

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20th April 2026 at 7.30pm.

Present: Cllr J Ambrose, Cllr G Abbott, Cllr A Halligan, Cllr J Reid, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk) District Cllr Mary McLaren, 3 members of the public

HPC2004/01 Welcome and Apologies: To receive apologies for absence: Cllr Allinson, Cllr Basham and Cllr Martin sent apologies due to other commitments. Councillors consented to these apologies. County Councillor Simon Harley also sent apologies.

HPC2004/02 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.

HPC2004/03 : Public Forum

3.01: To receive reports from the District and County Councillors: reports had been circulated from the District and County Councillors. District Cllr McLaren invited questions – there were no questions and Cllr McLaren was thanked for her report. Cllr Simon Harley was unable to be at the meeting but his report was noted by Councillors.

3.02: To receive questions from members of the public: some concerns were raised by the landowners of the footpath next to Browns Farm – the footpath is currently closed to the public for repairs. They asked if the Parish Council could support a request for the work to be completed and the path to be re-opened sooner than the projected August finish. The siting of the original path was in the garden of the adjacent house, but the current situation was well established. The clerk was asked to write to the Rights of Way Officer. **Action: Clerk**

Holly Baldock, Schools Youth Link Worker – introduced herself and outlined her role. As a social prescriber she works with young people from 8 to 25 helping them to connect to community services and activities which help to address social, emotional and practical needs. She is currently working with Holbrook Academy students 3 days a week. Cllr Ambrose invited Holly to attend the next Youth Parish Council meeting.

HPC2004/04: To consider and approve the minutes of the Parish Council meeting held on 16th March 2026 It was proposed by Cllr Wright and seconded by Cllr Abbott that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC2004/05:

5.01 Summary of actions from previous meetings.

- Cllr Allinson wrote to Cllr McLaren to find out if there was any funding attached to the biodiversity action plan mentioned in her monthly report
- The plan for Alton Green is still ongoing. Cllr Ambrose reported that there have been concerns about car parking on the green, which will be further investigated.
- Cllr Ambrose was organising the repair of the gate to the children's play area **Action: Cllr Ambrose.**
- Cllr Ambrose will add stronger rubber to the accessibility gate by Enchantress Cottage
Action: Cllr Ambrose
- Cllr Halligan to provide some plastic to replace the broken glass in the telephone box at Clench Road
Action: Cllr Halligan
- Cllr Ambrose and Cllr Reid to organise a Teams meeting with Savills and the Greenwich Estate re the management and future of the Reade Field
Action: Cllr Ambrose.
- The clerk had circulated the March minutes of GHGW to Council
- The clerk had notified the chosen insurance company of the intent to renew the pavilion insurance with them
- The clerk had written to the Trustees of the Catherine Dean Trust re the updating of the list of recipients but had not received any reply to date. The Trust gifts a small annual sum to widows of the Parish.

5.02 To receive an update from the Community Self Help Group: no update this month.

5.03 The minutes of the April meeting of GHGW, the Climate Action Group had been circulated - Cllr Ambrose outlined the plans to host a viewing of the Peoples Emergency Briefing film on Friday 26th June. Although the film was aimed at people over the age of 16, Cllr Ambrose was keen to include young people in the discussion if possible.

5.04 The minutes of the Shotley Peninsula Alliance Meeting held on 12th March had been circulated: Cllr Ambrose reported that it had been a useful meeting, well attended, and supported by BMSDC but no representative from Highways had been able to be present.

HPC2004/06 Correspondence received requiring a response and new business:

6.01 To review the Reserves Policy:

6.02 To adopt the General Communications Policy

iBoth policies had been circulated and It was proposed by Cllr Wright and seconded by Cllr Reid that these policies be adopted. **All Councillors agreed.**

6.03 To consider a request for parking on the Reade Field for a Bonfire and Fireworks event in Holbrook in November 2026 in a field on Fishponds Lane. The Council agreed to support the event and to accommodate parking on the Reade Field, provided the ground was in reasonable condition and parking was carefully marshalled. The Clerk would inform the organising committee. **Action: Clerk**

6.04 To review the use and charges for the football pitch: Following a discussion it was proposal to increase the charges by 5% to part offset the 10% increase in contract grass cutting costs. In effect, this would make a casual use cost £31.50, and the annual cost for The Swan Football team £262.50. The revised fees were proposed by Cllr Halligan and seconded by Cllr Reid. **All Councillors agreed.**

6.05 To review the charges for advertising in the Parish Papers: These charges had been increased last year, and, following a discussion, no increase was proposed for 2026-27. **All Councillors agreed**

6.06 Cllrs noted the contents of a further email from R Parmee inviting councils to identify areas for further tree planting and wild flower meadows. Currently no suitable areas were identified in Holbrook. Cllr Reid said there may be areas within the RHS and the Clerk agreed to send the original email about wildflower meadows to Cllr Reid **Action: Clerk**

6.07 Councillors noted the email requesting signage warning motorists to beware of deer crossing the road on Primrose Hill – following a discussion, it was agreed to take no action – the problem of muntjac crossing roads is very widespread.

6.08 Councillors noted the FAQs of the Crisis Resilient Fund which had been circulated

6.09 Councillors noted the changes to the Employment Rights Act 2025 which came into force on 6th April 2026, affecting statutory sick pay.

6.10 Councillors noted the contents of the Clerk's report

HPC2004/07: 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 and Cllrs noted that a Councillor who was not a bank signatory would verify the bank reconciliation.

