

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16th February 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 Swallow, Cllr A Wright

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

HPC1602/01 Welcome and Apologies: To receive apologies for absence: Cllr Abbott was not present. County Councillor Simon Harley sent apologies as he was away. **Action by**

HPC1602/02 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.

HPC1602/03 : 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 Simon Harley was unable to be at the meeting. Cllr Mary McLaren invited questions on her report. Cllr Allinson remarked that charities may lose income once the new residential glass bins were installed. Cllr Swallow asked about the funding from National Landscapes which might be used to improve aspects of the village. He suggested that consideration be given for a project to develop the path and access from behind the Mill down to Holbrook Creek, to include the pond opposite the Mill Cllr Ambrose suggested a working party to investigate this further.

Working party to be convened

3.02: To receive questions from members of the public: No questions were received, other than to highlight the pothole on Heathfield Road

HPC1602/04: To consider and approve the minutes of the Parish Council meeting held on 19th January 2026 It was proposed by Cllr Allinson and seconded by Cllr Martin that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC1602/05:

5.01 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**
- To forward the completed Emergency Plan to the County's Emergency Planning Officer **Clerk**
- Cllr Halligan is coordinating the SID for Holbrook
- Cllr Ambrose had followed up the suggestion of a cricket wicket on the Reade Field, but it was going to be too costly to follow up at this time.
- Cllr Ambrose is organising a working party to mend the gate on the Reade Field **Cllr Ambrose**
- Enchantress Cottage – Cllr Ambrose is liaising with the residents from Enchantress Cottage. It was agreed to try adding some additional rubber to the gate. **Cllr Ambrose**
- The Clerk had forwarded the letter of engagement to Heelis and Lodge and had received an acknowledgement and acceptance.
- The website audit report has been circulated to councillors
- Cllr Halligan will supply some plastic to replace the broken glass in the phone box on Clench Road. **Cllr Halligan**

5.02 To receive an update from the Community Self Help Group: Cllr Swallow reported that the group had cleared two thirds of The Cut. He had found some grates which have been cleared and will look for further grates with the use of a borrowed metal detector. **Cllr Swallow**

5.03 To discuss issues with The Cut/Petticoat Lane: SCC have acknowledged that it is a public footpath and the poor condition of the tarmac has been reported. It is currently being maintained by the CSHG. It was agreed that future maintenance might benefit from some specialist equipment, but it was noted that there are certain restrictions on the use of equipment by the CSHG which will have to be observed.

5.04 To receive an update on the Youth Parish Council Meeting: a second meeting was held in January with Cllrs Harley and McLaren in attendance. Ideas are being formed by the students and it is hoped that representatives might attend a Parish Council Meeting, or the Annual Parish Meeting in the future to share some of their ideas.

HPC1602/06: Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) Public Participation at Meetings
- (b) Reporting at Meetings
- (c) Policy for Communicating with the Media
- (d) Co-option Policy
- (e) Accessibility Statement (revised)

It was proposed by Cllr Wright and seconded by Cllr Swallow that the above policies and statement be adopted as reviewed. **All Councillors agreed.**

6.02 Cllr Ambrose reported that contractors have carried out some tree work on the Reade Field, which had been identified by a tree inspection commissioned by Savills on behalf of Greenwich Estates. Cllr Reid will try and clarify intentions for the management of the Reade Field with his contact at Savills.

Cllr Reid

6.03 To consider the email correspondence about speeding on the road from Holbrook to Stutton past the RHS. Various people, including SCC, BMSDC, the local MP and the police have been copied into the correspondence. Following a discussion, it was agreed to request a visit from an ANPR camera. The SID will be placed at the RHS on a rotational basis with the other sites.

Clerk/Cllr Halligan

6.04 For Council to consider a response to the Sustainability Appraisal Scoping Report as part of BMSDC's evidence gathering of the Joint Local Plan. **It was agreed** that this would be referred to the next Alliance Meeting.

