

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18th August 2025 at 7.30pm.

Present: Cllr J Ambrose, Cllr R Allinson, Cllr S. Ingleton, Cllr J Stephens, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), Cllr Mary McLaren and 5 members of the public.

HPC1808/01 Apologies: To receive apologies for absence: Apologies had been received from Cllr Abbott, Cllr Basham and Cllr Martin due to other commitments. Cllrs consented to these apologies. Cllr Simon Harley also sent his apologies.

Action by

HPC1808/02 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. There were no declarations

2.02: To receive requests for dispensation - no requests for a dispensation were received.

HPC1808/03 : Public Forum

3.01: To receive reports from the District and County Councillors: reports had been received and circulated from the District and County Councillors. Cllr McLaren invited questions on her report. Cllr McLaren was thanked for her report but there were no further questions. Cllr Harley was unable to be present but would be happy to respond to any questions councillors may have.

3.02: To receive questions from members of the public: members of the public raised questions about a possible development on the field opposite Five Acres. The Chairman explained that there had been no official application to date. The Parish Council had written to the development company to invite them to host a public meeting to present their plans, should they wish to go ahead with a proposed development. If such a meeting is planned, it will be widely advertised to residents. If a planning application is received, details will be put on the Parish Council's agenda for the meeting at which the application is to be considered and there will be planning notices around the village.

HPC1808/04: To consider and approve the minutes of the Parish Council meeting held on 21st July 2025. It was proposed by Cllr Allinson and seconded by Cllr Stephens that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC1808/05:

5.01 Summary of actions from previous meetings

- The clerk had submitted the agreed statement from HPC to Babergh and SCC re the proposals for Local Government Reorganisation. A reply had been received from Babergh, thanking HPC for its statement.
- Cllr Allinson had visited Alton Green to assess the logistics of moving the memorial bench – he had provided a report, which will be circulated, with suggestions of alternative sites for the bench.
- The Clerk had confirmed the Council's support for the CIL bid for the upgrading of the boardwalk on the footpath from Fishponds Lane
- The clerk has written to the Co-op re the absence of a litter bin outside their store but had received no reply to date - the clerk will follow this up. The reason for not replacing the bin, given by the local staff, is that two separate bins are required - one for recycling - and if general rubbish was found in the recycling bin, the Coop would get a £70 fine. Cllr McLaren agreed to investigate this and report back.
- The clerk had circulated the Good Councillors Guide to all councillors

Clerk

Clerk

5.02 To receive an update from the Community Self Help Group – the group is going to plant some bulbs around the village – the Chairman reported that a donation had been made to the council towards the cost of bulbs.

5.03 To receive an update from the climate action working group: GHGW. No meeting was held in August. The Terms of Reference are being updated.

5.04 To receive an update on the Shotley Peninsula Parish Council Alliance: The Chairman reported that there had been progress on establishing a single point of contact for planning matters on the peninsula and there had also been an offer of quarterly meetings between Babergh and The Alliance.

5.05 To receive an update on Local Government Reorganisation: the Chairman and the Clerk had attended a further meeting of Parish Councils at Sroughton and additional information had been received from Babergh about their plans. The District Councils and the Borough Council are putting in a business case in favour of three Unitaries. A brief report from the meeting had been circulated

to Councillors. Councillors were also reminded that a debate is being held at Hadleigh Town Hall hosted by James Cartlidge on 12th September at 3.15 – two councillors invited to attend. Cllrs were invited to let the clerk know if they would like to attend.

Cllrs

HPC1808/06: Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) IT policy
- (b) Subject Access Request (SAR)
- (c) Volunteer Policy
- (d) Policy for Dispensations

All the above policies had been circulated prior to the meeting. Cllr Wright proposed and Cllr Ingleton seconded that the reviewed policies be approved and adopted. **All Councillors agreed.**

6.02 To note the request to support the CIL bid for the new recycling centre in Ipswich. The centre is moving to Gipping House on the Hadleigh Industrial Estate. Information had been circulated.

6.03 To consider the contents of the letter from Babergh re the trees, hedging and wildflower scheme – The Chairman is meeting with Richard Parmee from Babergh on 4th September. Cllr Allinson pointed out that the Council had provided a detailed report for wild flower planting on various verges around the village a few years ago, but nothing has materialised from this. It was agreed that additional trees on the Reade Field were not required and historically had difficulty thriving.

6.04 Councillors noted the contents of the Clerk's report

HPC1808/07: Finance.

7.01 A report from the RFO together with a budget summary bank reconciliation and additional commentary had been circulated prior to the meeting. Balances at the bank on 31st July 2025 were as follows:

- (a) Community Account: £ 50,332.24
- (b) Reade Field Account: £ 15,109.50
- (c) Fixed Term Investment A/C: £20,164.81

7.02 Cllrs noted that a councillor who is not a bank signatory had verified the bank reconciliation.

7.03 Councillors noted that the Conclusion of Audit had been received from the external auditor, stating that in their opinion the information in Sections 1 and 2 of the AGAR was in accordance with proper practices and no matters of concern had been raised. Councillors noted that the conclusion of audit had been posted on the website and on the noticeboard.

7.04 Councillors noted that £10,000 had been transferred from the Community Account to the Reade Field Instant Access Savings Account in order to earn some additional interest.

