next six months and that all future expenditure needed to be carefully assessed before it was agreed.</p> <p>b) The Clerk had displayed all the Grant requests and each one was discussed separately. Each request was agreed on its own merits and Councillors had to consider balancing the high volume of requests, with benefit to residents, funds held by each organisation, and against the need to keep the Precept increase (if there was to be one) to a minimum. After debate the following grants (to be paid in April 2023) were agreed:</p> <ul style="list-style-type: none"> Just 42 - £1,080 Friends of Hollesley School - £500 Hollesley Bowls Club - £0.00 Hollesley Fete - £150 Hollesley Good Neighbours - £220 	<p>a) Noted</p> <p>b) Clerk to inform all applicants</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To discuss the draft budget for 2023/24 and possible Precept Request</p>	<ul style="list-style-type: none"> • Little Friendly Pantry - £300 • Royal British Legion - £0.00 • Headway - £0.00 • Hollesley Welcome Club - £360 <p>The above payments were proposed by Cllr. Devine, seconded by Cllr. Hughes and agreed by all</p> <p>c) The Clerk had circulated the draft budget and the Finance Councillors had been encouraged to make comment. The Clerk ran through each line of the budget and the following observations were made:</p> <ul style="list-style-type: none"> • £1,600 for litter and refuse seems high, especially as we will not have the two commercial bins next year. Perhaps we can work with the Hall Committee to have just one bin and share the cost? • We need to try to balance the budget, costs will rise next year but we have to keep the precept as low as possible <p>In conclusion the Clerk was asked to re-draft the budget and calculate the Zero Precept figures plus 1%, 2% and 3%, for discussion at the next meeting.</p>	<p>c) Clerk to re-calculate budget and circulate.</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. Birketts LLP Client Account (Advice re. Hall CIO) - £2,400.00 ii. Glasdon UK Ltd (Dog Bin for Duck Corner) - £137.59 iii. K N Coe (Maintenance) - £175.00 iv. LexisNexis (Arnold Baker Local Council Administration) - £131.99 v. Mr G Collins (Cemetery Maintenance for 2022) - £1,000.00 	<p>d) The payments were proposed by Cllr. Devine, 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 counter authorising them. Cllr. Hughes took the invoices and receipts away to examine after the meeting.</p>	<p>d) Clerk to set up payments and notify Cllr. Hughes to request second authorisation.</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>e) To note Payments made since last meeting: i. Eastern Play Services Ltd (Deposit for work at Rec - £3,000.00)</p> <p>f) To note Payments received since last meeting: i. A Hammond (Allot Rent) - £46.01</p>	<p>e) Noted</p> <p>f) Noted</p>	<p>e) None</p> <p>f) None</p>
<p>7. To discuss the following <u>Planning Applications</u>: a) None</p>	<p>a) There were none</p>	<p>a) None</p>
<p>8. <u>Highways</u>: a) To discuss report from SCC Highways with reference to the request for a reduction in the Speed Limit on Lodge Road, to 30 Mph</p>	<p>a) The Clerk reported that a very friendly and productive meeting had been hosted by herself and around a dozen residents of Lodge Road. She had explained how the highways were managed and answered a number of questions. The residents had commented that the traffic survey was not conducted in the correct location (where the traffic travels at speed). However, they appreciated the cost of such surveys and that another survey may show the same results, i.e. achieving very little. The residents asked, as a first step, if the road could be included in the Quiet Lanes project. The Clerk had inquired of the Project team and they had agreed to add it to the 'Possible Quiet Lanes' list, with a hope that the project will run again next year. It was suggested by the residents that the Council did not to pursue the additional signage (as suggested by SCC) at the present moment, due to the cost. It was further suggested that close dialogue be kept with the residents and the matter revisited, if required. This was agreed by Council and the Clerk was thanked for her work.</p>	<p>a) Clerk to maintain close relations with the residents</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To receive update on issue of sand on the road at Virtues Corner</p> <p>c) To receive an update on the Quiet Lanes project and to discuss if further funding could be available</p>	<p>b) The Clerk reported that she had met with SCC Highways (Josh White) and Mr Leggett, manager of Mortiers Farms, at Virtues Corner to discuss the situation with sand on the road. Mr Leggett had detailed all the actions he had taken and was continuing to take and Mr White agreed to investigate if a ditch in the location could be re-dug, if signage about possible sand on the road was possible and if SCC could install an improved drainage system on to Mr Leggett’s land (as offered by Mr Leggett)</p> <p>c) The Clerk reported the excellent news that the QL signs for School Lane were now up, thanks to Cllr. Devine. Shingle Street Road would be designated in Wave 4, in the new year. The QL team had also suggested that funds were very tight and had asked if a further contribution from the Parish Council might be possible. After discussion Cllr. Devine proposed the Parish Council could pay a total of £100 towards the project. This was seconded by Cllr. Burbridge and all were in agreement.</p>	<p>b) Clerk to monitor project</p> <p>c) Clerk to write to the QL team</p>
