

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 17th August 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

HPC1708/01 Apologies: To receive, and consent to accept if appropriate, apologies for absence.

HPC1708/02 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.

HPC1708/03 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

HPC1708/04 To consider and approve the minutes of the Parish Council meeting held on 20th July 2026

HPC1708/05 Items outstanding from previous meetings

5.01 Summary of actions from previous meeting

5.02 Update on the parking issue on Alton Green

5.03 Update from working group who compiled a response to the consultation on Babergh's Joint Local Plan

HPC1708/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

(a) Subject Access Request (SAR)

(b) Volunteer Policy

(c) Dispensations

(d) IT Policy

6.02 Potential Road closure on B1080 at RHS from 21st September to 13th November 2026 by Anglian Water

6.03 To consider concerns about Alton Green pond and to resolve if any action needs to be taken

6.04 To note the contents of the Clerk's report

HPC1708/07 Finance

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

7.02(a) To ratify and agree the following payments:

Sheet Plastics: repair for telephone box £14.54, (Debit Card), Amazon – A4 printer paper £19.99 (debit card) Babergh District Council, Annual playground inspection, £78.64 (BACs), Mrs JM Hazlewood, Expenses and stationery £41.39 (BACs), Mrs J M Hazlewood, clerk's salary £798.29 (BACs), Community Caretaker's salary £358.00 (BACs), J Ambrose Chairman's Allowance £20.13 (BACs), HMRC, PAYE & Employer's NI £299.93 (BACs) Seale Parish Papers £600.00, E-On Next, pavilion electricity £18.23 (direct debit) Holbrook Village Hall, Meeting Hall Hire £29.00 (BACs), WAVE, pavilion water. £26.03 (DD), Lottery prizes August £39.00

(b) To note income received

(i) 1st – 31st July: **Community Account** – Advertising in Parish Papers: Babergh District Council – grant towards Community Caretaker: £2,147.99

(ii) **Investment Account** £46.20 (Interest);

(iii) **Instant Access (Reade Field) Account** £14.54 (interest)

7.03 To receive and note any recommendations on the External Auditors report

HPC1708/08 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. **Granted**

DC/26/02535 Proposal: Full Planning Application - Erection of cartlodge/outbuilding (ancillary to dwelling approved under DC/25/03765) (following demolition of existing outbuilding). **Location:** Land at Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH **Granted**

DC/26/02741 Proposal: Householder Application - Erection of single storey rear/side extension with link to annexe **Location:** Vine House, The Street, Holbrook, Ipswich Suffolk IP9 2PX **Awaiting Decision**

8.02: To consider new applications received:

DC/26/00528 Proposal: Householder Application. Erection of rear extension and dormer window. **Location:** The Yellow House, Fishponds Lane, Holbrook, IP9 2QZ

DC/26/02707 APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - Proposal: Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/25/00626 dated: 16/04/2025 - Erection of single storey extension and reinstate driveway access. **Location:** Latimers, Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2PL

HPC1708/09 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC1708/10 To consider items for future agendas:

HPC1708/11 Date of next Parish Council meeting: Monday 21st September 2026 at 7.30 p.m.

Signed:



Parish Clerk

Date: 10th August 2026