

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 19th October 2026 at 7.30pm.

Present: Cllr J Ambrose, Cllr Abbott, Cllr R Allinson, Cllr A Halligan, Cllr J Reid, Cllr Martin, Cllr A Wright *and following Agenda item HPC1910/03, Cllr T Jarvis*

In attendance: Mrs J Hazlewood (Clerk), 1 member of the public was present.

HPC1910/01 Welcome and Apologies: Cllr Ambrose welcomed everyone to the meeting; Cllrs Reid and Rolfe sent apologies. **All Cllrs agreed** to accept these apologies. Mr W Crabb, and Ms S Willis who were being considered for co-option to the Council, sent apologies.

HPC1910/02 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.

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

HPC1910/03 : Co-option: Cllr Wright proposed and Cllr Halligan seconded that Mr W Crabb, Mr T Jarvis and Ms S Willis, having fulfilled the eligibility criteria, be co-opted as councillors to fill the three remaining vacancies. **All Councillors agreed** Cllr Jarvis signed the Declaration of Office and joined the meeting as a councillor. Cllrs Crabb and Willis will complete their declarations of office as soon as possible..

HPC1910/04 Public Forum

4.01: To receive reports from the District and County Councillors: a report had been circulated from District Councillor Mary McLaren who was unable to attend the meeting. County Cllr Armstrong's report was tabled. Cllr Armstrong confirmed that devolution was completely separate from Local Government Reorganisation and mayoral elections were expected to take place in May 2028. Negotiations are currently taking place with Norfolk CC about the way forward. Her report also outlined options to strengthen resilience in Ipswich around the Orwell Bridge. Councillors emphasised how disruptive it was for residents in the Peninsula when there was an issue on the Orwell Bridge.

4.02: To receive questions from members of the public: no questions.

HPC1910/05: To consider and approve the minutes of the Parish Council meeting held on 21st September 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.

HPC1910/06:

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 possible A damper has been put on the gate near Enchantress Cottage to lessen the vibrations. The gate at Reade Road end has a hydraulic failure which will need a mechanical replacement.
- The Clerk had put several notices around about the grants available from the Council and a notice had been put in the Parish Papers
- County Cllr Armstrong and District Cllr McLaren had offered to enquire about the deposit of unwanted paint and chemicals from their respective councils. Cllr Armstrong confirmed that some of the local recycling centres take deposits of old paint and chemicals.
- Cllr Ambrose had put a notice in the Parish Papers to ask for suggestions of improvements to the Reade Field for young people and had also put a referendum in Woody's shop which will run to the end of the month. Currently the bike jumps are proving the most popular. The Council may be able to fund new junior basketball hoops to comply with BS safety standards from CIL funds.
- Cllr Ambrose had put a notice on Holbrook Parish Council's Facebook noticeboard to warn people about the recent burglaries from sheds and outhouses around the village.

6.02 Update on the remedial work at Alton Green Pond – A local farmer has agreed to remove some of the debris from the pond. Once removed, the reeds etc. will be left to dry off around the pond before being removed..

6.03 Cllrs noted the draft minutes of the Shotley Peninsula Alliance of PCs meeting with Babergh DC and Highways, held on 22nd September. The next meeting will be in January.

HPC1910/07 Correspondence received requiring a response and new business:

7.01 To review the following policies:

- (a) Health and Safety Policy, including the Display Screen RA
- (b) Equality & Diversity Policy
- (c) Lone Working

All policies had been circulated prior to the meeting. Cllr Allinson proposed and Cllr Martin seconded that policies (a) to (c) be adopted as reviewed. **All Councillors agreed**

7.02 Councillors noted the contents of the Clerk's report: Councillors were pleased to note there had been some positive comments from residents of Alton Green about the recent clearing work on The Green.

HPC1910/08: Finance.

8.01 A report from the RFO together with a budget summary, bank reconciliation to 30th September 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. As this is Cllr Allinson's last meeting, Cllr Halligan agreed to take over this role.

Balances at the bank on 30th September 2026 (as per the issued bank statements) were:

- (a) Community Account: £ 65,967.87
- (b) Reade Field Account (1st Oct): £ 36,328.08
- (c) Fixed Term Investment A/C: £ 20,805.45

8.02 (a) Payments to be approved and ratified including invoices received since the publication of the agenda: M. Thompson's invoice had been received for £420 (no claim submitted in September) and the invoice from M & D Cordle for grass cutting and maintenance at Alton Water for £516. Lottery draws had been made for September and October, with a total prize fund of £41.50 each month. The first prize for October had been re-donated to the Council.