<p>9. <u>Oak Hill Improvements:</u></p> <p>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"> • Bus Shelter – The Clerk confirmed she had written to the Suffolk Punch Trust but was still awaiting a reply • Bench –Still waiting to hear when Vinci are ready to install, but the ground has been prepared • Pavement between Tank Hill and Prison – Hedge now cut back on Tank Hill (thanks to RH and R Paul) but no news on the Pavement upgrade • Social Club – No further update • Bike Rack – now installed 	<p>a) See list over</p>
<p>10. <u>Hollesley Village Hall:</u></p> <p>a) To discuss comments received from residents regarding the Village Hall AGM</p>	<p>a) Cllr. Yates reported that correspondence regarding the Village Hall AGM had been discussed at the latest Hall Committee meeting and all residents had been contacted. The meeting had been held in a very positive manner with Trustees taking on different roles within the Committee.</p>	<p>a) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To discuss the following resolution <i>“To ask our representative to put a motion to the next village hall meeting that communications addressed to the trustees, the trust/committee, or otherwise obviously intended for all the trustees are always forwarded and that internal destination emails always use the 'to' field rather than 'bcc' so discussion can take place openly”</i></p> <p>c) Transfer of the Legal Title of the Village Hall to the new Hollesley Village Hall CIO – To receive update from Birketts and to agree action following receipt of advice.</p>	<p>The Clerk confirmed that a new contact email address had been passed to her and she would use that henceforth. Cllr. Devine reported that, on a personal level, he had also spoken to the Committee and had a positive response.</p> <p>b) The statement was discussed. Cllr. Burbridge proposed the motion, this was seconded by Cllr. Hughes and all were in agreement</p> <p>c) The Clerk wished it to be recorded that Birketts had recommended their report to the Council was withdrawn from the website and this had been done. Councillors made the following comments:</p> <ul style="list-style-type: none"> • The New CIO have made a public comment to residents, I hope we can publish our report again soon, as this gives a balance picture • There seems to be more Trustees involved in the management of the Committee now and this is positive • The report was not marked as confidential but the terms and conditions did state that all communication were confidential • There is a meeting with Birketts on Monday (TB, CB-B and Clerk to attend); a report will be made to all after the meeting. Cllr. Burbridge proposed the attendees ask Birketts if the report can be published again, if not, if a statement can be placed on the Council’s website. This was seconded by Cllr. Yates and all were in agreement 	<p>b) Cllr. Yates to ask for motion to be on the next agenda for the Hall Committee</p> <p>c) Report from meeting with solicitors to be reported to all Councillors</p>

Agenda Item	Resolution / Agreement / Fact	Action
d) Doctors Surgery Lease - To receive update on the draft Lease	d) The Clerk had forwarded an update (from the Hall Committee) regarding the lease to all Councillors on 17 th Nov. It was agreed that this matter should be left on the agenda for the time being	d) None
<p>11. <u>Recreation Ground:</u></p> <p>a) To receive update on Recreation Ground Actions List and to agree to amended quote for the work (to include new Shed and related works)</p> <p>b) To discuss request from Wickham Market Football Club to use the pitch on the Recreation Ground from September 2023</p> <p>c) To discuss request from a Burger Van to do a 'Pop-up' event with possibility of a regular session on the Recreation Ground</p>	<p>a) The Clerk reported the excellent news that the work to the Recreation Ground was almost complete. The concrete posts were gone, the rubbish around the grounds had been removed and the old Pavilion had gone. A new shed base would be laid the following day and the shed installed next week (weather dependent). The only remaining task was to remove the two oldest lamp posts and this would be done when the electrician had confirmed they were not live.</p> <p>b) The Clerk reported that Wickham Market Youth Football had enquired as to whether they could use the Football Pitch from Sept 2023. Councillors felt this was an excellent idea and agreed in principle. The Clerk was asked to further communicate with the manager and inquire locally as to a reasonable pitch fee</p> <p>c) Councillors agreed that a Pop-up event could take place, with a weekly session (not on a Friday); to be reviewed at the following meeting.</p>	<p>a) Clerk to monitor project to conclusion</p> <p>b) Clerk to speak to Football Manager</p> <p>c) Clerk to contact proprietor</p>
<p>12. <u>Allotments:</u></p> <p>a) To receive update on Bench for Allotment Path</p>	a) In line with item 9. a) above, the Clerk was awaiting news from Vinci	a) Clerk to monitor project
13. To discuss <u>Meeting Dates for 2023</u> and to set calendar	The dates, as suggested by the Clerk were agreed and the Clerk was asked to book the hall and advertise.	<ul style="list-style-type: none"> • Clerk to advertise calendar of dates.
14. To receive <u>agenda items for next meeting and agree date</u> of Next Meeting 22 nd December 2022)	<p>It was suggested the following items were added to the December agenda:</p> <ul style="list-style-type: none"> • Items carried forward • Budget 2023/24 • Precept Request 2023/24 <p>Date of next meeting will be 22nd December 2022 – 7.30pm</p>	<ul style="list-style-type: none"> • Clerk to prepare December agenda

The meeting was closed at 9.29pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....