

HOLBROOK PARISH COUNCIL

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

Present: Cllr J Ambrose, Cllr R Allinson, Cllr A Halligan, 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.

HPC2007/01 Welcome and Apologies: To receive apologies for absence: Cllr Martin and Cllr Basham sent apologies due to other commitments. Cllr Abbott was not present. **All Cllrs agreed** to accept the apologies

HPC2007/02 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.

HPC2007/03 : Public Forum

3.01: To receive reports from the District and County Councillors: a report had been circulated from District Cllr McLaren who invited questions. There were no questions and Cllr McLaren was thanked for her report. A report from Cllr Armstrong will be circulated to councillors after the meeting. Her report included feedback on the Ipswich Road closure and improvements of bus services. Cllr Ambrose updated Councillors about the bus service during the Ipswich road closures and confirmed there would be two temporary bus stops on Church Hill. This has been publicised on social media.

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

HPC2007/04: To consider and approve the minutes of the Parish Council meeting held on 15th June 2026 It was proposed by Cllr Allinson and seconded by Cllr Reid that these minutes be approved **All Councillors agreed** and the minutes were duly signed.

HPC2007/05:

5.01 Summary of actions from previous meetings:

- Cllr Ambrose and a working group had carried out a survey of the play equipment on the Reade Field and had agreed a list of minor repairs which would take place when the heatwave was over.
- Cllr Halligan had sent details of the purchases needed to try and prevent the noisy reverberation of the accessible gate adjacent to Enchantress Cottage and the repair to the phone box on Clench Road.
- The clerk had planted some plants in the planter, although with the lack of rain recently further action will be required
- The clerk had circulated the link to the consultation for the new Joint Local Plan
- The clerk had had conversations with the Chairman of Holbrook Hornets football club – see update in Clerk's report
- Cllr Allinson will have a look at the pond at Alton Green to see if any remedial work is required

5.02 Update on the use of the Football pitch – a draft agreement is on Agenda item 6.03. Cllrs noted that Holbrook Hornets and Stour Girls teams were happy to work alongside each other and will coordinate the marking of the pitch, some remedial work to the pavilion, etc.

5.03 Update on the People's Emergency Briefing: the film was shown on a very hot evening to approximately 30 people including visitors from other parishes. A discussion took place afterwards and there was a desire to see if a further viewing could be organised. The organisers were keen to have the film televised on national television.

5.04 Update on the parking issue at Alton Green. Letters had been distributed in May but the problem still persists, although some parking may be a result of building work being carried out. A further letter will be drafted and delivered with the Parish Papers. Cllr Allinson agreed to email Cllr Armstrong with some details of the location etc. and Cllr Armstrong offered to investigate this further with SCC. **Action: Clerk/Cllr Allinson**

5.05 Work on Reade Field – see first bullet point on 5.01.

HPC2007/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) Complaints Procedure
- (b) Training and Development
- (c) Travel and Expenses
- (d) Pre-planning application protocol

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

6.02 Councillors noted that there were several allotments free at Freston and Freston PC have asked if this can be advertised. There is a waiting list for allotments in Holbrook. The clerk will ask the editor if a note could be put in the Parish Papers. **Action Clerk**

6.03 To receive, and if appropriate, approve the draft agreement for hiring the Football pitch. The proposed agreement had been circulated with the supporting papers and it was suggested that a meeting be convened between Holbrook Hornets, Stour Girls' Football Club and The Swan Football Club to decide the best way forward. It was proposed by Cllr Allinson and seconded by Cllr Reid to adopt the agreement with the addition of adding the specific hire charge. **All Councillors agreed** **Action Clerk**

6.04 To consider the report on advertising in the Parish Papers and to determine if any action needs to be taken. It was agreed to insert a disclaimer, as per the first statement included in the report, would be added to the Parish Papers **Action Clerk**

6.05 To note the update on Babergh's Joint Local Plan and to convene a working party to consider an HPC response to the consultation, which has to be submitted by the deadline of 31st July 2026. **It was agreed** that Cllrs Ambrose, Allinson and Halligan would meet to consider a response. It was also agreed that a review of the Neighbourhood Plan would be discussed including any finance required for an effective review.

