

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 20<sup>th</sup> April 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

- HPC2004/01 Apologies:** To receive, and consent to accept, apologies for absence.
- HPC2004/02 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.
- HPC2004/03 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 and To receive a short introduction from Holly Baldock, Schools Youth Link Worker
- HPC2004/04 To consider and approve the minutes** of the Parish Council meeting held on 16<sup>th</sup> March 2026
- HPC2004/05 Items outstanding from previous meetings**
- 5.01** Summary of actions from previous meeting
- 5.02** To receive an update on the Community Self Help Group
- 5.03** To receive an update/minutes from the Climate Action Group GHGW
- 5.04** To receive and note the minutes of the Shotley Peninsula Alliance Meeting held in March.
- HPC2004/06 Correspondence received requiring a response and new business:**
- 6.01** To review the Reserves Policy
- 6.02** To adopt the General Communications Policy
- 6.03** To consider a request for parking on the Reade Field for a Bonfire and Fireworks event in Holbrook in November 2026
- 6.04** To review the use and charges for the football pitch
- 6.05** To review the charges for advertising in the Parish Papers
- 6.06** To note the contents of a further email from R Parmee re identifying areas for further tree planting
- 6.07** To note and consider the contents of an email re signage warning motorists to beware of deer.
- 6.08** To note the FAQs of the Crisis Resilient Fund
- 6.09** To note that changes to the Employment Rights Act 2025 came into force on 6<sup>th</sup> April 2026 affecting statutory sick pay (see attached supporting paper)
- 6.10** To note the contents of the Clerk's report
- HPC2004/07 Finance**
- 7.01** To receive a report from the RFO, together with a bank reconciliation to 31<sup>st</sup> March 2026 and to note that a Councillor who was not a bank signatory had verified the bank reconciliation
- 7.02** To receive and agree the unaudited Receipts and Payments Statement for 25-26.
- 7.03** To receive the draft AGAR papers for 25-26 and to consider the Council's response to the statements contained in page 4 of AGAR Form 3.
- 7.04** To receive and agree the Reserves statement at 31<sup>st</sup> March 2026
- 7.05** To note that the clerk will set the dates for the Exercise of Public Rights as required by the Accounts and Audit Regulations from 3<sup>rd</sup> June to 14<sup>th</sup> July 2026
- 7.06** To note that the schedule of salary payments and rates of pay for 2026-27 were agreed at the meeting held on 19<sup>th</sup> January whilst also noting that the NJC agreement for a percentage increase in salaries for 2026-27 had not yet been reached and the percentage increase in the budget and schedule was an estimate.

**7.07** To review and, if appropriate, approve the Statement of Internal Controls for the financial year 2025-2026

**7.08** To approve the Annual CIL Return for 2025-2026

**7.09** To note that a claim for the repayment of VAT for the financial year 25-26 in the sum of £3620.99 had been submitted and payment in full had been received.

**7.10** To note that a grant bid for £4000 to continue Fitness Classes for a further year at the Peninsula Sports Centre had been successful and funds had been received on the last day of the 2025/2026 financial year.

**7.11** To consider and, if appropriate agree, the necessary maintenance work to be carried out on the zipwire on the Reade Field (copy email refers).

**7.12 (a)** To ratify and agree the following payments: Mrs J Hazlewood (Expenses & Stationery) £39.49 (BACs) Mrs J Hazlewood (Clerk's Salary) £798.49 (BACs), Community Caretaker (salary) £358,00 (BACs), HMRC (PAYE & Employer's NI): £299.73. (BACs) J Ambrose (Chairman's allowance) £20.13 (BACs), E-ON Next (Pavilion Electricity) £18.67 (DD) Lloyds Bank Charges £4.75 (DD), M. Thompson (Fitness Classes) (£100 - tbc) (BACs) Business Services at CAS (Pavilion Insurance) £414.23, Suffolk County Council (Street Lighting) £1975.02 (BACs); Vertas (Grass Cutting) £348.83 (BACs), Seale (Parish Papers £587 (BACs), SALC (Annual Membership), £658.85 (BACs)

**(b) To note income received** 1<sup>st</sup> – 31<sup>st</sup> March: **Community Account** Oak Finance £99 (advertising Parish Papers; Stour Wanderers £210 (Girls Football); Tim Moll Architects £132 (advertising Parish Papers); Babergh District Council £4,000 (Community Grant) (ii) **Investment Account** £47.32 (Interest); **Instant Access (Reade Field) Account** £9.72 (Interest)

**7.13** To note that a Neighbourhood CIL payment has been received for £4467.88 which will be reflected in the bank reconciliation and summary to end April 2026.

#### **HPC2004/08 Planning:**

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

**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/26/00783 Proposal:** Householder Application - Erection of a rear two storey extension **Location:** Alpha, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT **Awaiting Decision**

**8.02: To consider new applications received:** no new applications received prior to the publication of the agenda.

**HPC2004/09 Councillors Reports:** to note Councillors' reports and activities since the last meeting:

**HPC2004/10 To consider items for future agendas:**

**HPC2004/11 Date of next meeting: Annual Parish Meeting:** Tuesday 28<sup>th</sup> April 2026 at 7.00 p.m.

**Annual Parish Council Meeting** Monday 18<sup>th</sup> May 2026 at 7.30 p.m.

Signed:



Parish Clerk

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