

HOLBROOK PARISH COUNCIL

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

Present: Cllr J Ambrose, Cllr E Basham, Cllr S. Ingleton, Cllr D Martin, Cllr A Wright.

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

HPC1512/01 Welcome and Apologies: To receive apologies for absence: Apologies had been received from Cllr Allinson and Cllr Stephens. Cllr Stephens has tendered his resignation from the Council due to pressures of work. County Cllr Simon Harley also sent apologies.	Action by
HPC1512/02 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.	
HPC1512/03 Co-option of new Parish Councillor: to co-opt John Reid as a Councillor to Holbrook Parish Council. It was proposed by Cllr Ingleton and seconded by Cllr Martin that John Reid be co-opted. All Councillors agreed and John Reid signed the Declaration of Acceptance of Office and joined the Council.	
HPC1512/04 : 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. Cllr Mary McLaren offered to answer any questions on her report. There were no further questions and Cllr McLaren was thanked for his report. Cllr Harley was unable to be present. 4.02: To receive questions from members of the public: no questions received.	
HPC1512/05: To consider and approve the minutes of the Parish Council meeting held on 17 th November 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.	
HPC1512/06: 6.01 Summary of actions from previous meetings. <ul style="list-style-type: none"> Cllr Allinson will forward previous relevant Parish Plan information to the Clerk – this is still outstanding The clerk had forwarded a copy of the current Emergency Plan to councillors – Cllr Allinson offered to have an initial look at the plan Cllr Halligan is meeting Cllr Ambrose to discuss Cllr Halligan undertaking responsibility for the SID The clerk had circulated the graphics for the stag beetle sign to all councillors The clerk had contacted Highways about the concern that safety signs were being obscured at the bottom of Church Hill. Highways had responded to say that they were unable to take further action as the matter did not meet their intervention criteria. They said they would continue to monitor the location as part of our routine inspections. 6.02 To receive an update from the Community Self Help Group – no report 6.03. To receive an update on the review of the Emergency Plan: still outstanding and deferred to the next meeting. 6.04 A project plan had been circulated to councillors for the Reade Field Pavilion. No response had been received to date from Savills. Cllr Reid was meeting an agent from Savills and will remind them that the Council is still waiting to hear from them regarding plans for the pavilion. 6.05 Cllr Ambrose gave a verbal report about the first meeting of the Youth Parish Council: it was very well attended. The next meeting will be on 20 th January and will include 10 students from the RHS. The Youth Parish Council were happy to have the District and County Councillor attend meetings, should they wish to. There had been good feedback from the Academy students. Cllr Ambrose confirmed that members of the Youth Council may attend the Annual Parish Meeting, or one of the monthly Parish Council meeting in the future.	Cllr Allinson Cllr Allinson Cllr Halligan/Cllr Ambrose
HPC1512/07: Correspondence received requiring a response and new business: 7.01 To review the following policies: (a) Safeguarding Policy (b) Tree Policy (c) Accessibility Statement	