6.05 Alton Green. Cllrs agreed that the family can undertake the re-siting of the memorial bench to a more suitable place on the Green and the clerk would notify them accordingly.

Clerk

6.06 Councillors considered the Assertion 10 checklist for Councils which had been circulated (Assertion 10 is required for the Annual Governance and Accountability Return) and, following a discussion, the Council believed they could demonstrate compliance with the statements.

6.07 Councillors noted the contents of the Clerk's report

HPC1602/07: 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 January were:

- (a) Community Account: £50,809.65
- (b) Reade Field Account: £25,325.73
- (c) Fixed Term Investment A/C: £20,444.35

7.02 Cllrs noted that a councillor who is not a bank signatory had verified the bank reconciliations to 31st January 2026 .

7.03 Payments to be approved and ratified including invoices received since the publication of the agenda:

Date	Payee	Amount
30.01.26	Sports Direct – Walking Shoes for Community Caretaker (Debit Card)	£ 39.98
17.02.26	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
17.02.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
17.02.26	Community Caretaker – Salary (BACs)	£ 343.92
17.02.26	J Ambrose – Chairman's Allowance (BACs)	£ 26.73
17.02.26	HMRC (to be paid 5.03.25) PAYE & Employers NI (BACs)	£ 293.33
17.02.26	Lloyds Bank Charges (DD)	£ 4.25
17.02.26	E-ON Next – pavilion electricity (DD)	£ 19.07
17.02.26	M Thompson – fitness classes (BACs)	£ 200.00
17.02.26	SEALE – Parish Papers (BACs)	£ 587.00
17.02.26	O Abbott – additional grass cutting & maintenance	£ 170.00
17.02.26	Suffolk Cloud – Website Hosting (BACs)	£ 120.00
17.02.26	Wave Pavilion water charges (DD)	£ 39.40
17.02.26	SALC – Training course (BACs)	£ 43.20
17.02.26	Lottery – 1 st prize February	£ 19.50
17.02.26	Lottery – 2 nd prize February	£ 11.70
17.02.26	Lottery – 3 rd prize February	£ 7.80

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

INCOME.

INCOME to COMMUNITY ACCOUNT to 31st January 2026

Date	Received from	Amount
02.01.26	The Swan – advertising in PPs	£ 33.00
06.01.26	Holbrook & District Pre-School playgroup – advertising in PPs	£ 33.00
07.01.26	B & B Electrical – advertising in PPs	£ 132.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.01.26	Interest	£ 12.90

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
30.01.26	Interest	£ 45.27

HPC1602/08: 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. **Refused**

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/25/05399 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. **Refused**

DC/26/00322 Proposal: Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 6. Agricultural building for the storage of crops, inputs (seeds and fertiliser) and agricultural machinery. **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH **Decision: formal approval not required**

8.02: To consider new applications received

DC/26/00345 Proposal: Application for works to trees subject to a Tree Preservation Order - Oak tree in front garden that requires the dead wood to be removed and the tree itself needs cutting back and reshaping. **Location:** Oak View, 4 Broomhill, The Street, Holbrook Ipswich Suffolk Following a discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Martin with the proviso that the work was carried out by qualified contractors

HPC1602/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Basham mentioned the hazard of speeding cars going in and out of the village hitting deer crossing the road.
- Cllr Ingleton said that a net needs to be replaced on one of the 5 a side goal posts and asked the Council to consider putting some basketball nets lower on the posts, so that younger children can use them.
- Cllr Ambrose expressed thanks to Cllr Ingleton who was resigning as a Parish Councillor after many years of service.

Agenda 16.3

HPC1602/10: 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 March..

All Cllrs

HPC1602/11: Date of the next Parish Council Meeting will be held on Monday 16th March 2026.

John Ambrose

16th March 2026

Chairman.....

Date.....

The meeting finished at 8,25 p.m.

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