

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 20th July 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

HPC2007/01 Apologies: To receive, and consent to accept if appropriate, apologies for absence.

HPC2007/02 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.

HPC2007/03 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

HPC2007/04 To consider and approve the minutes of the Parish Council meeting held on 15th June 2026

HPC2007/05 Items outstanding from previous meetings

5.01 Summary of actions from previous meeting

5.02 Update on the use of the football pitch (see also 6.03)

5.03 Update from the Filming of The People's Emergency Briefing

5.04 Update on the parking issue on Alton Green and to decide next steps

5.05 Update from the working group's assessment of remedial work to be carried out on the Reade Field

HPC2007/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

(a) Complaints Procedure

(b) Training and Development

(c) Travel and Expenses

(d) Pre-planning application protocol

6.02 Councillors to note that Freston has several allotments free and, as there is a waiting list for allotments in Holbrook, they have asked if Holbrook PC could publicise the spare Freston allotments

6.03 To receive and, if agreed, adopt a draft agreement for the hire of the football pitch for Holbrook Hornets and Stour Girls Football teams.

6.04 To consider the report on advertising in the Parish Papers and to determine if any action needs to be taken

6.05 To note the attached update on Babergh's Joint Local Plan and to convene a working party to consider an HPC response to the consultation to be submitted before the deadline of 31st July 2026.

6.06 To consider a request to plant an oak sapling in an appropriate place in memory of a late resident of Holbrook

6.07 To note the contents of the Clerk's report

HPC2007/07 Finance

7.01 To receive a report from the RFO, together with a bank reconciliation to 30th June 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: Cooperative Society – refreshments for the People's Emergency Briefing film £3.25 (Debit card) Amazon Marketplace:

laminating pouches, £9.95 (Debit Card) The Coop (Compost) £4.50 (debit card),

Microsoft Annual Licence £84.99 (Debit Card), ICO (Data Protection Registration) £47

(DD), Mrs J Hazlewood (Expenses & Stationery) £42.74 (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) £17.94 (DD) Lloyds Bank Charges £4.75 (DD), M. Thompson (Fitness Classes) £200 (tbc); Vertas (Grounds Maintenance) £348.83 (BACs) SWARCO (SID 3 year gold maintenance contract) £973.34 (BACs); O Abbott, (tree work Reade Field) £380; O Abbott, (maintenance Reade Field and Church Green) £170, (BACs) M Thompson (Fitness classes) £240 (BACs), Lottery Prizes for July £39.00

(b) To note income received

- (i) 1st – 30th June: **Community Account** – Advertising in Parish Papers: L & M Ling £66, The Swan Inn £66, Holbrook Fireworks event £33, L Holmes £16.50
- (ii) **Investment Account** £47.64 (Interest);
- (iii) **Instant Access (Reade Field) Account** £14.05 (interest)

HPC2007/08 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**

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 **Awaiting Decision**

8.02: To consider new applications received:

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

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

HPC2007/09 Councillors Reports: to note Councillors' reports and activities since the last meeting:

HPC2007/10 To consider items for future agendas:

HPC2007/11 Date of next Parish Council meeting: Monday 17th August 2026 at 7.30 p.m.

Signed:



Parish Clerk

Date: 14th July 2026