

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17th August 2026 at 7.30pm.

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

In attendance: Mrs J Hazlewood (Clerk), County Cllr Vicky Armstrong and 2 members of the public were present.

HPC1708/01 Welcome and Apologies: Cllr Ambrose welcomed everyone to the meeting; Cllr Halligan, Cllr Martin, and Cllr Reid had sent apologies due to other commitments. Cllr Abbott was not present. **All Cllrs agreed** to accept these apologies. District Cllr McLaren also sent apologies.

HPC1708/02 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. Cllr Allinson declared a non-pecuniary interest in planning application **DC/26/00528** under Agenda item 8.02 and would not take part in the discussion.

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

HPC1708/03 : Public Forum

3.01: To receive reports from the District and County Councillors: a report had been circulated from District Cllr McLaren. Cllr McLaren was unable to be at the meeting but had invited Councillors to raise any questions with her. County Councillor Armstrong's report had been circulated prior to the meeting. Cllr Armstrong had highlighted the recent issues with road closures and potential road closures and had also mentioned ABP's intention to install a wind turbine on Ipswich docks.

3.02: To receive questions from members of the public: Cllr Ambrose confirmed that the members of the public present were invited to take part in the discussion on agenda item 6.02.

HPC1708/04: To consider and approve the minutes of the Parish Council meeting held on 20th July 2026. It was proposed by Cllr Allinson and seconded by Cllr Wright that these minutes be approved. **All Councillors agreed** and the minutes were duly signed.

HPC1708/05:

5.01 Summary of actions from previous meetings:

- Cllr Ambrose confirmed that work would be carried out on the play area at the Reade Field, when the weather was more sympathetic.
- Cllr Allinson had looked at the pond at Alton Green and this would be discussed under Agenda item 6.03
- The clerk had circulated the County Councillor's July report following the July meeting.
- The Clerk and Cllr Allinson had delivered follow-up letters to Alton Green residents re the parking issue and had also included an invitation to become a Parish Councillor to represent Lower Holbrook
- A note had been added to the Parish Papers about the availability of allotments in Freston Parish and two people had expressed an interest, which had been forwarded to the appropriate people.
- The football agreement had been sent to the two teams who want to hire the football pitch and the cost per hire had been added to the agreement, as agreed.
- A disclaimer re advertisements had been added to the Parish Papers, as agreed
- Cllrs Ambrose, Halligan and Allinson had met to determine a response to Babergh's Joint Local Plan
- The clerk had written to UK Power Networks re the overhanging trees on the substation at Shepherds Lane but had received a reply to say that it was not their responsibility. **The clerk will follow** this up.
- The clerk is still pursuing a solution to installing the basketball nets for younger players.

5.02 Update on parking issue at Alton Green: Cllr Allinson reported that he and the clerk had delivered a follow-up letter to residents living around Alton Green. Cllr Allinson had received anecdotal information that the parking situation had improved.

5.03 Update from the working group on the response to the consultation on Babergh's Joint Local Plan, Cllr Ambrose and Cllr Allinson confirmed that three councillors had met to provide a response online and the response had concentrated on policies in Holbrook's Neighbourhood Plan.

HPC1708/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) Subject Access Request (SAR)
- (b) Volunteer Policy

- (c) Dispensations
- (d) IT Policy

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

6.02 Potential Road closure on B1080 at RHS from 21st September to 13th November 2026 by Anglian Water – a summary of the email exchange had been circulated prior to the meeting Cllr Reid had since reported the outcome of a meeting he had with Anglian Water and Savills, and had AW's proposal was to close all entrances to RHS and the road for 6 weeks had been rejected. They were going to provide an alternative suggestion. A representative from AW had been invited to attend the PC meeting, but there had been no response to the invitation. The Chair and Vice Chair of Stutton PC gave an outline of their recent meeting which AW had attended as a result of a recent road closure in Stutton due to a burst pipe. The outcome had been that AW had agreed that there needs to be better communication in future with Parish Councils so that information can be cascaded to residents. There is a proposal to replace the old pipes in Stutton, but this is currently being considered by the AW Board. The AW rep at Stutton's meeting had been unaware of the potential road closure through RHS. County Cllr Armstrong reported that the application to close the road at RHS had been rejected on Causeway One Network. Following a discussion, it was agreed that a meeting with Alton Water was urgently required to establish exactly what work was being proposed to which members of Stutton Parish Council would be invited.

The clerk was asked to write to AW to invite them to a meeting.

