

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15th September 2025 at 7.30pm.

Present: Cllr R Allinson (Chairman of the meeting), Cllr G. Abbott, Cllr S. Ingleton, Cllr J Stephens, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), District Cllr Mary McLaren, County Councillor S. Harley and 3 members of the public.

HPC1509/01 Apologies: To receive apologies for absence: Apologies had been received from Cllr Ambrose, Cllr Basham and Cllr Martin due to other commitments. Cllrs consented to these absences. **Action by**

HPC1509/02 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.

HPC1509/03 : 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. County Cllr S. Harley invited questions on his report. Cllr Allinson explained that the Parish Council had contacted both SCC and Babergh about a Tree on Mill Rise which was causing some concern. Both authorities were saying that the tree was not their responsibility. The clerk agreed to send Cllr Harley and Cllr McLaren the email exchange and they kindly offered to follow this up. Cllr Harley was thanked for his report. **clerk**

3.02: To receive questions from members of the public: no matters were raised by members of the public present.

HPC1509/04: To consider and approve the minutes of the Parish Council meeting held on 18th August 2025. It was proposed by Cllr Wright and seconded by Cllr Ingleton that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC1509/05:

5.01 Summary of actions from previous meetings

- Alton Green Bench: the Clerk had informed the family of Cllr Allinson's recommendations and had contacted a local handyman to try and provide a price for the re-siting of the bench.
- There had been an exchange of correspondence with Babergh about the removal of the bin at the Co-op. There is no obligation on the Co-op to provide a bin, but they do have a duty of care to keep their land free from litter and waste as far as possible. Recent suggestions are that the Co-op provide and empty their own bin, thereby separating out recyclable litter, or that a litter bin be purchased by the Parish Council and the Co-op be asked to contribute to the emptying costs. Following a discussion, it was agreed that the Parish Council should escalate this with the head office of The Coop. **clerk**
- Cllr Ambrose and Cllr Allinson had followed up the obstruction of the footpath alongside the old Compasses and have found that it is not illegal to park on a footpath outside of London. The Community Police Officer has said there is nothing she could do. It was agreed that the clerk would write to the construction company to enlist their support. **clerk**
- The Clerk confirmed that Holbrook Parish Council do pay for emptying the bins at Admirals Quarter.
- The tree reports and the report on the Alton Green Bench had been forwarded to councillors.

5.02 To receive an update from the Community Self Help Group: the CSHG are asking for donations of bulbs and will undertake planting.

5.03 To receive an update from the climate action working group: GHGW. Minutes of the meeting on 8th September had been circulated – Cllr Ambrose and S. Hooton were to attend the presentation of an award on 23rd September, and a litter pick had been organised for 28th September.

5.04 To receive an update on the Shotley Peninsula Parish Council Alliance: the first of quarterly meetings with Babergh DC is being organised.

5.05 To receive an update on Local Government Reorganisation: the clerk attended a debate between SCC who are recommending a single Unitary, and the District & Borough Councils who are recommending 3 Unitaries. A vote was taken at the end of the debate and there was a large majority of those present in favour of 3 Unitaries.

HPC1509/06: Correspondence received requiring a response and new business:**6.01** To review the following policies:

- (a) Environmental Policy
- (b) Grant Awarding Policy
- (c) Community Engagement Policy
- (d) Mid-year review of Asset Register – the clerk will add the new noticeboard at the Reade Road end of Reade Field.

Clerk

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 grit bins will be re-filled by Highways before the end of October providing they are in their approved location and are free from water and litter. Cllr Basham offered to check them.

Cllr Basham

6.03 Councillors noted that there are three councillor vacancies on the Council following the resignation of Cllr Pittman and every effort was being made to recruit new members.

6.04 Councillors noted the contents of an email re the future funding of the Community Caretaker and discussed the Council's options for the continuation of the role. It was agreed that this was a valuable resource and consideration would be given to how to fund it in the future at the budget meeting to be held in November. Full funding had been received in the current financial year, but there would be a 50% reduction in 2026-27 and no funding in 2027-28.

6.05 Councillors noted the invitation to join the thermal imaging project which GHGW have agreed to manage. The Clerk has registered their interest.

6.06 Councillors noted the invitation to be a consultee on Tattingstone's Neighbourhood Plan. It was agreed to submit a comment in support of their NP.