Action Cllrs Ambrose, Allinson and Halligan

6.06 To consider a request to plant an oak sapling in an appropriate place in the village in memory of a late resident of Holbrook. It was agreed that this could be put where the old gate was on the Reade Field. Cllr Allinson offered help if required

6.07 Councillors noted the contents of the Clerk's report. The clerk to report the trees overhanging the electricity substation on Heathfield Road to UK Power Networks and will also continue to investigate if there was a way the alternative basketball nets could be used **Action Clerk**

HPC2007/07: 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 30th June 2026 were:

- (a) Community Account: £ 56,052.91
- (b) Reade Field Account: £ 35,383.37
- (c) Fixed Term Investment A/C: £ 20,668.00

7.03 (a) Payments to be approved and ratified including invoices received since the publication of the agenda: The Clerk confirmed that the amount of the invoice for Fitness Classes was increased since the publication of the agenda to £300, which includes the classes before the summer break and there were slight alterations to the Chairman's allowance and HMRC after the payroll documents had been received. An invoice from the External Auditor, PKF had been received following publication of the agenda and was included in the payments below:

Date	Payee	Amount
16.06.26	Cooperative Stores – refreshments for PEB film (debit card)	£ 3.25
17.06.26	Amazon – Laminating pouches (debit card)	£ 9.95
23.06.26	Information Commissioners Office – Annual registration (direct debit)	£ 47.00
29.06.26	Cooperative Stores – compost for planter (debit card)	£ 4.50
17.07.26	Amazon – Hydraulic Shock Absorber for RF accessible gate (debit card)	£ 15.62
20.07.26	Vertas – contract grass cutting (BACs)	£ 348.83
20.07.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00
20.07.26	SWARCO – 3 year maintenance contract for SID (BACs)	£ 973.34
20.07.26	E-ON Next – Electricity for pavilion (direct debit)	£ 17.94
20.07.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 42.74
20.07.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
20.07.26	Community Caretaker Salary (BACs)	£ 358.00
20.07.26	J A Ambrose – Chairman's allowance (BACs)	£ 19.73
20.07.26	HMRC – PAYE & Employer's NI (BACs – to be paid 05.08.26)	£ 300.33
09.07.26	Renewal of Microsoft 365 (paid by debit card)	£ 84.99
19.07.26	Lloyds Bank Charges – (paid by direct debit)	£ 4.25
20.07.26	M. Thompson – Fitness classes (BACs)	£ 300.00
20.07.26	O. Abbott – tree work on Reade Field (BACs)	£ 380.00
20.07.26	O. Abbott – grass maintenance Reade Field & Church Green (BACs)	£ 170.00
20.07.26	Lottery prizes - July	£ 39.00
20.07.26	PKF Littlejohn	£ 378.00

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

(b) Cllrs noted the following income had been received to 30th June 2026

INCOME TO COMMUNITY ACCOUNT

Date	Received from	Amount
04.06.26	L Holmes – advert in Parish Papers	£ 16.50
05.06.26	Holbrook Fireworks – advert in Parish Papers	£ 33.00
08.06.26	The Swan – adverts in Parish Papers	£ 66.00
17.06.26	L & M Ling – advert in Parish Papers	£ 66.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.06.26	Interest	£ 14.05

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
30.06.26	Interest	£ 47.64

HPC2007/08: 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**

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 **Approved**

8.02: To consider new applications received:

DC/26/02535 Proposal: Full Planning Application - Erection of cartlodge/outbuilding (ancillary to dwelling approved under DC/25/03765) (following demolition of existing outbuilding). **Location:** Land at Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Following a discussion, it was agreed to recommend refusal - referring to the Heritage Officer's report the Council considered that the ridge height increase from 4.5m to 5.9m was top-heavy: proposer Cllr Allinson and seconder Cllr Halligan. **All Councillors agreed**

DC/26/02741 Proposal: Householder Application – Erection of single storey rear/side extension with link to annexe. **Location:** Vine House, The Street, Holbrook, Ipswich, Suffolk, IP9 2PX Following a discussion approval was proposed by Cllr Halligan and seconded by Cllr Wright. **All Councillors agreed**

HPC2007/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose gave an update on Footpath 16 and confirmed that work will start in September to create new steps, gates etc.. He also confirmed that the Council had received a request from Waterlife Recovery East to set a trap at Alton Green pond as a mink has been sited near the pond and mink were considered to be vermin and detrimental to wildlife. Councillors agreed to this request.
- Cllr Allinson gave an update on the piece of land near Butchers Corner. The land is privately owned and has been designated a local green space in Holbrook's Neighbourhood Plan which could be a barrier to any planning application. The owner is currently in negotiation and Cllr Allinson has confirmed that the Parish Council will be unable to comment until a planning application is received. Cllr Allinson also confirmed that he is stepping down from the Council in September but was pleased to report that a successor had been found to take on the role of tree warden.
- Cllr Reid confirmed that the RHS have offered to take over the maintenance of the War Memorial, and Councillors were very pleased to accept the offer. Cllr Reid also reported that there was likely to be a road closure past the RHS for 6 weeks for work to be carried out by Anglian Water. Holbrook PC had no notification to date of this potential closure.

HPC2007/10: To consider items for future agendas: Cllrs were invited to send the clerk any items they wished to be included in the agenda for the meeting on 17th August

HPC2007/11: Date of the next Parish Council meeting: Monday 17th August 2026 at 7.30 p.m.

Chairman.....

Date.....

The meeting finished at 20.38 p.m.

DRAFT