

HOLBROOK PARISH COUNCIL

Minutes of the Annual meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18th May at 7.30pm.

Present: Cllr J Ambrose, Cllr R Allinson, Cllr E Basham, Cllr A Halligan, Cllr D Martin, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk) District Cllr Mary McLaren, County Councillor Vicky Armstrong and 1 member of the public

HPC1805/01 Election of Chairman : Cllr Ambrose was proposed as Chairman by Cllr Allinson and seconded by Cllr Halligan. **All Councillors in favour** and Cllr Ambrose signed the Declaration of Acceptance of Office.

HPC1805/02 Election of Vice Chairman: Cllr Allinson was proposed as Vice Chairman by Cllr Wright and seconded by Cllr Martin. **All Councillors in favour.**

HPC1805/03 Apologies: to receive and consent to any apologies for absence: apologies were received from Cllr Reid, due to unforeseen work commitments. Councillors **agreed** to accept this apology. Councillor Abbott was not present.

HPC1805/04 Declarations of Pecuniary and local non-pecuniary interest

4.01: 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.

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

HPC1805/05: Councillors noted that Cllr Swallow had resigned as a councillor due to personal circumstances.

HPC1805/06 : Public Forum

6.01: To receive reports from the District and County Councillors: a report had been circulated from the District Councillor. District Cllr McLaren updated Council on the new recycling bins and invited questions. The clerk was asked to email Cllr McLaren about how the new bins could be managed for East Row – there were no further questions and Cllr McLaren was thanked for her report. **Action: Clerk**

Cllr Simon Harley had sent a report before leaving office. The new County Councillor, Vicky Armstrong was welcomed to the meeting. A brief discussion took place about potholes and Cllr Armstrong said this was currently under discussion at County, with particular reference to filling adjacent potholes.

6.02: To receive questions from members of the public: a member of the public expressed disappointment at the turn out at the Annual Parish Meeting. Council will consider some ideas for a better attendance in the future. The member of the public also reported a van which seemed to be permanently parked on Reade Road. However, as this was taxed and insured and not causing an obstruction there was no action to be taken at the moment.

HPC1805/07: To consider and approve the minutes of the Parish Council meeting held on 20th April 2026 It was proposed by Cllr Wright and seconded by Cllr Halligan that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC1805/08: Confirmation of appointment of representatives to outside bodies: a list of the current representatives had been circulated and following a discussion the list was updated. It was proposed to ask Cllr Reid to be the Emergency Planning representation. The updated list will be circulated. **Action: Clerk**

HPC1805/09: To confirm the sub-committees/working groups of the Council and the allocation of delegated authority (if any) and to review the Terms of Reference: The following Committees/Working Groups Terms of reference were considered:

09.01 Terms of reference for the Budget Working Group

09.02 Terms of reference for the Planning Committee

09.03 Terms of reference for the Climate Change working group (GHGW)

These had been circulated and Cllr Allinson proposed approval, seconded by Cllr Martin. **All Councillors** The **Reade Field Working Group** was added to the list with Cllrs Ambrose, Cllr Halligan and Cllr Basham as members. The Clerk would circulate terms of reference. **Action: Clerk**

The Neighbourhood Planning Group will also be added to the list of working groups. **Action: Clerk**

HPC1805/10: Councillors noted that the Council's eligibility for the General Power of Competence remains in place until the next Parish Council elections in May 2027.

HPC1805/11: Items outstanding from previous meeting

11..01 Summary of actions from previous meetings.

- Cllr Allinson had written to Cllr McLaren re available funding from the biodiversity action plan mentioned in her April report
- The plan for Alton Green is still ongoing.
- Cllr Ambrose was organising the repair of the gate to the children's play area
Action: Cllr Ambrose.
- Cllr Ambrose, aided by Cllr Halligan, is looking for stronger rubber to ease the noise of the accessibility gate by Enchantress Cottage
Action: Cllr Ambrose/Cllr Halligan
- 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 aim 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 contacted the Bonfire Committee, confirming that Reade Field could be used for parking.
- The clerk had forwarded the contact for Wildflower Meadows to Cllr Reid
- The signed annual CIL return had been forwarded to BMSDC and uploaded to the website.
- The Zip Wire had been fully serviced

