

Minutes of Hollesley Parish Council Meeting

Held on 19th January 2023 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

Cllr. Brian Devine (Chair after item 1), Cllr. Jane Baker (After 7.59pm), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Roger Dawson, Cllr. Tina Fletcher, Cllr. John Hardwick, Cllr. James Mallinder (After 8.10pm), Cllr. Andrew Rust, and Cllr. Anna Yates

Judi Hallett (Clerk) Three 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):

- Hedge at Box Hall – An unknown person has cut the hedge and damaged some trees along the PROW at Box Hall.[The Clerk advised that the matter had been notified to her and she had given advice to the owners of Box Hall. They in turn had raised the matter with SCC and were awaiting a reply.]
- Hollesley Surgery Closure - I was on the Council when funds were raised to build the surgery. It has never been used to its full potential and I am very angry it is going to close altogether. I am not sure who pays for what or why it is unviable. When they took on the Aldeburgh surgery I was concerned. [I understand a petition is being drawn up. Please ensure your comments are sent to the Surgery]

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s had sent his apologies and a report just before the meeting started. The Clerk advised she would forward the report after the meeting.
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated and he further reported on the following items: Elections are coming up and there will be a number of new District Councillors; A 65 dwelling development in Eyke is causing some concern, this may effect Hollesley residents due to the increasing traffic volumes through Melton [Clerk to circulate details and add to next meeting agenda], Large Ash Tree in Jetty Lane (Woodbridge) – great concern that these trees are being felled too often, and sewage being pumped in to the sea by Anglian Water (a letter has been sent to Dr Therese Coffey MP).

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To appoint a Chair of the Council following the resignation of Cllr. Hughes	<p>The Clerk asked for nominations for the position of Chair of the Parish Council. Cllr. Dawson proposed Cllr. Devine (who indicated a willingness to undertake the role until May). This was seconded by Cllr. Fletcher and all Councillors were in agreement. There were no other candidates and the Acceptance of Office was signed.</p> <p>Cllr. Devine took the Chair</p>	<ul style="list-style-type: none"> • None
2. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	<p>a) Apologies had been received from Cnty. Cllr. Andrew Reid.</p> <p>b) N/A.</p>	<p>a) Acknowledged</p> <p>b) None</p>
3. <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	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
4. Public Session	<p><i>See above record</i></p>	<ul style="list-style-type: none"> • See above
5. To agree <u>Minutes</u> of meeting dated 22 nd December 2022	<p>The minutes had been circulated to all and minor corrections had been noted. The minutes were proposed as correct by Cllr. Burbridge, seconded by Cllr. Yates and all present for all of the meeting agreed they were correct.</p>	<ul style="list-style-type: none"> • Clerk to post on the Website
6. <u>Finance Matters:</u> a) To receive and accept Accounts as at 31 st December 2022	<p>a) The accounts to 31st December 2022 had been circulated to all and Cllr. Bevan-Biggs had verified the actual figures in the bank accounts. The Clerk advised that she would be attending a demonstration of the Scribe Accounting System on 1st February and she would report findings back to the Council.</p>	<p>a) Noted</p>

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<p>b) To discuss Banking arrangements and discuss if additional authorisers are required before the 2023 Election</p>	<p>b) The Clerk raised concerns that, following Cllr. Hughes’ resignation, there were now only two Councillors capable of counter signing online payments (three if cheques were written). After discussion it was agreed that the Bank Mandate would need to be updated but that was not worth pursuing until after the May elections.</p>	<p>b) Item to be placed on May agenda</p>
<p>c) To review the Internal Controls and Efficiency of our Internal Auditor</p>	<p>c) The Clerk indicated her thoughts on both the internal controls observed by the Council and the efficiency of the Internal Auditor. Councillors reviewed each subject and concluded there was no requirement for any changes. This resolution was proposed by Cllr. Yates, seconded by Cllr. Devine and all were in agreement. Cllr. Burbridge proposed that the matter of whether the Council should consider using an alternative Internal Auditor should take place at the May meeting.</p>	<p>c) Clerk to ensure discussion on Internal Auditor appointment was included in the May agenda.</p>
<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. J Hallett (Expenses for last 3 months) - £345.19 ii. HMRC Cumbernauld (Clerk’s PAYE for 3 months) - £539.80 iii. SC Norse Ltd (Refuse Collection) - £218.09 iv. Suffolk Digital Ltd (Map Printing) - £30.00 v. E Curtis (Litter Picking) - £150.00 vi. Waveney Norse Ltd (Play Park Repairs – 2 invoices) - £963.05 vii. Swann’s Nursery (Car Park Hedge) - £5,847.74 	<p>d) The payments were proposed by Cllr. Burbridge, 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. Bevan Biggs counter authorising them (Cllr. Bevan-Biggs reviewed the invoices and receipts during the meeting)</p>	<p>d) Clerk to set up payments and notify Cllr. Bevan-Biggs to request second authorisation.</p>
<p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i. None 	<p>e) Noted</p>	<p>e) None</p>

