

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 19<sup>th</sup> January 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

- HPC1901/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1901/02 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.
- HPC1901/03 Co-option of new Parish Councillor:** Councillors to consider the co-option of P. Swallow as Councillor for Holbrook Parish Council
- HPC1901/04 Public Forum**
- 4.01** To receive reports from the District and County Councillors
- 4.02** To receive questions and matters of concern from members of the public present.
- HPC1901/05 To consider and approve the minutes** of the Parish Council meeting held on 15<sup>th</sup> December 2025
- HPC1901/06 Items outstanding from previous meetings**
- 6.01** Summary of actions from previous meeting
- 6.02** To receive an update on the Community Self Help Group
- 6.03** To receive the draft minutes of the meeting of GHGW (the Parish Council's Climate Action Working Group)
- HPC1901/07 Correspondence received requiring a response and new business:**
- 7.01** To review the following policies:
- (a) Financial Management & Risk Assessment
  - (b) Finance Regulations
  - (c) Sexual & General Harassment Policy
  - (d) Emergency Plan update
- 7.02** To consider the Assertion 10 compliance document
- 7.03** To note the contents of the Clerk's report
- HPC1901/08 Finance**
- 8.01** To receive a financial report from the Responsible Finance Officer including a bank reconciliation, budget comparison and commentary
- 8.02** To note that a Councillor who is not a bank signatory has verified the bank reconciliation
- 8.03** To consider the proposal to try and rectify the rattle from the accessible gate (see attached letter from Playquip).
- 8.04** To consider the appointment of an Internal Auditor for the 2026-26 financial year and, once agreed, to authorise a letter of appointment.
- 8.05** To receive and approve the schedule of salary payments as agreed in the budget for 2026-2027
- 8.06** To review the schedule of regular payees and the method of payment.
- 8.07** To ratify and agree the following payments: **(a)** Holbrook Village Hall (Meeting Hall hire) £58 (BACs for ratification) Amazon (black refuse sacks for Community Caretaker) £33.20 (Debit card for ratification), 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): £293.53. (BACs) J Ambrose (Chairman's allowance) £26.53 (BACs), E-ON Next (Pavilion Electricity) £18.83 (DD) Lloyds Bank Charges £4.25 (DD). Playquip (Repairs to children's roundabout) £282.00 (BACs) M. Thompson (Fitness Classes) £150 (tbc) (BACs) Come Hither (Stag Beetle Sign) £228 (BACs) Vertas (Contract grass cutting) £317.11 (BACs) – no lottery draw this month (double draw in December).

(b) To note income received (i) **Community Account** 1<sup>st</sup> – 31<sup>st</sup> December: £132; (ii) Interest on **Investment Account** to 31<sup>st</sup> December £42.56; **Instant Access (Reade Field) Account** to 31<sup>st</sup> December £12.06

**8.08** To note that the provisional tax base for Holbrook for calculation of the precept has been confirmed as the final tax base for 26-27 and to sign the Precept Form requesting a precept of £39,000 as agreed at the Parish Council meeting held on 15<sup>th</sup> December 2025.

**8.09** To update and complete the authorised signatories form for Lloyds Bank, as requested by the bank

**HPC1901/09 Planning:**

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

**DC/25/03397 Proposal:** Planning Application. Erection of indoor arena building to facilitate use as riding school associated with existing equestrian business/livery. **Location:** Stables and Premises, Red House Farm, Brick Kiln Road, Holbrook IP9 1BH **Awaiting Decision**

**DC/25/04354 Proposal:** Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990 (as amended) – “I recently purchased this property 6 months ago. The property has a Conservatory with a warm roof which was built over 10 years ago. There are no buildings regs or planning permissions for this. The glazing is dated October 2012 and further evidence on google earth history confirm this. I plan to obtain the LDC and making an alterations to convert the conservatory into a habitable room by way of building control to bring building regs and structure up to date.” **Location:** Gallister Gate, Alton Green, Holbrook, Ipswich Suffolk IP9 2RN **Awaiting Decision**

**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/25/04951 Proposal:** Householder Application - Erection of single-storey front extension, to include porch and storage area; and part conversion of existing garage. **Location:** 14 Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2QY **Granted**

**DC/25/04941 Proposal:** Planning Application. Replacement of windows **Location:** St Marys, Woodlands Road, Holbrook, IP9 2PS **Awaiting Decision**

**9.02: To consider new applications received**

**DC/25/05399 Proposal:** Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/25/03765 dated 25/11/2025 . Town and Country Planning Act 1990.- To vary Condition 2 - As per submitted plans/documents **Location:** Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH

**HPC1901/10 Councillors Reports:** to note Councillors' reports and activities since the last meeting:

**HPC1901/11 To consider items for future agendas:**

**HPC1901/12 Date of next meeting: Parish Council Meeting Monday 16<sup>th</sup> February 2026 at Holbrook Village Hall at 7.30 p.m.**

Signed:



Parish Clerk

Date: 13<sup>th</sup> January 2026