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

HPC1805/12 Correspondence received requiring a response and other business:

12.01 To review and adopt the Code of Conduct

12.02 To review and adopt the Standing Orders of the Council

Both documents had been circulated and It was proposed by Cllr Halligan and seconded by Cllr Allinson that the reviewed Code of Conduct and Standing Orders be adopted. **All Councillors agreed.**

12.03 To approve a programme of policy review. A schedule had been circulated, dividing the annual review of policies between the monthly meetings. Approval was proposed by Cllr Martin and seconded by Cllr Wright. **All Councillors agreed**

12.04 Councillors were reminded that they are legally obliged to review and update their Register of Interests when any changes have taken place.

12.05 To agree a schedule of meeting dates. A list of proposed meeting dates had been circulated up until and including the Annual Meeting of the Parish Council in May 2027: Approval of the dates was proposed by Cllr Wright and seconded by Cllr Allinson. **All Councillors agreed**

12.06 Cllr Ambrose explained the developments on the repairs of the Footpath No.16 at Browns Farm. The Boardwalk was in a poor condition and had been closed following a minor accident. It has been discovered that the path is in the wrong place, but to rectify this would mean re-siting it through the middle of a pond. The Rights of Way Officer is organising the remedial work.

12.07 To consider the request for an extension to the street lighting time on Friday and Saturday evenings. Following a discussion and bearing in mind the policy to preserve dark skies in Holbrook's Neighbourhood Plan, the impact on residents who have street lights outside their houses, and the very small percentage of people, who would benefit from an extension, **All Councillors agreed** that an extension would not be appropriate.

12.08 Cllrs noted the contents of the inspection report for the equipment on the Reade Field: the lower basketball nets will need to be removed and the gate in the playpark still needs attention.

12.09 Alton Green: information had been circulated about the issue of parking on Alton Green and, following a discussion, it was agreed that the clerk would write to all the residents on The Green, in consultation with Cllr Allinson, to outline the issues and consequences of parking on the Green and to request residents' cooperation with the request to cease using The Green as a permanent parking place.

12.10 Councillors noted the contents of the Clerk's report. The clerk would put a note in the Parish Papers re dog poo, following some complaints about the Reade Field. It was suggested that GHGW take on the maintenance of the planter outside the Coop.
Action: Clerk

HPC1805/13: Finance.

13.01 The report from the internal audit had been circulated to councillors. Councillors **noted** the report and also **noted** that there were no recommended remedial actions to be taken.

13.02 Councillors considered the effectiveness of the Internal Audit and resolved that it was an effective process and **agreed** that the report was comprehensive and informative.

13.03 Councillors noted that the draft Annual Statement of Accounts for the year ended 31st March 2026, approved by the Council on 20th April, had now been audited. Approval of the audited Statement of Accounts was proposed by Cllr Allinson and seconded by Cllr Martin. **All Councillors agreed**

13.04 To consider, approve and sign Section 1 of the Annual Governance Accountability Return (AGAR): The statements in Section 1 had already been considered and approved at the April Council meeting, and following

the internal audit, it was proposed by Cllr Martin and seconded by Cllr Wright that Section 1 be signed.. **All Councillors agreed** and Section 1 of the AGAR was duly signed.

13.05 Approval of Section 2 of the AGAR was proposed by Cllr Halligan and seconded by Cllr Wright **All Councillors agreed** and section 2 of the AGAR was duly signed.

13.06 Councillors noted the RFO's report, together with a budget summary, bank reconciliation and commentary which had been circulated prior to the meeting. There were no further questions on the report.

Balances at the bank on 30th April 2026 were:

- (a) Community Account: £ 72,947.96
- (b) Reade Field Account: £ 25,357.66
- (c) Fixed Term Investment A/C: £ 20,577.36

Councillors **noted** that £10,000 has been transferred from the Community Account to the Reade Field Account to attract additional interest. This transfer will be reflected in the bank reconciliation to the end of May 2026.

