

## HOLBROOK PARISH COUNCIL

**Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15<sup>th</sup> June 2026 at 7.30pm.**

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

**In attendance:** Mrs J Hazlewood (Clerk), District Cllr Mary McLaren, County Cllr Vicky Armstrong. No members of the public were present.

**HPC1506/01 Welcome and Apologies:** To receive apologies for absence: no apologies were received Cllr Abbott was not present.

### **HPC1506/02 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.

### **HPC1506/03 : Public Forum**

**3.01:** To receive reports from the District and County Councillors: a report had been circulated from District Cllr McLaren. Cllr McLaren asked for any concerns about the new recycling bins to be reported to her. There were no further questions and Cllr McLaren was thanked for her report. Cllr Armstrong reported there was a proposed speed change between Woolverstone and Chelmondiston from 60 mph to 40 mph which is about to go to formal consultation. She said the funding for this will come partly from the Ganges development and partly from the County Council, including promised locality funding. Cllr Armstrong agreed to circulate details when available. Cllr Ambrose asked how the funding of this speed change would affect any available funding for Freston Crossroads which are considered to be in urgent need of re-vamping – Cllr Armstrong was currently unaware of this issue. Cllr Armstrong asked if the Council had been involved with the LGR consultation, Cllr Ambrose advised that the Shotley Peninsula Parish Council Alliance had been involved in consultation and were generally in favour of the option of 3 Unitaries rather than a single Unitary. He confirmed there had been no discussions about maintaining the status quo. Cllr Armstrong agreed to report back when further information was available.

**3.02:** To receive questions from members of the public: no members of the public were present.

**HPC1506/04: To consider and approve the minutes** of the Parish Council meeting held on 18<sup>th</sup> May 2026 It was proposed by Cllr Allinson and seconded by Cllr Basham that these minutes be approved **All Councillors agreed** and the minutes were duly signed.

### **HPC1506/05:**

#### **5.01 Summary of actions from previous meetings.**

- (a) the revised list of representatives to outside bodies had been circulated
- (b) The revised terms of reference for the Reade Field Working Group and the Neighbourhood Planning Group had been circulated
- (c) To organise a working party for repairing the gate and certain remedial items identified in the inspection report. It was agreed to meet on Wednesday 17<sup>th</sup> at 7.00 p.m. to assess what needs doing. Cllr Ambrose suggested there might be some tasks which could be undertaken by the Community Self Help group.
- (d) To investigate adding stronger rubber stoppers to the accessibility gate by Enchantress Cottage – Cllr Halligan had sourced a product which would be suitable and would send the clerk details.  
**Cllr Halligan/Clerk**
- (e) Cllr Halligan had also found a suitable product to replace the broken glass in the telephone box at Clench Road and he agreed to send the clerk details.  
**Cllr Halligan/Clerk**
- (f). GHGW hadn't had a meeting since the last Parish Council meeting, Their agenda includes a request to take responsibility for the planter outside the Co-op. In the meantime, the clerk would try and tidy it up.  
**Clerk**
- (g) The Chairman had been in touch with SWARCO re the maintenance contract as discussed at the last meeting. Since the meeting, SWARCO have sent details of their gold contract which includes an annual maintenance visit and, following a discussion, it was proposed by Cllr Allinson and seconded by Cllr Basham to upgrade to the gold maintenance package. **All Councillors agreed.**

**5.02** To receive Terms of Reference for the Neighbourhood Plan Review Working Group and the Reade Field Working Group and the revised list of representatives to outside organisations – already minuted in 5.01(a) and (b) above.

### **HPC1506/06 Correspondence received requiring a response and new business:**

**6.01** To review the following policies:

- (a) Document Retention Policy
- (b) GDPR Management Policy
- (c) Information Security Policy

The above policies had been circulated prior to the meeting – Cllr Reid proposed and Cllr Wright seconded that they be adopted as reviewed. **All Councillors agreed**

**6.02** Councillors noted that there is a consultation for the Joint Local Plan which is open until Friday 31<sup>st</sup> July. Councillors can respond individually. The Clerk would circulate a link to the consultation. **Clerk**

**6.03** To consider a request to use the Reade Field on Saturday mornings for football matches from Holbrook Hornets. As the regular Swan team was not intending to play next season, the clerk agreed to organise a meeting to discuss this further and also to discuss the use of the Reade Field for organised practices.

