

Clerk's Report – November 2026 Holbrook Parish Council

Training/Meetings attended:
20/10/26 Babergh DC Liaison Meeting
26/10/26 Digital AGAR*
27/10/26 Community Emergency Planning (BMSDC)
28/10/26 AI in Governance
02/11/26 Introduction to NSIP process

***Digital AGAR**: eventually it will be mandatory that all Councils submit their AGAR digitally. For the 2026/27 year it is voluntary, but there will be an incentive for Councils to submit digitally, which will be equal to the cost of the External Auditors' fee. It won't be a reimbursement as the incentive will be coming from SAAA and therefore is designated as "income".

Accessible gate: the new mechanism has been ordered for the gate at the Reade Field – the pin that has been put on the gate by Enchantress Cottage has minimised the rattle although not completely eliminated it.

SID: we have finally managed to make contact with the right person at SWARCO, who maintain our SID, and the maintenance visit should take place at the end of this month. They are also offering the same day for the training which will hopefully include the ability to extract data from the SID.

Woodlands Road sign down: las time I checked this sign was still down – will follow this up in due course.

Emergency Planning: As part of the encouragement for councils to create/update their emergency plans, we have also made copies of a document to help individual households to plan for emergencies. This will be in some of our public spaces but will also be publicised by the Chairman in the next Parish Papers. Additional copies can be obtained from the Clerk and are available from the website.

Grounds Maintenance (grass cutting): we have purchased these services from Vertas for a very long time and I was hoping to get quotes for next year to ensure we are getting best value. However, I discovered that we signed a contract prior to me taking over the role which states that we have to give 6 months' notice to Vertas and it was early October when I contacted them for their quote. Next year I will pursue this. They have sent me a copy of the contract in confirmation.

Utility Aid I have been approached by Utility Aid, who are recognised by NALC, to look into our Electricity and Water contracts to see if savings could be made. This will not incur the PC in any costs.

Summary of some Key Emails forwarded to full council :

Subject	**Date forwarded**
SALC News Bulletin	20/10 & 4/11.
BMSDC Joint Local Plan Review	21/10
NALC News Bulletin	22/10 & 5/11
Future Builds.com (free app promotion)	23/10
Introduction to NSIPs & Case Studies Webinar (SALC)	27/10
News from National Landscapes	28/10

Media release from BMSDC re support for low income families	28/10
Police & Crime Commissioner Update & invite to webinar	29/10
Open Spaces news	30/10
Community Police Forum	30/10
Babergh Town & Parish update	01/11
Babergh: NSIP large scale energy developments update	03/11
SALC – Training bulletin	04/11
Webinar recording NSIP process	05/11
BMSDC – Cash boost for Communities	08/11
SALC – Inclusive engagement	09/11

Jo Hazlewood

10th November 2026