

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16th March 2026 at 7.30pm.

Present: Cllr J Ambrose, Cllr G Abbott, Cllr R Allinson, Cllr A Halligan, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk) District Cllr Mary McLaren, no members of the public were present.

HPC1603/01 Welcome and Apologies: To receive apologies for absence: Cllr Basham, Cllr Martin, Cllr Reid and Cllr Swallow sent apologies due to other commitments. Councillors consented to these apologies. County Councillor Simon Harley also sent apologies as he was away.

HPC1603/02 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.

HPC1603/03 : Public Forum

3.01: To receive reports from the District and County Councillors: reports had been circulated from the District and County Councillors. Cllr Simon Harley was unable to be at the meeting but his report was noted by Councillors. Cllr Allinson asked District Councillor McLaren if there would be any funding attached to the Biodiversity Action plan mentioned in her report. Cllr Allinson agreed to write to Cllr McLaren with the request.

Action: Cllr Allinson

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

HPC1603/04: To consider and approve the minutes of the Parish Council meeting held on 16th February 2026 It was proposed by Cllr Allinson and seconded by Cllr Wright that the minutes be approved and signed. **All Councillors agreed** and the minutes were duly signed.

HPC1603/05:

5.01 Summary of actions from previous meetings.

- Cllr Allinson confirmed that the spring tree survey would be carried out over Easter and the Alton Green Plan will be updated accordingly. **Action: Cllr Allinson**
- Cllr Ambrose was organising the repair of the gate to the children's play area **Action: Cllr Ambrose**
- The funding stream had closed for the possible development of the path from behind the Mill to Holbrook Creek which was discussed at the February Council Meeting.
- Cllr Ambrose will add stronger rubber to the accessibility gate by Enchantress Cottage **Action: Cllr Ambrose**
- Cllr Halligan to provide some plastic to replace the broken glass in the telephone box at Clench Road **Action: Cllr Halligan**
- More drains along The Cut had been uncovered during the recent work by the CSHG.
- The Clerk had confirmed that the Dodds family can carry out the work to move the memorial bench at Alton Green.
- Additional basketball nets for younger players had been purchased and installed and more clips will secure the five a side net which needed attention.

5.02 To receive an update from the Community Self Help Group: Cllr Ambrose confirmed that wood chippings have been spread by the side of Windy Ridge to improve the path.

5.03 To note the update from SCC re The Cut/Petticoat Lane. The County Council have acknowledged that the Cut/Petticoat Lane is Highway's responsibility. Following their survey, they will carry out some remedial work.

5.04 To receive an update on the management by Greenwich Hospital of the Reade Field - Cllr Reid was unable to be present but had sent a message to say that Savills have confirmed there is no change in their management of the Reade Field from previous years. Cllr Ambrose would try to organise a meeting with Savills to discuss this further. **Action: Cllr Ambrose**

Correspondence received requiring a response and new business:

6.01 To review the following policies:

- (a) Publication Scheme
- (b) FOI Request Policy
- (c) Privacy Notices (3)

It was proposed by Cllr Wright and seconded by Cllr Halligan that the above policies be adopted as reviewed.

All Councillors agreed.

(d) End of year review of Asset Management Register : Cllr Abbott proposed, seconded by Cllr Allinson to adopt the end of year review of the Asset Management Register. **All Councillors agreed.**

6.02 Cllr Ambrose reported on the recent meeting of The Shotley Peninsula Parish Council Alliance with Babergh & MidSuffolk District Council – Cllrs agreed that any development on the peninsula arising from the Call for Sites would have a “knock-on” effect on several of the other parishes on the Peninsula. Babergh confirmed that we should hear the outcome of devolution soon, but a decision may not be taken until after the forthcoming County elections. The development at Jimmy’s Farm had been discussed including the considerable traffic disruption caused by big events. Cllr McLaren, who had also been at the meeting, had referred this to the Safety Advice Group. Potholes were discussed as was the potential flooding of The Strand, but unfortunately Highways were not represented at the meeting.

6.03 The minutes of the recent meeting of the Climate Action Group (GHGW) will be circulated:

Action: Clerk

6.04 Councillors considered the letter from Richard Parmee re meadow management. Following a discussion, it was agreed that no potential areas in Holbrook were large enough for their meadow project.

6.05 Councillors noted that a refund for the dual charging of emptying bins at Admirals’ Quarter had been agreed and would be credited to the Council against the next invoice.

6.06 Councillors noted the contents of the Clerk’s report

HPC1603/07: 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. Balances at the bank on 28th February were:

- (a) Community Account: £ 48,480.56
- (b) Reade Field Account: £ 25,337.18
- (c) Fixed Term Investment A/C: £20,485.63

7.02 Cllrs noted that a councillor who is not a bank signatory had verified the bank reconciliations to 28th February 2026.