<p>All the above policies had been circulated prior to the meeting. Cllr Ingleton proposed and Cllr Martin seconded that the reviewed policies be adopted as reviewed. All Councillors agreed.</p> <p>7.02 Councillors noted that the government have proposed to postpone the Mayoral elections for Suffolk and Norfolk until 2028.</p> <p>7.03 Councillors were asked to consider the feasibility of a practice cricket wicket on the Reade Field. Following a discussion which included health and safety aspects, it was agreed Cllr Ambrose would contact Rachel Cattermole at Babergh for some advice.</p> <p>7.04 Councillors noted the contents of the Clerk's report – the clerk reported that the roundabout table has been removed. Cllr Ambrose confirmed that there will be a working party to look at mending the gate to the play area.</p>	Cllr Ambrose Working Party																																																																				
<p>HPC1512/08: Finance.</p> <p>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 30th November 2025 were:</p> <p>(a) Community Account: £ 55,541.26 (b) Reade Field Account: £ 25,300.77 (c) Fixed Term Investment A/C: £ 20,348.84</p> <p>8.02 Cllrs noted that a councillor who is not a bank signatory would verify the bank reconciliation to 30th November 2025.</p> <p>8.03 The draft budget for 2026-2027, including budget notes from the budget working group, had been circulated prior to the meeting. Following a detailed discussion, Cllr Ingleton proposed and Cllr Martin seconded to adopt the proposed budget with a precept for 20206-2027 of £39,000, which was an increase of 4.82% on 2025-2026. All Councillors agreed</p> <p>8.04 Cllrs were asked to approve the revised quote for the stag beetle signage to include £50 for the design of the sign. The new quote is for £228, which includes £38 VAT. Following a discussion the purchase was proposed by Cllr Wright and seconded by Cllr Martin. All Councillors agreed</p> <p>8.05 Payments to be approved including invoices received since the publication of the agenda:</p> <table border="1" data-bbox="144 983 1319 1432"> <thead> <tr> <th>Date</th><th>Payee</th><th>Amount</th></tr> </thead> <tbody> <tr><td>16.12.25</td><td>Mrs J M Hazlewood – Expenses (BACs paid with salary)</td><td>£ 39.49</td></tr> <tr><td>16.12.25</td><td>Mrs J M Hazlewood – Salary (BACs)</td><td>£ 798.49</td></tr> <tr><td>16.12.25</td><td>Community Caretaker – Salary (BACs)</td><td>£ 343.92</td></tr> <tr><td>16.12.25</td><td>J Ambrose – Chairman's Allowance (BACs))</td><td>£ 26.73</td></tr> <tr><td>16.12.25</td><td>HMRC (to be paid 5.12.25) PAYE & Employers NI (BACs)</td><td>£ 293.13</td></tr> <tr><td>16.12.25</td><td>Holbrook Methodist Chapel – Meetings for GHGW (BACs)</td><td>£ 40.00</td></tr> <tr><td>16.12.25</td><td>Lloyds Bank Charges (DD)</td><td>£ 4.25</td></tr> <tr><td>16.12.25</td><td>SEALE - Parish Papers (BACs)</td><td>£ 556.00</td></tr> <tr><td>16.12.25</td><td>E-ON Next – pavilion electricity (DD)</td><td>£ 18.15</td></tr> <tr><td>16.12.25</td><td>M Thompson – fitness classes (BACs)</td><td>£ 200.00</td></tr> <tr><td>16.12.25</td><td>Lottery 1st prize Dec/Jan – double draw (BACs)</td><td>£ 39.00</td></tr> <tr><td>16.12.25</td><td>Lottery 2nd prize Dec/Jan – double draw (BACs)</td><td>£ 23.40</td></tr> <tr><td>16.12.25</td><td>Lottery 3rd prize Dec/Jan – double draw (BACs)</td><td>£ 15.60</td></tr> </tbody> </table> <p>Cllr Wright proposed and Cllr Ingleton seconded that these payments be approved. All Councillors agreed.