7.05 Cllrs noted that an agreement had been reached for the local government services pay award for 2025-2026. It was proposed by Cllr Allinson and seconded by Cllr Ingleton that this should be implemented in accordance with the clerk's contract, as soon as possible and back dated to 1st April 2025

7.06 (a) To approve the following payments:

Date	Payee	Amount
18.08.25	Mrs J M Hazlewood – Expenses (BACs)	£ 39.49
18.08.25	Mrs J M Hazlewood – Salary (BACs)	£ 771.60
18.08.25	Community Caretaker – Salary (BACs)	£ 343.92
18.08.25	J Ambrose – Chairman's Allowance (BACs)	£ 26.53
18.08.25	J Ambrose – Travel expenses (BACs)	£ 9.00
18.08.25	HMRC (to be paid 5.8.25) PAYE & Employers NI (BACs)	£ 281.74
18.08.25	E-ON Next – pavilion electricity (DD)	£ 18.87
18.08.25	WAVE – pavilion water (DD)	£ 53.54
18.08.25	Holbrook Methodist Church (hire of room) (BACs)	£ 10.00
18.08.25	SEALE (parish papers) BACs	£ 569.00
18.08.25	Lloyds Bank (monthly bank charges) DD	£ 4.89
18.08.25	Babergh District Council - Waste/dog bin emptying (BACs)	£ 3,884.40
18.08.25	PKF - External Audit fee (BACs)	£ 378.00
18.08.25	Lottery 1 st prize (BACs)	£ 23.25
18.08.25	Lottery 2 nd prize (BACs)	£ 13.95
18.08.25	Lottery 3 rd prize (BACs)	£ 9.30

Cllr Ingleton proposed and Cllr Stephens seconded that these payments be approved. **All Councillors agreed.**

In response to a councillor question, the clerk confirmed that she believed that HPC paid for the emptying of the bins at Admirals Quarter but will double check and report back.

Clerk

INCOME to 31st JULY 2025

Date	Received from	Amount
28.07.25	Babergh DC (Community Caretaker grant)	£ 4,126.98
29.07.25	Ridgeway Swim (Advertising PPs)	£ 99.00

HPC1808/08: Planning

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

DC/23/04109 Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 under the Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) **Location:** Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk further information has been received in relation to this consultation, which can be found on the Council's website at:

<https://www.babergh.gov.uk/w/application-search-and-comment> **Granted**

DC/25/00560 Proposal: Planning application - Demolition of existing buildings (1 and 2 Fir Tree Cottages) and erection of 1no. self-build new dwelling. Erection of 26 No. PV Panels (GSE Ground Mounted TSM-NEG9R.25 PV Panels). **Location:** Fir Tree Cottages, Harkstead Road, Holbrook, Suffolk – **Granted**

DC/25/02598 Proposal: Householder Application. Erection of a single storey side extension **Location:** Woodcutters Lodge, The Street, Holbrook, IP9 2PX. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Stephens. **Granted**

DC/25/02887 Proposal: Householder Application - Erection of a two storey rear and a two storey side extension with front canopy. **Location:** The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX. **Awaiting Decision**

8.02: To consider new applications received

DC/25/03199 Proposal: Householder Application - Extend existing rear balcony (following removal of existing conservatory) and internal alterations; **Location:** 10 Hapenny Field, Holbrook, Ipswich, Suffolk IP9 2TS : following a discussion approval was proposed by Cllr Allinson and seconded by Cllr Ingleton. **All Councillors agreed**

DC/25/03383 Proposal: Application for Listed Building Consent - Alterations of conservatory to living accommodation, new porch to side door, new kitchen layout and conversion of rear window to french doors and new pergola. **Location:** Orchard Cottage, The Street, Holbrook, Ipswich Suffolk IP9 2PX: following a discussion approval was proposed by Cllr Stephens and seconded by Cllr Wright **All Councillors agreed**

DC/25/03382 Proposal: Householder Application - Alterations of conservatory to living accommodation, new porch to side door, new kitchen layout and conversion of rear window to french doors and new pergola. **Location:** Orchard Cottage, The Street, Holbrook, Ipswich Suffolk IP9 2PX: as above, following a discussion approval was proposed by Cllr Stephens and seconded by Cllr Wright **All Councillors agreed**

HPC1808/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose reported that an application had been received too late for the Agenda for alterations to an existing application for Potash Farm but no extension to the deadline was possible. Cllr Ambrose also reported that the streetlight will be activated and working in The Cut from September. He has met Savills on site about the plans for the pavilion – Savills have taken over from Strutt and Parker as the agents for Greenwich. There has been no further news about the increased opening of the Sports Centre, due to school holidays.
- Cllr Allinson has submitted several reports to the Clerk in his role as tree surgeon. The reports will be circulated to councillors. Cllr Allinson also reported that he had received an email about some land at Hunters Wood for potential development and he will follow this up.

Clerk
Cllr
Allinson

\HPC1808/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on Agenda for the meeting on the 15th September 2025.

All
Cllrs

HPC1808/11: Date of the next Parish Council Meeting will be held on Monday 15th September 2025. The Chairman reported that he would be on holiday so the meeting will be chaired by the Vice Chairman, Cllr Allinson

Robert Allinson

16th September 2025

Chairman.....

Date.....

The meeting finished 20.20 p.m.

These minutes were signed by the Chairman of the meeting as a true record of the meeting held on 16th August 2025. The original signed minutes are in the Minute Book held by the Clerk and can be viewed on request.