Date	Payee	Amount
22.09.26	Co-operative Stores – refreshments Alliance of PCs mtg (BACs)	£ 4.03
28.09.26	Babergh District Council – Dog & Litter Bin Emptying (BACs)	£ 2,743.94
01.10.26	CAS Business Insurance Services – Annual Policy renewal (BACs)	£ 582.08
05.10.26	Post Office Ltd – postage for sending PP's to British Library (Debit Card)	£ 1.55
19.10.26	Mrs J M Hazlewood – Expenses & HP Instant ink (BACs)	£ 39.49
19.10.26	Mrs J M Hazlewood – Salary (+backdated 3.3%) (BACs)	£ 984.57
19.10.26	Mrs S Simmonds – Caretaker Salary (BACs)	£ 358.00
19.10.26	Mr J Ambrose – Chairman's allowance (BACs)	£ 19.73
19.10.26	HMRC – PAYE & Employer's NI (BACs)	£ 381.63
19.10.26	Cloud Next – gov.uk email hosting (BACs)	£ 59.98
19.10.26	SALC – Annual payroll services (BACs)	£ 266.40
19.10.26	Vertas – Grounds maintenance (BACs)	£ 348.33
19.10.26	Holbrook Village Hall – Meeting Hall costs (BACs)	£ 29.00
19.10.26	Lloyds Bank – bank charges (BACs)	£ 4.25
19.10.26	Seale – Printing of Parish Papers (BACs)	£ 624.00
19.10.26	E-ON Next – pavilion electricity (DD)	£ 19.73
19.10.26	M. Thompson – Fitness Classes (BACs)	£ 420.00
19.10.26	M & D Cordle – Maintenance Alton Green (BACs)	£ 516.00
19.10.26	Lottery prizes, September and October	£ 62.25

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

(b) **Cllrs noted** the following income

INCOME TO COMMUNITY ACCOUNT to 30th September

Date	Received from	Amount
07.09.26	Babergh DC – second half of precept	£19,500.00
15.09.26	Transfer from RF Account for repayment of lottery purchase	£ 48.00

INCOME TO READE FIELD ACCOUNT to 1st October

Date	Received from	Amount
2.09-01.10	Lottery Tickets	£ 480.00
09.09.26	Interest	£ 14.65

INTEREST TO INVESTMENT ACCOUNT to 30th September

Date	Received from	Amount
30.09.26	Interest	£ 49.45

8.03 Christmas Tree: Cllrs agreed to contribute a third of the cost of the Village Christmas Tree – the remaining two thirds will be paid by The Swan and Holbrook Society respectively. Proposed by Cllr Wright and seconded by Cllr Halligan. **All Councillors agreed.**

8.04 Safety Sign for the Reade Field equipment: it was proposed by Cllr Allinson seconded by Cllr Halligan to purchase the safety sign as per the quotation circulated. **All Councillors agreed.** The sign would need to be mounted on wood and Cllrs Allinson and Halligan offered to try and supply something suitable.

HPC1910/09: 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; **Granted**

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. Fo0327 **Granted**

DC/26/03728 Proposal: Householder Application - Installation of ground mounted solar PV array. **Location:** Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 **Granted**

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 **Awaiting Decision**

9.02: To consider new applications received:

DC/26/04089 Proposal: Householder Application - Erection of a two storey rear extension and a front porch (following removal of conservatory) **Location:** Otter House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. Following a discussion, approval was proposed by Cllr Allinson proposed and seconded by Cllr Martin **All Councillors agreed**

HPC1910/10: Councillors Reports:

- Cllr Ambrose reported that the Welcome to Holbrook Village sign has gone missing, although the posts are still there. He also mentioned that a trustee is needed for the Catherine Deane Trust to replace one of the two existing trustees. The Trust is not managed by the Parish Council. It gives a small annual sum to widows of the village. Cllr Ambrose invited Cllrs to consider anyone who might be prepared to undertake this role.
- Cllr Allinson said this was his last meeting as he had moved from the village.. Cllr Allinson was also tree warden for many years and a replacement has been found for this role. Cllr Allinson was thanked for his extremely valuable contribution to the council over the years.

HPC1910/11: 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 16th November 2026.

HPC1910/12: Date of the next Parish Council meeting: Monday 16th November 2026 at 7.30 p.m.

Chairman.....

The meeting finished at 8.19 p.m.

Date.....