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 November 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 the Public Forum 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

HPC1511/01 Apologies: To receive, and consent to accept if appropriate, apologies for absence.

HPC1511/02 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.

HPC1511/03 Public Forum

3.01 To receive reports from the District and County Councillors

3.02 To receive questions on the agenda or matters of concern from members of the public present

HPC1511/04 To consider and approve the minutes of the Parish Council meeting held on 21st October 2026

HPC1511/05 Items from previous meetings and ongoing projects

5.01 Summary of actions from previous meeting

5.02 Results of survey for new equipment on the Reade Field

HPC1511/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

(a) Sickness and Absence
(b) Discipline
(c) Grievance
(d) Staff Appraisal

6.02 To consider the proposals from the tree warden for hedging on the Reade Field fill in the gap on the east side of the field and of if appropriate to agree to proceed with purchasing appropriate plants

6.03 To set up a working group to review the Council's Emergency Plan

6.04 To note that the Catherine Deane Trust needs new trustees and to invite suggestions

6.05 To decide on the Christmas lighting arrangements (email from Alan Alberry from SCC)

6.06 To note the minutes of the Greener Holbrook Greener World meeting 10.11.26

6.07 To note the contents of the Clerk's report

HPC1511/07 Finance

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

7.02(a) To agree the following payments:

Mrs J M Hazlewood (Expenses & printer ink) £39.49, Mrs J M Hazlewood (Clerk's salary) £tbc, (BACs) Community Caretaker Salary £358.00 (BACs); J Ambrose (Chairman's Allowance) £ ;(BACs) J Ambrose (Expenses) £49.70 (BACs) HMRC (PAYE & Employers NI) £ (BACs); Lloyds Bank Charges £4.25 (DD); WAVE (pavilion water charges) £46.91 (DD) E-ON Next (Pavilion Electricity) £19.81 (DD); Cloud Next (Domain name) £60.00 (BACs)D. Brumpton (War Memorial flowers & maintenance) £62.54 (BACs) Holbrook Village Hall (Meeting hall hire) £29.00 (BACs) Value Products Ltd (Safety sign for adult equipment) £60.36 (BACs) M Thompson (Fitness Classes) £tbc (BACs) Royal British Legion (Poppy Wreath) £50 (BACs) Donation to Village Christmas Tree £25,00 (BACs), Holbrook Methodist Church (Meeting Hall Hire) £20, Lottery prizes Nov £tbc, Holbrook Bowls Club (Meeting hire GHGW) £20.00 (BACs)

7.02(b) To note income received since last meeting to 31st October:

(i) **Community Account** – £885.50 (advertising in PPs)
(ii) **Investment Account** (Interest); £42.66
(iii) **Instant Access (Reade Field) Account** Lottery tickets £156, £14.87 (interest)

7.03 To convene a Budget Working Group to consider a draft budget for 2027/2028

7.04 To consider three new grant applications

7.05 Fitness Classes: To note that the funding for the Fitness Classes at Holbrook Academy was for one year only, with a condition that it became self-financing after that. Councillors to consider the next steps

7.06 To appoint an Independent Auditor 2026/27 accounts: see draft letter of appointment

HPC1511/08 Planning:

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

DC/26/03728 Proposal: Householder Application - Installation of ground mounted solar PV array. **Location**: Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ ***Awaiting Decision***

DC/26/03804 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) - Lawful Development sought to confirm lawful commencement of DC/25/04715 via the construction of foundations to Site 1 Plot 1 (Phase 1). **Location**: Site 1, Main Road, Woolverstone ***Awaiting Decision***

DC/26/04089 Proposal: Householder Application - Erection of a two storey rear extension and a front porch (following removal of conservatory) **Location:** Otter House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT ***Awaiting Decision***

8.02: To consider new applications received

DC/26/04551 Proposal: Planning Application - Phased development - Conversion of outbuildings for ancillary residential use, conversion of outbuildings to form 2no. dwellings **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH

HPC1511/09 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC1511/10 To consider items for future agendas:

HPC1511/11 Date of next Parish Council meeting: Monday 21st December at 7.30 p.m.

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Signed:  Parish Clerk Date: 10th November 2026