7.03 Cllrs noted the price increase of bin emptying from £83 to £108 p.a. per bin from 1st April 2026

7.04 To consider the proposal for the pavilion insurance for a premium of £414.22 – Cllr Wright proposed and Cllr Allinson seconded that the quote for pavilion insurance be accepted. **All Councillors agreed.** The clerk would notify the insurance company.

Action: Clerk

7.05 Payments to be approved and ratified including invoices received since the publication of the agenda:

Date	Payee	Amount
25.02.26	Amazon Marketplace – stationery, folders dividers etc. (Debit Card)	£ 32.73
10.03.26	Amazon Marketplace – basketball nets (Debit Card)	£ 47.98
10.03.26	BS Fixings – fixings for basketball nets (Debit Card)	£ 25.04
17.03.26	Mrs J Hazlewood – Expenses & Printer ink (BACs)	£ 52.85
17.03.26	Mrs J Hazlewood – Salary (BACs)	£ 798.29
17.03.26	Mrs S Simmonds – Salary (BACs)	£ 343.92
17.03.26	John Ambrose – Chairman’s Allowance (BACs)	£ 26.73
17.03.26	HMRC – PAYE & NI (BACs)	£ 293.33
17.03.26	SALC – payroll services (BACs)	£ 111,60
17.03.26	Harkstead Parish Council – water testing (BACs)	£ 100.00
17.03.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 87.00
17.03.26	Lloyds Bank – bank charges (direct debit)	£ 4.25
17.03.26	E-on Next – pavilion electricity	£ 17.76
17.03.26	Lottery – first prize (BACs)	£ 19.50
17.03.26	Lottery – second prize (BACs)	£ 11.70
17.03.26	Lottery – third prize (BACs)	£ 7.80
17.03.26	M. Thompson – fitness classes (BACs)	£ 225.00

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

INCOME to COMMUNITY ACCOUNT to 28th February 2026

Date	Received from	Amount
25.02.26	The Swan Football Club	£ 250.00
27.02.26	RHS advertising	£ 198.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.02.26	Interest	£ 11.45

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
28.02.26	Interest	£ 41.28

HPC1603/08: Planning

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

DC/25/04715 Proposal: Application under Section 73 of The Town & Country Planning Act for DC/20/03247 (22no dwellings, cycle paths and amenity improvements) for the variation of Condition 15 (Cycle paths) to allow the path(s) to be provided in stages/phases to more closely accord with Schedule 3 of the Section 106 Agreement **Location:** Sites And Cycle Paths Woolverstone To Holbrook, Woolverstone To Chelmondiston, Main Road, Woolverstone. **Awaiting Decision**

DC/26/00322 Proposal: Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 6. Agricultural building for the storage of crops, inputs (seeds and fertiliser) and agricultural machinery. **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH **Decision: formal approval not required**

DC/26/00345 Proposal: Application for works to trees subject to a Tree Preservation Order - Oak tree in front garden that requires the dead wood to be removed and the tree itself needs cutting back and reshaping. **Location:** Oak View, 4 Broomhill, The Street, Holbrook Ipswich Suffolk **Granted**

8.02: To consider new applications received

DC/26/00783 Proposal: Householder Application – Erection of a rear two storey extension **Location:** Alpha, Ipswich Road, Holbrook Ipswich, Suffolk IP9 2QT. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Halligan. **All Councillors agreed**

8.03: Cllrs noted the recently circulated Call for Sites map. It was agreed that the sites which had been put forward in Holbrook were not ideal for building. All sites identified on the map submitted before the recent Call for Sites, will be re-assessed.

HPC1603/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose is exploring funding from the FA for the pavilion. Council will be notified this week of the outcome of the application for funding to continue the fitness classes. Cllr Ambrose had been informed that there are plans for additional activities at the Peninsula Sports Centre as a result of a collaboration between Babergh and Abbeycroft Leisure. The Youth Council are applying for a grant to purchase some saplings from the National Trust. Cllr Ambrose hoped that representatives of the Youth Council would be at the Annual Parish Meeting.
- Cllr Allinson had written to Jasmine Whyard (Babergh planning department) about the visibility of the path by the new development at the Compasses. She is pursuing this and a response is awaited. There is still some tree work to be carried out. Cllr Allinson also asked who managed the recipients of the Catherine Dean's Trust, as the list may need updating. The clerk would make contact with the person responsible. **Action: Clerk**

HPC1603/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they would like to be included on the Agenda at least one week before the date of the next meeting on Monday 20th April 2026. Councillors were also reminded that the Annual Parish Meeting would take place on Tuesday 28th April at 7.00 p.m. at Holbrook Village Hall.

HPC1603/11: Date of the next Parish Council Meeting will be held on Monday 20th April 2026.

Chairman.....
The meeting finished at 8,26 p.m.

Date.....