

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 16th March 2026 at Holbrook Village Hall at 1930 hrs. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 3 should give notice to the Clerk at or before the commencement of the meeting.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded but must notify the Clerk and Chair of their intention prior to the meeting.

AGENDA

- HPC1603/01 Apologies:** To receive, and consent to accept, apologies for absence.
- HPC1603/02 Declarations of pecuniary and local non-pecuniary interest**
- 2.01** To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.
- 2.02** To receive requests for dispensations.
- HPC1603/03 Public Forum**
- 3.01** To receive reports from the District and County Councillors
- 3.02** To receive questions and matters of concern from members of the public present.
- HPC1603/04 To consider and approve the minutes** of the Parish Council meeting held on 16th February 2026
- HPC1603/05 Items outstanding from previous meetings**
- 5.01** Summary of actions from previous meeting
- 5.02** To receive an update on the Community Self Help Group
- 5.03** To note the update from SCC re The Cut/Petticoat Lane
- 5.04** To receive an update, if any, on the management by Greenwich of the Reade Field
- HPC1603/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Publication Scheme
 - (b) FOI request policy
 - (c) Privacy Notices (3)
 - (d) End of year review of Asset Management Register
- 6.02** Update from the Shotley Peninsula Parish Council Alliance Meeting.
- 6.03** Update from the climate action group Greener Holbrook Greener World Meeting
- 6.04** To consider the proposals from Richard Parmee re Meadow Management in towns and villages (copy letter attached)
- 6.05** To note that a refund for the dual charging of emptying bins at Admirals Quarter has been agreed and will be deducted from the next invoice.
- 6.06** To note the contents of the Clerk's report
- HPC1603/07 Finance**
- 7.01** To receive a financial report from the Responsible Finance Officer including a bank reconciliation, budget comparison and commentary
- 7.02** To note that a Councillor who is not a bank signatory has verified the bank reconciliation
- 7.03** To note that Babergh's charge for bin emptying from April 2026 will increase from £83 per bin to £108 per bin.
- 7.04** To consider the proposal for the pavilion insurance for a premium of £414.22
- 7.05 (a)** To ratify and agree the following payments: Amazon – (stationery) £32.73 (Debit Card), Amazon – (basketball nets) £47.98 (Debit Card) BS Fixings (fixings for basketball nets) £25.04 (Debit card), Mrs J Hazlewood (Expenses & Stationery) £39.49 (BACs) Mrs J Hazlewood (Clerk's Salary) £798.29 (BACs), Community Caretaker (salary) £343.92 (BACs), HMRC (PAYE & Employer's NI): £293.33. (BACs) J Ambrose (Chairman's allowance) £26.73 (BACs), E-ON Next (Pavilion Electricity) £17.76 (DD) Lloyds Bank Charges £4.25 (DD), M. Thompson (Fitness Classes) (£200 - tbc) (BACs) Harkstead Parish Council £100 (for water testing 2025) (BACs), Holbrook Village Hall (Meeting Hall Hire) £87; SALC (payroll) £111.60 (BACs), Lottery winners March: £39.00

(b) To note income received (i) **Community Account** 1st – 28th February: £250 from Swan Football Club, £198 RHS advertising (ii) Interest on **Investment Account** to 28th February £41.28; **Instant Access (Reade Field) Account** to 28th February £11.45 (Interest)

HPC1603/08 Planning:

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

DC/25/04715 Proposal: Application under Section 73 of The Town & Country Planning Act for DC/20/03247 (22no dwellings, cycle paths and amenity improvements) for the variation of Condition 15 (Cycle paths) to allow the path(s) to be provided in stages/phases to more closely accord with Schedule 3 of the Section 106 Agreement **Location:** Sites And Cycle Paths Woolverstone To Holbrook, Woolverstone To Chelmondiston, Main Road, Woolverstone. **Awaiting Decision**

DC/26/00322 Proposal: Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 6. Agricultural building for the storage of crops, inputs (seeds and fertiliser) and agricultural machinery. **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH **Formal Approval not required**

DC/26/00345 Proposal: Application for works to trees subject to a Tree Preservation Order - Oak tree in front garden that requires the dead wood to be removed and the tree itself needs cutting back and reshaping. **Location:** Oak View, 4 Broomhill, The Street, Holbrook Ipswich Suffolk **Granted**

8.02: To consider new applications received

DC/26/00783 Proposal: Householder Application - Erection of a rear two storey extension **Location:** Alpha, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT

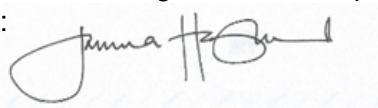
8.03: To note the sites identified in the Call for Sites Map circulated from BMSDC

HPC1603/09 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC1603/10 To consider items for future agendas:

HPC1603/11 Date of next meeting: Parish Council Meeting Monday 20th April 2026 at Holbrook Village Hall at 7.30 p.m. **Annual Parish Meeting:** Tuesday 28th April 2026.

Signed:



Parish Clerk

Date: 10th March 2026