

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 21st September 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), County Cllr Vicky Armstrong, District Cllr M McLaren and 5 members of the public were present.

HPC2109/01 Welcome and Apologies: Cllr Ambrose welcomed everyone to the meeting; Cllr Martin had sent apologies due to other commitments. Cllr Abbott was not present. **All Cllrs agreed** to accept these apologies

HPC2109/02 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/26/03728** Wall Farm House

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

HPC2109/03 : Co-option: Cllr Allinson proposed and Cllr Halligan seconded that Ferial Rolfe be co-opted as a councillor. **All Councillors agreed** and Cllr Rolfe was duly co-opted. She signed the Declaration of Office and joined the meeting as a councillor..

HPC2109/04 Public Forum

4.01: To receive reports from the District and County Councillors: reports had been circulated from District Cllr McLaren and County Cllr Armstrong. Cllr McLaren invited questions She pointed out that the announcement of the withdrawal of LGR was made following her report and she had therefore not included any comment. She also mentioned the recent tragic event at Brantham and the important role undertaken by Brantham Parish Council. Cllr Ambrose confirmed that HPC were already planning to review its Emergency Plan. Cllr McLaren was thanked for her report.

Cllr Armstrong reported that she had been talking to Highways about providing better information about road closures and is hoping to progress this further. She gave a view of the reasons for the withdrawal of LGR from Suffolk. She confirmed that Babergh had agreed to carry out a full environmental impact assessment and consultation for the proposed wind turbine at Ipswich Docks.

4.02: To receive questions from members of the public: A member of the public thanked Cllr McLaren for her support in sorting out problems encountered with the new recycling programme.

HPC2109/05: To consider and approve the minutes of the Parish Council meeting held on 17th August 2026 It was proposed by Cllr Wright and seconded by Cllr Allinson that these minutes be approved **All Councillors agreed** and the minutes were duly signed.

HPC2109/06:

6.01 Summary of actions from previous meetings:

- Cllr Ambrose confirmed that the remedial work would be carried out on the Reade Field as soon as the ground was less hard. He confirmed that Cllr Halligan would fit a closure device to the accessible gate near Enchantress Cottage. He also confirmed that Playquip had been informed of the problems with the other accessible gate and had agreed to visit.
- The Clerk had contacted UK Power Networks again about the trees overhanging the electricity substation at Shepherds Lane and had received the reply that overhanging branches would not necessarily be a hazard, unless they were diseased or touching any of the equipment.
- To invite Anglian Water to a meeting to discuss the potential road closure at the RHS. AW had been invited and had responded by email but had not been able to a meet. There had been extensive email exchanges.
- Suffolk Coasts and Heaths had been contacted for advice on protecting the wildlife prior to work being carried out at Alton Green Pond. Cllr Ambrose reported that a local farmer, who had assisted last time work was carried out, may help to clear the pond and remove the silt.
- The clerk had reported siting of rats at the back of the Academy

- The owner of the piece of land near Butchers Corner which was designated a green space in the Neighbourhood Plan had attended a meeting prior to the Council Meeting to discuss the way forward.
- The clerk had written to the planning department to enquire whether there would be an environmental impact assessment for the proposed wind turbine at Ipswich Docks and it had been confirmed that an EIA had been commissioned

6.02 Cllrs **noted** the minutes of the meeting of GHGW held on 14th September. There was an idea to try and arrange an amnesty for the collection of unwanted paint or chemicals. Cllrs Armstrong and McLaren agreed to investigate with their relative councils. It was noted that any collection would need to be properly coordinated with the appropriate authorities and all safety precautions followed.

6.03 Update on the parking issues at Alton Green – there have been reports that parking continues to be an issue. A further letter had been sent – the next step could be to seek support from SCC.

6.04 Update on the remedial work at the Alton Green Pond – see 6.01.

6.05 Update on the proposed road closure between Stutton and Holbrook for new water mains to be installed at the RHS: The proposal is a full closure for 4 weeks with traffic lights thereafter, which obviously poses problems for all schools in Holbrook with children coming from Stutton and beyond. The 92 bus will turn round at The Crescent at RHS and return to Ipswich. The signage says the road will be closed for 55 days which is confusing for residents. Cllr Ambrose said that the Council were very disappointed about the lack of consultation with both Holbrook and Stutton councils. Cllr Reid pointed out that if the road was officially closed and cars tried to drive through, their insurance may become invalid if an incident occurred.

HPC2109/07 Correspondence received requiring a response and new business:

7.01 To review the following policies:

- Grant Scheme
- Community Engagement
- Environmental and Biodiversity Policy and Action Plan

All policies having been circulated prior to the meeting, Cllr Allinson proposed and Cllr Reid seconded that policies (a) to (c) be adopted as reviewed. **All Councillors agreed** Cllr Allinson asked whether the deadline for grant applications would be advertised. The clerk confirmed that it would be highlighted in the Parish Papers and notices would be put up on the noticeboards.

