

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 19th October 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

HPC1910/01 Apologies: To receive, and consent to accept if appropriate, apologies for absence.

HPC1910/02 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.

HPC1910/03 Co-option: the Council to consider the co-option of applicants to the Council

HPC1910/04 Public Forum

4.01 To receive reports from the District and County Councillors

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

HPC1910/05 To consider and approve the minutes of the Parish Council meeting held on 21st September 2026

HPC1910/06 Items from previous meetings and ongoing projects

6.01 Summary of actions from previous meeting

6.02 Update on remedial work at Alton Green Pond

6.03 To receive the draft minutes of the Shotley Peninsula Alliance of PCs meeting with Babergh DC and Highways on 22nd September

HPC1910/07 Correspondence received requiring a response and new business:

7.01 To review the following policies:

(a) Health and Safety

(b) Equality

(c) Lone Working

7.02 To note the contents of the Clerk's report

HPC1910/08 Finance

8.01 To receive a report from the RFO, together with a bank reconciliation to 30th September 2026 and to note that a Councillor who was not a bank signatory had verified the bank reconciliation

8.02(a) To ratify and the following payments agreed at the last meeting and to note that the amount quoted for bin emptying at the meeting in September was net of VAT: Babergh District Council – (dog and refuse bin emptying) £2,743.94, CAS Business Insurance (Council's annual insurance policy) £582.08; to ratify the following payment East of England Coop (refreshments for Alliance meeting) £4.03 (Debit Card) Postage for sending Parish Papers to British Library £1.55 (Debit Card) and to agree the following payments to be made: Mrs J M Hazlewood (Expenses & printer ink) £39.49, Mrs J M Hazlewood (Clerk's salary which includes 3.3% back pay from April 26 increase) £984.57, (BACs) Community Caretaker Salary £358.00 (BACs); J Ambrose (Chairman's Allowance) £19.73;(BACs) HMRC (PAYE & Employers NI) £381.63 (BACs); Lloyds Bank Charges £4.25 (DD); E-ON Next (Pavilion Electricity) ££19.73 (DD); Cloud Next (Gov. uk email accounts) £59.98 (BACs) SALC (Annual payroll services) £266.40 (BACs) Vertas (Grounds maintenance Contract) £348.83 (BACs) Holbrook Village Hall (Meeting hall hire) £29.00 (BACs) Seale (Parish Papers) £624.00 (BACs) M Thompson (Fitness Classes) £tbc (BACs) Lottery prizes Sept & Oct £tbc

8.02(b) To note income received since last meeting to 30th September

(i) **Community Account** – £19,500 2nd half of precept; £48 transferred from Instant Access Account to refund lottery tickets

(ii) **Investment Account** £49.45 (Interest);

(iii) **Instant Access (Reade Field) Account** Lottery tickets to 1st October £480.00

£14.65 (interest)

8.03 Christmas Tree: to consider contributing a third of the cost of the village Christmas Tree – approximately £25.

8.04 To consider the quote and proposed sign for the adult/play equipment

HPC1910/09 Planning:

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

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 **Granted**

DC/26/02470 Proposal: Householder Application - Demolition of existing kitchen and erection of a two storey extension **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2QE **Granted**

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**

9.02: To consider new applications received

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

HPC1910/10 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC1910/11 To consider items for future agendas:

HPC1910/12 Date of next Parish Council meeting: Monday 16th November at 7.30 p.m.

Signed:



Parish Clerk

Date: 13th October 2026