

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 19th January 2026 at 7.30pm.

Present: Cllr J Ambrose, Cllr R Allinson, Cllr E Basham, Cllr A Halligan Cllr S. Ingleton, Cllr D Martin ,Cllr J Reid, Cllr A Wright and following item 1901/3, Cllr Swallow.

In attendance: Mrs J Hazlewood (Clerk), County Cllr S Harley, District Cllr Mary McLaren, 1 member of the public was present.

HPC1901/01 Welcome and Apologies: To receive apologies for absence: No apologies had been received. Cllr Abbott was not present. **Action by**

HPC1901/02 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. No declarations were received.

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

HPC1901/03 Co-option of new Parish Councillor: to co-opt Peter Swallow as a Councillor to Holbrook Parish Council. It was proposed by Cllr Ingleton and seconded by Cllr Martin that Peter Swallow be co-opted. **All Councillors in favour** and the Declaration of Acceptance of Office was signed.

HPC1901/04 : Public Forum

4.01: To receive reports from the District and County Councillors: reports had been received and circulated from the District and County Councillors. County Councillor Simon Harley reminded Council that the County elections may not take place this year, a decision is awaited from the government. Cllr Swallow enquired whether any of the £12 million grant on sustainable transport is likely to be available to Holbrook. Cllr Harley thought it was unlikely that rural areas would receive any of the funding. He added that there are still ongoing plans for a cycle path for the peninsula. Cllr Mary McLaren reminded council about the funding opportunities included in her report. She also invited Councillors to comment on the Community Governance Review by the deadline of 23rd January. She reported that there had been successful applications from residents in Holbrook for the Warmer Suffolk grants and there was still some funding remaining. There were no further questions and Cllr McLaren and Cllr Harley were thanked for their reports.

4.02: To receive questions from members of the public: there were no questions.

HPC1901/05: To consider and approve the minutes of the Parish Council meeting held on 15th December 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.

HPC1901/06:

6.01 Summary of actions from previous meetings.

- Cllr Allinson will forward previous relevant Parish Plan information to the Clerk, together with a draft Alton Green Plan **Cllr Allinson**
- The clerk had forwarded a copy of the current Emergency Plan to councillors. The plan had since been updated and zones allocated, but some preferred contact numbers need to be established and included. The final plan will go to the County's Emergency Planning Officer. In the event of an emergency, it was likely that a WhatsApp group would be formed **Cllr Allinson**
- Cllr Halligan is meeting Cllr Ambrose to discuss Cllr Halligan undertaking responsibility for the SID **Cllr Halligan/Cllr Ambrose**
- Cllr Ambrose has contacted Rachel Cattermole to discuss H & S aspects of installing a practice cricket wicket on the Reade Field – he has been referred to personnel from Suffolk Cricket which he will follow up. **Cllr Ambrose**
- To organise a working party to mend the gate to the playpark and other minor repairs – Cllr Ambrose has this in hand. **Cllr Ambrose**

6.02 To receive an update from the Community Self Help Group: Cllr Swallow offered to join the group and Cllr Ambrose agreed to give his details to the Coordinator of the group. There followed a discussion about the Cut being unfit for purpose now there is considerably more footfall.

6.03 To receive and note the minutes of the climate working group, Greener Holbrook, Greener World (GHGW): Councillors noted that the stag beetle sign is ready to be installed and the thermal

imaging camera is being borrowed from 4th to 10th March. Cllrs Basham and Allinson offered to help with surveys.

HPC1901/07: Correspondence received requiring a response and new business:

7.01 To review the following policies:

- (a) Financial Management & Risk Assessment
- (b) Finance Regulations
- (c) Sexual & General Harassment Policy

It was proposed by Cllr Allinson and seconded by Cllr Martin that the above policies be adopted as reviewed. This included an increase to £1000 in paragraphs 5.9, 5.20 and 6.8. of the Financial Regulations. **All Councillors agreed.**

(d) Emergency Plan update: the final update will be circulated

Clerk

7.02 To consider the Assertion10 compliance document: Cllrs noted the document and noted the importance of ensuring communication is formalised and only council gov.uk email accounts should be used for any business relevant to the Council

7.03 Councillors noted the contents of the Clerk's report. A grant application to continue the fitness classes for a further year has been submitted.

HPC1901/08: Finance.

8.01 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 December were:

- (a) Community Account: £53,216.90
- (b) Reade Field Account: £25,312.83
- (c) Fixed Term Investment A/C: £20,399.08

8.02 Cllrs noted that a councillor who is not a bank signatory was verifying the bank reconciliations to 30th November and 31st December .

8.03 To consider the proposal to try and rectify the rattle from the accessible gate. A letter had been circulated outlining a possible solution at an approximate cost of £450,. Following a discussion, it was agreed that Cllr Ambrose would talk to the resident of the cottage affected by the noise, to assess the size of the problem.

Cllr Ambrose

8.04 To consider the appointment of an Internal Auditor for the 2025-26 financial year and, once agreed, to authorise a letter of appointment: it was agreed to ask Heelis and Lodge to carry out the internal audit and the clerk would send them the appointment letter..

Clerk

8.05 To receive, review and approve the schedule of salary payments as agreed in the budget for 26-27. Cllr Allinson proposed an Cllr Ingleton seconded approval of the proposed salaries for 2026-27 as detailed on the schedule **All Councillors agreed**

8.06 Councillors **reviewed and agreed** the schedule of regular payees and the method of payments.

8.07 Payments to be approved and ratified including invoices received since the publication of the agenda: An invoice for the Accessibility audit of the website (£70) had been received since the Agenda had been published.