Balances at the bank on 31st March 2026 were:

(a) Community Account: £ 50,455.48

(b) Reade Field Account: £ 25,346.90

(c) Fixed Term Investment A/C: £ 20,532.95

7.02 A Receipts and Payments Statement had been circulated. It was proposed by Cllr Reid and seconded Cllr Halligan and that this statement be signed as an accurate statement **All Councillors agreed**

7.03 The AGAR for the year ending 31st March 2026 had been circulated prior to the meeting and Councillors were asked to consider their collective response to the statements contained in page 4. It was proposed by Cllr Reid and seconded Cllr Abbott that the statements be verified. **All Councillors agreed**

7.04 The reserve statement following the completion of the financial year had been circulated. It was proposed by Cllr Reid and seconded by Cllr Wright that this statement be signed as a true record It was proposed by Cllr Reid and seconded Cllr Halligan and that this statement be signed as an accurate statement **All Councillors agreed**

7.05 Cllrs noted that the dates for the Exercise of Public Rights in accordance with the Accounts and Audit Regulations are being set from 3rd June to 14th July and the Clerk will post the relevant notices. **Action: Clerk**

7.06 Councillors noted that the schedule of salary payments, already agreed, included an estimate of the percentage NJC pay agreement for the Clerk's salary.

7.07 Councillors considered the Statement of Internal Controls for the financial year 2025-2026. It was proposed by Cllr Wright and seconded by Cllr Abbott that this statement be adopted and signed **All Councillors agreed**

7.08 Cllrs were asked to approve the Annual CIL Return for 2025-2026. It was proposed by Cllr Halligan and seconded by Cllr Abbott that the Annual CIL Return be adopted and signed. There had been NIL expenditure in the financial year 2025-2026. The Clerk will forward a copy to BMSDC and will post a copy on the website **Action: Clerk**

7.09 Cllrs noted that a claim for the repayment of VAT had been submitted to HMRC for £3620.99 which had been paid in full.

7.10 Cllrs noted that a bid for a Community grant from Babergh had been successful for £4,000 to continue the fitness classes. The grant had been paid into the bank account on the last day of the 2025-26 financial year, so was now listed in the earmarked reserves. It was **proposed and unanimously agreed** to increase the hourly rate of the fitness instructor to £30.

7.11 Cllrs noted the repairs needed for the zipwire on the Reade Field. It was proposed by Cllr Reid and seconded by Cllr Halligan to go ahead proceed with the service at the amount quoted. It was proposed by Cllr Reid and seconded Cllr Halligan and that this statement be signed as an accurate statement **All Councillors agreed** *Action: Clerk*

7.12 **Payments to be approved and ratified** including invoices received since the publication of the agenda: No invoice had been received for fitness classes this month – classes undertaken this month will be charged with next months' invoice. A grant of £25 had been added for the P3 Footpath group as well as the lottery prizes for April.

Date	Payee	Amount
17.04.26	Lloyds Bank Charges – (DD)	£ 4.75
21.04.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 39.49
21.04.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.49
21.04.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
21.04.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
21.04.26	HMRC – PAYE & Employers; NI (BACs)	£ 299.73
21.04.26	Suffolk County Council – Street Lighting (BACs)	£1,975.02
21.04.26	Community Action Suffolk – Pavilion Insurance (BACs)	£ 414.23
21.04.26	Vertas – Contract grass cutting (BACs)	£ 348.83
21.04.26	E-On Next – Pavilion electricity (DD)	£ 18.67
21.04.26	Seale – Parish Papers (BACs)	£ 587.00
21.04.26	SALC – annual subscription (BACs)	£ 658.85
21.04.26	P3 Group – Grant (BACs)	£ 25.00
21.04.26	J. Leek – 1 st Prize lottery (cheque)	£ 19.50
21.04.26	L. Jolley – 2 nd Prize lottery (BACs)	£ 11.70
21.04.26	S. Fox – 3 rd Prize lottery (BACs)	£ 7.80

INCOME.

INCOME to COMMUNITY ACCOUNT to 31st March 2026

Date	Received from	Amount
02.03.26	Oak Finance – advertisement in PPs	£ 99.00
12.03.26	Stour Wanderers – Girls' football	£ 210.00
31.03.26	Babergh DC – Community Grant for fitness classes	£ 4,000.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.03.26	Interest	£ 9.72

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
31.03.26	Interest	£ 47.32

Approval of the above was proposed by Cllr Wright and seconded by Cllr Reid **All Councillors agreed**

7.13 Cllrs noted that a Neighbourhood CIL payment has been received for £4467.88 which will be reflected in the bank reconciliation to end April 2026.

HPC2004/08: Planning

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

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. **Granted**

DC/26/00783 Proposal: Householder Application – Erection of a rear two storey extension **Location:** Alpha, Ipswich Road, Holbrook Ipswich, Suffolk IP9 2QT. **Granted**

8.02: To consider new planning applications: no new planning applications had been received.

HPC2004/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose reminded councillors that the village fete is on 6th June. He also reported that a group of young people were asking for a pump track to be put on the Reade Field. Currently no suitable site had been identified.

HPC2004/10: 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 Monday 18th May 2026, which will be the Annual Parish Council Meeting. Councillors were also reminded that the Annual Parish Meeting would take place on Tuesday 28th April at 7.00 p.m. at Holbrook Village Hall.

HPC2004/11: Date of the Annual Parish Council Meeting will be held on Monday 18th May 2026

Chairman.....
The meeting finished at 20.27 p.m.

Date.....

DRAFT