

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the Annual Parish Council Meeting of Holbrook Parish Council will be held on Monday 18th May 2026 at Holbrook Village Hall at 1930 hrs. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 5 should give notice to the Clerk at or before the commencement of the meeting.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded but must notify the Clerk and Chair of their intention prior to the meeting.

AGENDA

- HPC1805/01 Election of Chairman and signing and receipt of Declaration of Office Form.**
- HPC1805/02 Election of Vice Chairman.**
- HPC1805/03 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1805/04 Declarations of pecuniary and local non-pecuniary interest**
- 04.01** 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.
- 04.02** To receive requests for dispensations.
- HPC1805/05 To note the resignation of Cllr Swallow**
- HPC1805/06 Public Forum**
- 6.01** To receive reports from the District and County Councillors
- 6.02** To receive questions and matters of concern from members of the public present.
- HPC1805/07 To consider and approve the minutes** of the Parish Council meeting held on 20th April 2026
- HPC1805/08 Confirmation of appointment of representatives to outside bodies:** To confirm the allocation of responsibilities to individual Councillors and amend as necessary.
- HPC1805/09 Confirmation of Committees/Working Parties:** To confirm the sub committees/working groups and their respective delegated authority (if any) and to review their terms of reference: .
- 9.01** Terms of reference for the Budget Working Group
- 9.02** Terms of reference for the Planning Committee
- 9.03** Terms of reference for the Climate Change working group (GHGW)
- HPC1805.10 To note that the Council's eligibility for the General Power of Competence** remains in place until the next Parish Council elections in May 2027.
- HPC1805/11 Items outstanding from previous meetings**
- 11.01** Summary of actions from previous meeting
- 11.02** To receive an update on the Community Self Help Group
- HPC1805/12 Correspondence received requiring a response and new business:**
- 12.01** To review the Code of Conduct.
- 12.02** To review and adopt the Standing Orders of the Council.
- 12.03** To approve a programme of policy review and implementation
- 12.04** To note that Councillors are legally obliged to review and update their Register of Interests when any changes have been made
- 12.05** To agree a schedule of meeting dates for 2026-2027
- 12.06** To note recent developments re the footpath at Brown's Farm
- 12.07** To consider the request for an extension to the street lighting end time on Fridays and Saturdays
- 12.08** To consider the inspection report of the Reade Field equipment.
- 12.09** To note the correspondence re parking on Alton Green and discuss the next steps
- 12.10** To receive the Clerk's report
- HPC1805/13 Finance**
- 13.01** To receive the report of the Internal Auditor and agree actions on any matters arising
- 13.02** To consider the effectiveness of the Internal Audit
- 13.03** To note that the draft Annual Statement of Accounts for the year ended 31st March 2026 approved by the Council on 20th April has now been audited
- 13.04** To consider, approve and sign Section 1 of the Annual Governance Accountability Return (AGAR)
- 13.05** To consider, approve and sign Section 2 of the AGAR

13.06 To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary.

13.07 To note that a councillor who is not a signatory has verified the bank reconciliation

13.08 To agree the bank mandates for the financial year 2026-27

13.09 To consider the 3 year maintenance contract for the SID and possible training.

13.10 Payments and Receipts

(a) To approve the following payments, including any payments received subsequent to the publication of this agenda: Refreshments for Annual Parish Meeting £18.93, (Debit Card) Mrs J Hazlewood (Expenses Travel & Stationery) £80.36 (BACs) Mrs J Hazlewood (Clerk's Salary) £798.29 (BACs) Community Caretaker Salary, £358.00 (BACs), Mr J Ambrose (Chairman's allowance) £20.13 (BACs) HMRC (PAYE & NI) £299.93 (BACs), Heelis & Lodge (Internal Audit) £285 (BACs), EON (pavilion electricity) £17.93, (Direct Debit) WAVE (Pavilion water) £53.64 (Direct Debit) Lloyds Bank Charges £4.25 (DD). O. Abbott – (Maintenance Reade Field and Church Green) £180.00 (BACs), Playquip (servicing zip wire) £462.00 (BACs) Holbrook Village Hall (Meeting Hall costs) £23.00 (BACs) D Brumpton (Holbrook Memorial maintenance) £48.00 (cheque); CAS (subscription) £30 (BACs). SARS (grant) £25.00 (BACs), Suffolk Preservation Society (subscription) £30 (Debit card), Suffolk Wildlife (Membership) £38.00 (BACs), Open Spaces (subscription) £45, (BACs) Holbrook PCC (grant) £500, (BACs) Stutton & Holbrook Community First Responders (Grant), £100 (BACs), Holbrook Toddler Group £250 (Grant) (BACs) Headway (Grant) £50.00, Citizens Advice Bureau (Grant) £50, M. Thompson (Fitness Classes) £250 tbc (BACs) Holbrook Methodist Chapel (Meeting Hall costs) £40, (BACs) Lottery ` 1st, 2nd and 3rd prizes £39.00 for May 2026 and any other payments received prior to the meeting.

(b) To note income received 1st – 30th April: (i) **Community Account:** HMRC repayment of VAT £3620.99, Babergh DC, first half of precept £19,500; Babergh payments, Neighbourhood CIL funds £4,467.88; Lloyds Bank, compensation for complaint £210.00 (ii) **Investment Account** £44.41 (Interest); (iii) **Instant Access (Reade Field) Account** £10.76 (Interest)

HPC1805/14 Planning

14.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed. No outstanding planning applications and appeals currently.

14.02 To consider new applications received

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

HPC1805/15 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1805/16 Review of dates/place of meetings up until the next Parish Council Annual Meeting

HPC1805/17 To consider items for future agendas

HPC1805/18 Date of next meeting: Monday 15th June at 7.30 p.m. at The Village Hall, Holbrook

Signed:



Parish Clerk

Date: 12th May 2026