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f) To note Payments received since last meeting: i. None	f) Noted	f) None
7. To discuss the following <u>Planning Applications</u> : a) None b) <i>Additional Item</i> – Affordable housing at Shepherds Pightle	a) None b) The Clerk apologised for not including this item on the agenda but as there were no decisions to be made she requested permission to report on the matter (granted). A representation to ESC Planning Enforcement had been made and a reply had indicated that the development at Shepherd’s Pightle was to be completed in Phases and Phase 4 was still to be completed. There was no breach of conditions so no matter to be investigated. When Cllr. Mallinder entered the meeting, he also reported that he had been working with the Planning Enforcement Officers regarding this matter. The agreement to phase the development, without any guarantee the development would be completed, had been an error made by the Planning Department, steps had been put in place to ensure the same error was not repeated. <i>Cllr. Baker entered the meeting at 7.59pm</i>	a) None b) Clerk to chase Cllr. Mallinder for an update every 2 months.
8. <u>Highways</u> : a) To receive update on a regular bus service from Hollesley to Woodbridge b) To receive update on New Benches at Tank Hill and Allotments	a) The Clerk reported that after meetings with SCC and the CATS team, a ‘regular’ bus service had been set up, on a trial basis. The trial would run from the middle of February, for three months. b) The Clerk reported that a site meeting at both locations was planned for 25 th January and it was hoped the benches would be installed shortly afterwards.	a) Clerk to advertise the service and monitor take up with the CATS Manager b) Clerk to attend site visits

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<p>c) To receive report from Working Party, re. Bus Shelter at Oak Hill</p>	<p>c) The Clerk reported that she and Cllr. Yates had visited the site of the proposed bus shelter opposite the entrance to the Old Circle at Oak Hill. This site was potentially viable but, further along the road, opposite the existing Bus Stop sign, was a more suitable location, where there was already a hard-standing. It was agreed that this site would be more suitable and the Clerk was asked to write to the eight houses opposite the proposed site (four on either side), to seek their opinions.</p>	<p>c) Clerk to write to residents and report back to February meeting. Cllr. Yates to clear the existing hardstanding</p>
<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 update on a meeting with the Hall Committee.</p> <p>b) To discuss the proposal from the Peninsula Practice to close the Hollesley Branch Surgery</p>	<p>a) The Clerk reported that she had not received reply from the Hall Committee to her suggestion of a meeting to discuss the new CIO; however, they had only met earlier that week and the secretary may not have had chance to reply to her. Cllr. Yates confirms numerous items had been discussed at the Hall meeting and a reply would be received shortly.</p> <p><i>Cllr. Mallinder entered the meeting at 8.10pm</i></p> <p>b) The Clerk reported that she had received one comment from a resident, and she had advised them to re-send it to the Surgery Manager. Councillors made the following comments:</p> <ul style="list-style-type: none"> • I am very disappointed, we have an elderly population in this village, some of whom do not drive, if the internet is the issue this can be improved • The cleaning costs are only high because the surgery is used so infrequently • During the bad weather access to the Alderton surgery was cut off, the Hollesley surgery was fully open as the roads are cleared • Appointments take 3 or 4 weeks to get • The document distributed by the practice was misleading • There is a petition [The Clerk confirmed she had not been sent details of this] • Three residents of Hollesley are on a ‘Patients Group’ [The Clerk confirmed she had not been contacted by anyone from the Patients Group] 	<p>a) Item deferred to February meeting</p> <p>b) Clerk to speak to Surgery Manager to request attendance at next PC meeting.</p>

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	<ul style="list-style-type: none"> It is not just the elderly who will struggle, there is no bus service to the surgery and sometimes 'stay at home parents' do not have access to a vehicle. <p>In conclusion, the Clerk was asked to speak to the surgery manager to request they attend the next meeting of the Parish Council.</p>	
<p>10. <u>Recreation Ground:</u></p> <p>a) To receive update on New Hedge beside Car Park and New Shed/Enclosure</p> <p>b) To receive update on letter to the St Edmundsbury Diocese with reference to allowing Caravans to use the Recreation Ground</p> <p>c) To discuss letter from Hollesley resident re. Gym Equipment on the Recreation Grounds</p>	<p>a) The Clerk reported that this project was now complete. The 'mulch' quoted for had not been required however, a leaky hose had been suggested by the work men and the Clerk had agreed to this, as watering would have been very difficult over the fence and time consuming.</p> <p>b) The Clerk reported that she had not heard from the diocese but would chase them for a reply.</p> <p>c) After discussion it was agreed that as only one letter had been received on this matter, the correct decision had been made and there was no requirement for further discussion.</p>	<p>a) None</p> <p>b) Clerk to chase diocese</p> <p>c) None</p>
<p>11. To receive <u>agenda items for next meeting and agree date of Next Meeting 16th February 2023</u>)</p>	<p>It was suggested the following items were added to the February agenda:</p> <ul style="list-style-type: none"> Proposed closure of Hollesley Surgery <p>Date of next meetings will be 1st February 2023 – 6.00pm to discuss Planning Applications and 16th February 2023 – to which the Surgery Manager would be invited.</p>	<ul style="list-style-type: none"> Clerk to prepare February agendas

The meeting was closed at 8.41pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....