**6.04** Councillors noted the contents of the Clerk’s report. Cllrs also noted that the HMRC mileage rate was set at 55p per mile with effect from 1<sup>st</sup> April 2026. The wardens for the war memorial were retiring from November and an appeal to replace them will go in the next Parish Papers. Letters had been delivered to all residents around Alton Green about the parking situation at the Green – this will continue to be monitored.

**HPC1506/07: 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 had verified the bank reconciliation.

Balances at the bank on 31<sup>st</sup> May 2026 were:

- (a) Community Account: £ 58,850.43
- (b) Reade Field Account: £ 35,369.32
- (c) Fixed Term Investment A/C: £ 20,620.36

**7.02** Councillors noted that all the statutory documents agreed at the last meeting had been sent to the External Auditor and had been posted on the website in accordance with the Accounts and Audit Regulations 2015

**7.03 (a) Payments to be approved and ratified** including invoices received since the publication of the agenda: The Clerk confirmed that the invoice for fitness classes was for £180 and postage had been paid by debit card to send 12 (2 years’) copies of the Parish Papers to the British Library.

Date	Payee	Amount
10.06.26	Amazon – Black refuse sacks for Caretaker (Debit Card)	£ 17.98
15.06.26	Mrs J M Hazlewood – expenses & printing ink (BACs)	£ 48.57
15.06.26	Mrs J M Hazlewood – salary (BACs)	£ 798.29
15.06.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
15.06.26	Mr J Ambrose – Chairman’s Allowance (BACs)	£ 20.13
15.06.26	HMRC – PAYE & NI – to be paid 05.07.26 (BACS)	£ 299.93
15.06.26	M & D Cordle – Alton Green grass cutting (BACs)	£ 288.00
15.06.26	Lloyds Bank – Bank charges (paid 19.06.26) DD	£ 4.25
15.06.26	Babergh District Council – Lottery Licence fee (BACs)	£ 20.00
15.06.26	E-On Next – pavilion electricity (DD)	£ 18.62
15.06.26	Seale – Printing of Parish Papers (BACs)	£ 600.00
15.06.26	SLCC – Membership (BACs)	£ 200.00
15.06.26	Holbrook Village Hall – hall hire (BACs)	£ 29.00
15.06.26	M. Thompson – Fitness classes (BACs)	£ 180.00
15.06.26	Lottery Winners June – cheques 2729, 2730, 2731	£ 39.00
15.06.26	Postage – British Library, depositing Parish Papers, (DD)	£ 4.25
15.06.26	Microsoft – Annual 365 licence – to be paid 09.07.26 by debit card	£ 84.99

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

(b) Cllrs noted the following income had been received to 31<sup>st</sup> May 2026

**INCOME TO READE FIELD ACCOUNT**

Date	Received from	Amount
	Transfer from Community Account	£10,000.00
11.05.26	Interest	£ 11.66

**INTEREST TO INVESTMENT ACCOUNT**

Date	Received from	Amount
29.05.26	Interest	£ 43.00

**HPC1506/08: Planning**

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

**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. **Awaiting Decision**

**8.02: To consider new applications received:**

**DC/26/02090 Proposal:** Application for a Lawful Development Certificate for an existing use - Sole use as a residential dwelling. **Location:** 2 Capondale Cottages, New Lane, Holbrook, Ipswich Suffolk IP9 2RB. Following a discussion approval was recommended by Cllr Allinson and seconded by Cllr Martin. **All Councillors agreed**

**HPC1506/09: Councillors Reports:** to note Councillors' reports and activities since the last meeting:

- Cllr Allinson reported following a walk around Alton Green, the 2 willow trees were in good condition, and the ash which had hitherto caused concern is now in a better condition. The old crab apple tree is dead but the new crab apple is doing well. It was agreed to leave the old crab apple tree in situ for biodiversity. Cllr Allinson will have a look at the pond which may need attention in the Autumn.
- Cllr Ambrose emphasised that the Council needs new councillors to fill the vacancies and asked Councillors to encourage anyone who they think might be interested.

**HPC1506/10: To consider items for future agendas:** Cllrs were invited to send the clerk any items they wished to be

**HPC1506/11: Date of the next Parish Council meeting: Monday 20<sup>th</sup> July 2026 at 7.30 p.m.**

**Chairman**.....

**Date**.....

The meeting finished at 20.27 p.m.

DRAFT