

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 15th June 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

HPC1506/01 Apologies: To receive, and consent to accept, apologies for absence.

HPC1506/02 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.

HPC1506/03 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

HPC1506/04 To consider and approve the minutes of the Parish Council meeting held on 18th May 2026

HPC1506/05 Items outstanding from previous meetings

5.01 Summary of actions from previous meeting

5.02 To receive Terms of Reference for the Neighbourhood Plan Review Working Group and the Reade Field Working Group and the revised list of representatives to outside organisations.

HPC1506/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) Document Retention
- (b) GDPR Management Policy
- (c) Information Security Policy

6.02 To note that there is a consultation for the Joint Local Plan open until Friday 31st July 2026

6.03 To consider a request to use the Reade Field on Saturday mornings for football matches

6.04 To note the contents of the Clerk's report

HPC1506/07 Finance

7.01 To receive a report from the RFO, together with a bank reconciliation to 31st May 2026 and to note that a Councillor who was not a bank signatory had verified the bank reconciliation

7.02 The Clerk confirmed that all the statutory documents agreed at the last meeting had been sent to the External Auditor and had been posted on the website in accordance with the Accounts and Audit Regulations 2015

7.03(a) To ratify and agree the following payments: Mrs J Hazlewood (Expenses & Stationery) £39.49 (BACs) Mrs J Hazlewood (Clerk's Salary) £798.29 (BACs), Community Caretaker (salary) £358,00 (BACs), HMRC (PAYE & Employer's NI): £299.93. (BACs) J Ambrose (Chairman's allowance) £20.13 (BACs), Holbrook Village Hall (hall hire) £29.00 (BACs) E-ON Next (Pavilion Electricity) £18.62 (DD) Lloyds Bank Charges £4.25 (DD), M. Thompson (Fitness Classes) (£240 tbc)); ICO (Annual Data Protection Registration fee) £47.00 (DD) M & D Cordle (Grass Cutting, Alton Green), SLCC (Membership) £200.00 (BACs); Babergh District Council (Lottery Licence fee) £20.00, Seale (Parish Papers) £600 (BACs), Lottery Prizes for June £39.00

(b) To note no income received

(i) 1st – 31st May: **Community Account** – no income

(ii) **Investment Account** £43.00 (Interest);

(iii) **Instant Access (Reade Field) Account** £11.66 (Interest) – plus transfer from Community Account of £10,000.

HPC1506/08 Planning:

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

DC/26/01711 Proposal: Householder Application - Erection of a single storey side extension following demolition of existing porch and lean to, **Location:** Vine Cottage, Alton Green, Holbrook, Ipswich Suffolk IP9 2RN. **Awaiting Decision**

8.02: To consider new applications received:


DC/26/02090 Proposal: Application for a Lawful Development Certificate for an existing use - Sole use as a residential dwelling. **Location:** 2 Capondale Cottages, New Lane, Holbrook, Ipswich Suffolk IP9 2RB

HPC1506/09 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC1506/10 To consider items for future agendas:

HPC1506/11 Date of next Parish Council meeting: Monday 20th July 2026 at 7.30 p.m.

Signed:



Parish Clerk

Date: 9th June 2026