(d) Asset Management Register mid-year review: Cllr Halligan proposed and Cllr Wright seconded that this be adopted as reviewed. **All Councillors agreed**

7.02 Councillors noted the contents of the Clerk's report:

HPC2109/08: Finance.

8.01 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 1st September 2026 (as per the issued bank statements) were:

- Community Account: £ 51,583.22
- Reade Field Account: £ 35,881.43
- Fixed Term Investment A/C: £ 20,756.00

8.02 (a) Payments to be approved and ratified including invoices received since the publication of the agenda: The Community Heartbeat Trust invoice had been received since the Agenda was published. The amount for refuse and dog bin emptying had finally been agreed, but no supporting invoice has yet been received. A receipt for two 10k bags of salt for the grit bin at Berners Field was also added since the agenda.

Date	Payee	Amount
18.09.26	M. Wombwell – return of lottery payment (BACs)	£ 48.00
21.09.26	Mrs J M Hazlewood – Stationery & Expenses (BACs)	£ 39.49
21.09.26	Mrs J M Hazlewood – Clerk's Salary (BACs)	£ 798.29
21.09.26	Community Caretaker – Salary (BACs)	£ 358.00
21.09.26	J Ambrose – Chairman's Allowance (BACs)	£ 20.13
21.09.26	HMRC – PAYE & Employer's NI (BACs)	£ 299.93
21.09.26	Screwfix – Salt for grit bin at Berners Field (Debit Card)	£ 19.98
21.09.26	Lloyds Bank – Bank charges (DD)	£ 4.25
21.09.26	E-ON Next – pavilion electricity (DD)	£ 18.23
21.09.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00

21.09.26	Community Heartbeat Trust – Maintenance Defibrillator (BACs)	£ 198.00
21.09.26	Babergh DC (Invoice still to be received) bin emptying (BACs)	£ 2286.62
01.10.26	CAS – premium for the renewal of insurance policy	£ 582.09

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

(b) **Cllrs noted** the following income had been received to 1st September 2026

INCOME TO COMMUNITY ACCOUNT

Date	Received from	Amount
01.09.26	Advertising in Parish Papers	£ 66.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
03.08 – 01.09	Lottery Tickets	£ 468.00
12.08.26	Interest	£ 15.52

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
31.08.26	Interest	£ 41.80

8.03 National Pay Settlement: Cllrs noted that the national pay agreement for 1st April 2026 to 31st March 2027 had been agreed at a 3.3% increase. Cllrs agreed that this should be implemented in line with the Clerk's contract and backdated to 1st April 2026.

8.04 Insurance: the clerk reported that she had contacted three insurance companies to obtain quotations for the renewal of the council's insurance policy. One had responded to say that they wouldn't proceed further as their premium would be three times the current premium and another had said they were unable to quote this year but would be happy to quote in future years. The current insurance with CAS had provided a quote for £582.09, excluding any additional premium for the pond if required. and **it was agreed** to accept this quotation, as the amount involved was less than the threshold requiring three estimates.

HPC2109/09: Planning

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

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; **Awaiting Decision**

9.02: To consider new applications received:

DC/26/02470 Proposal: Householder Application - Demolition of existing kitchen and erection of a two storey extension **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2QE. Following a discussion, Cllr Allinson proposed and Cllr Wright seconded approval of this application. **All Councillors agreed**

Cllr Allinson withdrew from the meeting for DC/26/03728

DC/26/03728 Proposal: Householder Application - Installation of ground mounted solar PV array. **Location:** Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ Following a discussion, Cllr Reid proposed and Cllr Halligan seconded approval of this application. **All Councillors agreed**

Cllr Allinson re-joined the meeting

DC/26/03804 Proposal: Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990 (as amended) - Lawful Development sought to confirm lawful commencement of DC/25/04715 via the construction of foundations to Site 1 Plot 1 (Phase 1). **Location:** Site 1, Main Road, Woolverstone Following a discussion, Cllr Rolfe proposed and Cllr Halligan seconded for the Council to make no further comment on this application.. **All Councillors agreed**

HPC2109/10: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose reported that the Youth Parish Council had been unable to meet last term but he was hoping they would meet this term. He hoped there would be a junior referendum on what additional facilities they would like to have on the Reade Field. Suggestions include smaller basketball nets and poles across the width of the basketball court and the provision of some jumps for bikes. A note will

go in the Parish Papers and there will be a suggestion box in Woody's. Cllr Ambrose also reported that the Remembrance services and ceremonies will shortly be organised with Revd Jenny Seggar.

- Cllr Halligan reported that the Rudolph Sleigh this Christmas will be visiting two nights in Holbrook and one in Harkstead and with funds raised, they were hoping to provide some Christmas lights around the village
- Cllr Reid reported burglaries from sheds at the RHS and a neighbouring properties. Cllr Ambrose will put a note on Holbrook Noticeboard to warn people to be extra vigilant

HPC2109/11: 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 19th October 2026

HPC2109/12: Date of the next Parish Council meeting: Monday 19th October 2026 at 7.30 p.m.

Chairman.....

Date.....

The meeting finished at 8.35 p.m.