13.07 Councillors noted that a councillor who was not a bank signatory had verified the bank reconciliation

13.08 To agree the bank mandate for the financial year 2026-27. The bank mandate had been circulated prior to the meeting and approval was proposed by Cllr Allinson and seconded by Cllr Martin **All Councillors agreed**

13.09 Councillors considered the silver maintenance contract for the SID and also considered the proposal for training. It was proposed by Cllr Allinson and seconded by Cllr Halligan to accept the Silver maintenance contract and also to agree to the proposed training. Cllrs noted that it was hoped the training could be shared with Woolverstone Parish Council. Cllr Allinson was coordinating with Woolverstone PC. **Action: Cllr Ambrose**

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

Date	Payee	Amount
27.04.26	East of England Co-op – refreshments APM (Debit Card)	£ 18.93
18.05.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 80.36
18.05.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.49
18.05.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
18.05.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
18.05.26	HMRC – PAYE & Employers; NI (BACs)	£ 299.73
18.05.26	Lloyds Bank – monthly bank charges (DD)	£ 4.25
18.05.26	O. Abbott – grass cutting (BACs)	£ 180.00
18.05.26	Playquip – servicing of zip wire (BACs)	£ 462.00
18.05.26	D Brumpton – maintenance of war memorial (BACs)	£ 48.20
18.05.26	Heelis & Lodge – Internal Audit fee (BACs)	£ 285.00
18.05.26	E-On Next – Pavilion electricity (DD)	£ 17.93
18.05.26	Holbrook Village Hall – meeting hall hire (BACs)	£ 23.00
18.05.26	WAVE – pavilion water (DD)	£ 53.64
18.05.26	Holbrook Methodist Church – meeting hall costs GHGW (BACs)	£ 40.00
18.05.26	Stutton & Holbrook First Responders – grant (BACs)	£ 100.00
18.05.26	Community Action Suffolk – grant (BACs)	£ 30.00
18.05.26	Suffolk Wildlife Trust – membership (BACs)	£ 38.00
18.05.26	Suffolk Preservation Society – membership (BACs)	£ 30.00
18.05.26	SARS – grant (BACs)	£ 25.00
18.05.26	Holbrook Toddler Group – grant (BACs)	£ 250.00
18.05.26	All Saints – grant (BACs)	£ 500.00
18.05.26	Headway – grant (BACs)	£ 50.00
18.05.26	Citizen's Advice Bureau – grant (BACs)	£ 50.00
18.05.26	Open Spaces Society – membership (BACs)	£ 45.00
18.05.26	M. Thompson – Fitness classes (BACs)	£ 270.00
18.05.26	1 st & 2 nd Prize lottery (BACs)	£ 31.20
18.05.26	3 rd Prize lottery (BACs)	£ 7.80

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

INCOME.

INCOME to COMMUNITY ACCOUNT to 30th April 2026

Date	Received from	Amount
09.04.26	HMRC – Repayment of VAT	£ 3,620.99
13.04.36	Babergh Payments (half of precept & CIL payment)	£23,967.88
13.04.26	Lloyds Bank – compensation	£ 210.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.04.26	Interest	£ 10.76

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
30.04.26	Interest	£ 44.41

HPC1805/14: Planning

14.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: there were no outstanding planning applications awaiting decision

14.02: To consider new planning applications:

DC/26/01711 Proposal: Householder Application - Erection of a single storey side extension following demolition of existing porch and lean to, **Location:** Vine Cottage, Alton Green, Holbrook, Ipswich Suffolk IP9 2RN. Following a discussion approval was proposed by Cllr Allinson and seconded by Cllr Basham. **All Councillors agreed**

HPC1805/15: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Allinson reported that a query over a piece of land near Butchers Corner had arisen. The land is privately owned and has been designated a local green space in Holbrook's Neighbourhood Plan. This could be a barrier to any planning application. Cllr Allinson has suggested that, in accordance with our planning protocol, the Parish Council could offer to attend any future meetings with the planners.
- Cllr Basham reported that he had taken over the weedkilling responsibility for the play area and equipment on the Reade Field.

HPC1805/16 Review of dates/place of meetings up until the next Parish Council Annual Meeting: dates had been agreed in 12,05 above.

HPC1805/17 To consider items for future agendas: Councillors were reminded to let the Clerk have any items they wish to be included in the agenda for the next meeting at least 7 clear days prior to the meeting.

HPC1805/18: Date of the next Parish Council Meeting will be held on Monday 15th June 2026

Chairman.....
The meeting finished at 20.42 p.m.

Date.....