</p> <p style="text-align: center;">INCOME</p> <p style="text-align: center;">INCOME to COMMUNITY ACCOUNT to 30th November 2025</p> <table border="1" data-bbox="144 1545 1319 1686"> <thead> <tr> <th>Date</th><th>Received from</th><th>Amount</th></tr> </thead> <tbody> <tr><td>31.10.25</td><td>Royal Hospital School – ad in Parish Papers</td><td>£ 33.00</td></tr> <tr><td>21.11.25</td><td>Essex & Suffolk Pest Control – ad in Parish Papers</td><td>£ 99.00</td></tr> <tr><td>28.11.25</td><td>Shotley Holdings (Collins Skiphire) – ad in Parish Papers</td><td>£ 165.00</td></tr> </tbody> </table> <p style="text-align: center;">INCOME TO READE FIELD ACCOUNT</p> <table border="1" data-bbox="144 1731 1319 1837"> <thead> <tr> <th>Date</th><th>Received from</th><th>Amount</th></tr> </thead> <tbody> <tr><td>Nov 25</td><td>Lottery Tickets</td><td>£ 36.00</td></tr> <tr><td>10.11..25</td><td>Interest</td><td>£ 10.39</td></tr> </tbody> </table> <p style="text-align: center;">INTEREST TO INVESTMENT ACCOUNT</p> <table border="1" data-bbox="144 1882 1319 1965"> <thead> <tr> <th>Date</th><th>Received from</th><th>Amount</th></tr> </thead> <tbody> <tr><td>Nov 25</td><td>Interest received 28.11.25</td><td>£ 42.56</td></tr> </tbody> </table>		Date	Payee	Amount	16.12.25	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49	16.12.25	Mrs J M Hazlewood – Salary (BACs)	£ 798.49	16.12.25	Community Caretaker – Salary (BACs)	£ 343.92	16.12.25	J Ambrose – Chairman's Allowance (BACs))	£ 26.73	16.12.25	HMRC (to be paid 5.12.25) PAYE & Employers NI (BACs)	£ 293.13	16.12.25	Holbrook Methodist Chapel – Meetings for GHGW (BACs)	£ 40.00	16.12.25	Lloyds Bank Charges (DD)	£ 4.25	16.12.25	SEALE - Parish Papers (BACs)	£ 556.00	16.12.25	E-ON Next – pavilion electricity (DD)	£ 18.15	16.12.25	M Thompson – fitness classes (BACs)	£ 200.00	16.12.25	Lottery 1 st prize Dec/Jan – double draw (BACs)	£ 39.00	16.12.25	Lottery 2 nd prize Dec/Jan – double draw (BACs)	£ 23.40	16.12.25	Lottery 3 rd prize Dec/Jan – double draw (BACs)	£ 15.60	Date	Received from	Amount	31.10.25	Royal Hospital School – ad in Parish Papers	£ 33.00	21.11.25	Essex & Suffolk Pest Control – ad in Parish Papers	£ 99.00	28.11.25	Shotley Holdings (Collins Skiphire) – ad in Parish Papers	£ 165.00	Date	Received from	Amount	Nov 25	Lottery Tickets	£ 36.00	10.11..25	Interest	£ 10.39	Date	Received from	Amount	Nov 25	Interest received 28.11.25
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<p>HPC1512/09: 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/25/03765 Proposal: Full Application - Change of use of land, erection of 1 No. two storey dwelling utilising existing vehicular access (following demolition of existing agricultural building permitted under DC/24/00454 for the conversion to a two-storey dwelling(extant)and DC/23/00655 for conversion to 3 No. two-storey dwellings (extant)). Location: Land and Barn at Grove Farm, Ipswich Road, Holbrook, Suffolk IP9 2PH. Granted subject to conditions 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 Awaiting Decision 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. Awaiting Decision 9.02: To consider new applications received DC/25/04941 Proposal: Planning application: replacement of windows Location: St. Mary's Woodlands Road, Holbrook, IP9 2PS. Following a discussion, approval was proposed by Cllr Wright and seconded by Cllr Reid All Councillors agreed</p>	
<p>HPC1512/10: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose reminded Councillors that funding for the fitness classes finishes at the end of March 2026. The proposed planting of bulbs by the pre-school had to be postponed through sickness. • Cllr Reid gave an update on the RHS. The new Trust are keen to get the numbers up from 480 to 750 and they would like to open the swimming pool and also to create a nursery. Greenwich have retained the houses on the main road which have hitherto been occupied by staff. 	
<p>HPC1512/11: 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 Monday 19th January 2026.</p>	All Cllrs
<p>HPC1512/12: Date of the next Parish Council Meeting will be held on Monday 19th January 2026.</p> <p>Chairman..... Date.....</p>	

The meeting finished at 8.05 p.m.