Cllr Wright proposed and Cllr Ingleton seconded that the following payments be approved. **All Councillors agreed.**

Date	Payee	Amount
30.12.25	Holbrook Village Hall – Meeting hall hire (BACs)	£ 58.00
10.01.26	Amazon – black sacks for Community Caretaker (Debit Card)	£ 33.20
20.01.26	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
20.01.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.49
20.01.26	Community Caretaker – Salary (BACs)	£ 343.92
20.01.26	J Ambrose – Chairman's Allowance (BACs))	£ 26.73
20.01.26	HMRC (to be paid 5.02.25) PAYE & Employers NI (BACs)	£ 293.13
20.01.26	Lloyds Bank Charges (DD)	£ 4.75
20.01.26	Vertas – Grounds Maintenance (BACs)	£ 317.11
20.01.26	E-ON Next – pavilion electricity (DD)	£ 18.83
20.01.26	M Thompson – fitness classes (BACs)	£ 150.00
20.01.26	Come Hither Gallery – Stag Beetle signage (BACs)	£ 228.00
20.01.26	Playquip – repair of roundabout (BACs)	£ 282.00
20.01.26	Suffolk Cloud – Website Audit (BACs)	£ 70.00

INCOME

INCOME to COMMUNITY ACCOUNT to 30th November 2025

Date	Received from	Amount
04.12.25	Abbotts Forestry – advertising in PPs	£ 66.00
29.12.25	ND Mullett Plumbing – advertising in PPs	£ 66.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.12.25	Interest	£ 12.06

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
31.12.25	Interest received	£ 50.24

8.08: Councillors noted that the provisional tax base for Holbrook for calculation of the precept had been confirmed for 26-27 and the Precept Form had been completed accordingly requesting a precept of £39,000 as agreed at the Parish Council meeting held on 15th December 2025. Cllr Wright proposed and Cllr Halligan seconded that the precept form be signed, **All Councillors agreed**

8.09: Lloyds Bank requested the Council to complete an “Authority to Operate” the bank account. The agreed signatories are Cllrs Ambrose, Martin and Wright and the clerk, with any two signatories required to sign authorisations. Approval was proposed by Cllr Allinson and seconded by Cllr Halligan. **All Councillors agreed** and the authorisation form was duly signed.

HPC1901/09: Planning

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

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. **Awaiting Decision**

DC/25/04354 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) – “I recently purchased this property 6 months ago. The property has a Conservatory with a warm roof which was built over 10 years ago. There are no buildings regs or planning permissions for this. The glazing is dated October 2012 and further evidence on google earth history confirm this. I plan to obtain the LDC and making an alterations to convert the conservatory into a habitable room by way of building control to bring building regs and structure up to date.” **Location:** Gallister Gate, Alton Green, Holbrook, Ipswich Suffolk IP9 2RN **Granted**

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/25/04951 Proposal: Householder Application - Erection of single-storey front extension, to include porch and storage area; and part conversion of existing garage. **Location:** 14 Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2QY. **Granted**

DC/25/04941 Proposal: Planning application: replacement of windows **Location:** St. Mary's Woodlands Road, Holbrook, IP9 2PS. **Granted**

9.02: To consider new applications received

DC/25/05399 Proposal: Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/25/03765 dated 25/11/2025 . Town and Country Planning Act 1990.- To vary Condition 2 - As per submitted plans/documents **Location:** Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Swallow. **All Councillors agreed**

HPC1901/10: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose attended the patients' group held at Holbrook Surgery recently and reported that the new booking system had had a positive impact on the number of missed appointments. He also reported that it is possible for patients to book appointments if they do not have access to technology. The surgery is now fully staffed and open 4.5 days each week.
Cllr Ambrose also told councillors that the Youth Parish Council are meeting on Tuesday 20th January.

No reply had been received from Greenwich about the payment and receipt of the peppercorn rent for the Reade Field.

- Cllr Wright offered to help with any recommendations raised by the website accessibility audit. The clerk would forward the audit report.
- Cllr Basham reported that there was a smashed glass panel in the telephone box by St. Mary's – Cllr Halligan offered to provide some plastic to replace the glass.
- Cllr Allinson has sent two tree warden reports to the clerk and councillors noted that some remedial work for the trees in question will be required.
- Cllr Ingleton reported that Cllr Basham had joined the Reade Field Working Group. She also told Councillors that she will be resigning after the February meeting, following a number of years serving as a Parish Councillor..

Cllr Wright/
Clerk

Cllr Halligan

HPC1901/11: To consider items for future agendas: Councillors were asked to send the Clerk any items they would like to be included on the Agenda at least one week before the date of the next meeting on 16th February..

**All
Cllrs**

HPC1901/12: Date of the next Parish Council Meeting will be held on Monday 16th February 2026.

John Ambrose

16th February 2026

Chairman.....

Date.....

The meeting finished at 8.40 p.m.

These minutes were agreed to be a true record of the meeting held on 19th January 2026 and were signed by the Chairman at the meeting held on 16th February. The original signed minutes are held in The Minute Book and can be viewed upon request by contacting: clerk@holbrookparishcouncil.gov.uk