6.07 The clerk gave a verbal report following a meeting between Richard Parmee and Cllr Ambrose about the management of Hapenny Field stag stumpery and the opportunity to apply for some wildflowers. Cllrs felt that further saplings were not needed for the Reade Field. The clerk reported that a resident had donated £100 for the purchase of bulbs.

6.08 Councillors noted the email re the Dam at Alton Water Reservoir – the concrete is breaking. The clerk was asked to write to Anglian Water to enquire if there are plans to improve the dam, which is becoming hazardous for cyclists.

Clerk

6.09 Councillors noted the contents of the Clerk's report and were aware that the gate on the playpark is in urgent need of repair. A request to a local contractor had been made to see if a suitable repair can be carried out.

HPC1509/07: 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 August 2025 were as follows:

- (a) Community Account: £ 44,026.36
- (b) Reade Field Account: £ 15,671.43
- (c) Fixed Term Investment A/C: £20,210.20

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

7.03 To note that the Parish Council insurance policy is due for renewal on 1st October 2025, 2 quotations had been received – Premiums so far quoted were £560.39 and £878.70. The clerk will endeavour to get a third quote, but unless the third quote has more favourable terms, the clerk recommended that the quote for £560.39 be accepted. **All Councillors agreed**

7.04 Councillors noted that the second half of the precept has just been received from Babergh, which will be reflected in the next bank reconciliation

7.05 (a) To approve the following payments:

Date	Payee	Amount
03.09.25	Amazon – Stationery - envelopes, paper etc. (Debit card)	£ 45.96
16.09.25	Mrs J M Hazlewood – Expenses (BACs)	£ 54.49
16.09.25	Mrs J M Hazlewood – Salary incl. back pay (BACs)	£ 931.52
16.09.25	Community Caretaker – Salary (BACs)	£ 343.92
16.09.25	J Ambrose – Chairman's Allowance (BACs))	£ 26.73
16.09.25	HMRC (to be paid 6.10.25) PAYE & Employers NI (BACs)	£ 351.50
16.09.25	Lloyds Bank monthly bank charges (DD)	£ 4.75
16.09.25	E-ON Next – pavilion electricity (DD)	£ 21.17

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

INCOME to 31st AUGUST 2025

Date	Received from	Amount
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04.08.25	Suffolk Crafted – advertising in the Parish Papers – Community A/c	£ 132.00
4.08-1.09	Lottery tickets and interest on Reade Field Account	£ 561.93
29.08.25	Total interest to 29.08.25 on Investment Account	£ 210.20

HPC1509/08: Planning

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

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. **Granted**

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 : **Granted**

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: **Awaiting Decision**

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: **Awaiting Decision**

8.02: To consider new applications received

DC/25/03397 Proposal: Planning Application. Erection of indoor arena building to facilitate use as riding school associated with existing equestrian business/livery. **Location:** Stables and Premises, Red House Farm, Brick Kiln Road, Holbrook IP9 1BH. Following a discussion approval was recommended by Cllr Ingleton and seconded by Cllr Abbott **All Councillors agreed**

DC/25/03639 Proposal: Householder Application - Erection of a single storey side extension **Location:** Hawthorns, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT Following a discussion approval was recommended by Cllr Abbott and seconded by Cllr Ingleton. **All Councillors agreed**

DC/25/03885 Proposal: Application for Works to Trees Subject to Tree Preservation Order BT98/T2 - Fell 1 No. Oak (T1) **Location:** 14 Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2QY Following a discussion, it was proposed and seconded to submit the following recommendation: *This application is for the felling of a mature oak tree which has several features suitable for roosting bats. Councillors agreed therefore to recommend a holding objection until bat surveys can be undertaken as per Paragraph 3 of local plan policy LP16.* **All Councillors agreed**

HPC1509/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Basham had reported that there are several self-seeded Black Locust saplings on the grass verge at the corner where Ipswich Road meets The Street which are becoming a visibility issue when turning onto Ipswich Road. Cllr Basham offered to remove them if the Council agreed. Cllr Allinson agreed to have a look at the problem and report back.

**Cllr
Allinson**

\HPC1509/10: 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 20th October 2025.

**All
Cllrs**

HPC1509/11: Date of the next Parish Council Meeting will be held on Monday 20th October 2025.

JoAn Ambrose

20th October 2025

Chairman.....

Date.....

The meeting finished 20.32 p.m.

These minutes were signed as a true record of that meeting by the Chairman on Monday 20th October. The original signed document is held by the clerk in the Parish Council's minute book and can be viewed upon request: clerk@holbrookparishcouncil.gov.uk