Clerk

6.03 To consider concerns about Alton Green pond and to resolve if any action needs to be taken A copy of the text of the email from residents had been circulated together with some photographs taken by Cllr Allinson on a recent visit to the pond. The residents had requested a meeting to discuss this further. Following a discussion, the clerk was asked to contact Suffolk Coast & Heaths for their advice and will inform the Alton Green residents of this course of action. The residents were concerned that the pond in its present state could cause flooding if there is heavy rainfall.

Clerk

6.04 Councillors noted the contents of the Clerk's report: Councillors agreed to purchase replacement sand/grit for the grit bin at Berners Field (for which the Council is responsible) and the clerk said she would welcome help with filling the bin following a delivery.

HPC1708/07: 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 31st July 2026 were:

- (a) Community Account: £ 53,897.70
- (b) Reade Field Account: £ 35,397.91
- (c) Fixed Term Investment A/C: £ 20,714.20

7.03 (a) Payments to be approved and ratified including invoices received since the publication of the agenda:

Date	Payee	Amount
22.07.26	Sheet Plastics – remedial work to telephone kiosk (debit card)	£ 14.54
10.08.26	Amazon – A4 paper for printer	£ 19.99
17.08.26	Mrs J M Hazlewood – Expenses and Stationery (BACs)	£ 41.39
17.08.26	Mrs J M Hazlewood – Clerk's Salary (BACs)	£ 798.29
17.08.26	Mrs S Simmonds – Community Caretaker's Salary (BACs)	£ 358.00
17.08.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
17.08.26	HMRC - :PAYE and Employer's N.I. (BACs) to be paid 05.09.26)	£ 299.93
17.08.26	SLCC – training costs (BACs)	£ 46.20
17.08.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00
17.08.26	Babergh District Council – Playground equipment inspection (BACs)	£ 78.64
17.08.26	Lloyds Bank – bank charges (direct debit)	£ 5.25
17.08.26	Seale – Printing Parish Papers (BACs)	£ 600.00
17.08.28	E-on Next – pavilion electricity (Direct Debit)	£ 18.23
17.08.26	WAVE – pavilion water (Direct Debit)	£ 26.03
17.08.26	Lottery 1 st prize	£ 19.50
17.08.26	Lottery 2 nd prize	£ 11.70
17.08.26	Lottery 3 rd prize	£ 7.80

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

(b) Cllrs noted the following income had been received to 31st July 2026

INCOME TO COMMUNITY ACCOUNT

Date	Received from	Amount
09.07.26	Babergh District Council – Community Caretaker grant	£ 2,147.99

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.07.26	Interest	£ 14.54

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
31.08.26	Interest	£ 46,20

7.04 External Audit report: Councillors noted that the external auditors' report had been received and no matters had been raised on the following the completion of the external auditors limited assurance review.

HPC1708/08: 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. **Granted**

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. **Granted**

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 **Awaiting Decision**

8.02: To consider new applications received:

(Councillor Allinson withdrew) DC/26/00528 Proposal: Householder Application. Erection of rear extension and dormer window. Fishponds Lane, Holbrook, IP9 2QZ **Location:** The Yellow House

Following a discussion on this application, Cllr Wright proposed and Cllr Bahsam seconded approval of this application **All Councillors agreed**

(Cllr Allinson re-joined) DC/26/02707 APPLICATION FOR PLANNING PERMISSION WITHOUT

COMPLIANCE OF CONDITION(S) - Proposal: Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/25/00626 dated: 16/04/2025 - Erection of single storey extension and reinstate driveway access.

Location: Latimers, Ipswich Road, Holbrook, Ipswich, Suffolk IP9 2PL; following a discussion approval was proposed by Cllr Allinson and seconded by Cllr Wright. **All Councillors agreed**

HPC1708/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Basham informed the Council that he had emailed his resignation as Councillor due to moving from the area.
- Cllr Allinson has had two reports from residents about an issue with rats behind the sports centre, which the clerk will report to the reporting centre. **Clerk**
- Cllr Allinson had also received an update from the owner of a piece of land near Butcher's 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 was asked to invite the landowner to the next meeting. **Clerk**
- Cllr Ambrose mentioned the proposal for a wind turbine which had been discussed at a recent meeting organised by Wherstead Parish Council. The height of the wind turbine was a concern as were road safety issues on the bridge due to possible flicker. The clerk was asked to write to the Chief Planning Officer, copying Jasmine Wyard, asking if there will be an environmental impact assessment. The proposal will be added to the next Shotley Peninsula Alliance meeting's agenda. **Clerk**

HPC1708/10: To consider items future agendas: Cllrs were invited to send the clerk any item they wished to be included in the agenda for the meeting on 21st September 2026

HPC1708/11: Date of the next Parish Council meeting: Monday 21st September 2026 at 7.30 p.m.

Chairman.....

Date.....

The meeting finished at 8.50 p.m.