



# HOLLESLEY PARISH COUNCIL

Ms Clare Cooper, *Clerk to the Council*  
34 Swallows Close, Hollesley, Woodbridge Suffolk IP12 3RW

Tel: 07534 428705 [clerk@hollesley-pc.gov.uk](mailto:clerk@hollesley-pc.gov.uk)

## NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 20<sup>th</sup> NOVEMBER 2025 AT 7.30PM HOLLESLEY VILLAGE HALL, WOODBRIDGE ROAD, HOLLESLEY

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.  
All public and press are also cordially invited.

### Agenda

1. Apologies for Absence:
  - a) To receive apologies
  - b) To approve Apologies
2. To receive any...
  - a) Declarations of Pecuniary Interest
  - b) Declarations of Non-Pecuniary Interest
  - c) Applications for Dispensation on Agenda Items.
  - d) Declarations of Gifts or Hospitality Received over the value of £50.00
  - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
3. Public Session (15 mins max):
  - a) Reports or comment from any member of the public or from any other village organisation
  - b) Reports or comment from ESC Councillor and SCC Councillor
4. To agree Minutes of meeting dated 27<sup>th</sup> October 2025
5. Finance Matters:
  - a) To receive and accept Accounts as of 31<sup>st</sup> October 2025
  - b) To discuss and agree the draft budget for 2026/27
  - c) To agree grant payments to be made in April 2026
  - d) To authorise the following Invoices for Payments:

i. C Cooper (Salary and Expenses)	£856.70
ii. SCC Pension Fund (Clerk's pension)	£221.00
iii. Defib Warehouse (Defib case and pads)	£204.00
iv. Royal British Legion (Poppy wreath)	£20.00
v. Swanns Nursery (Christmas tree)	£92.00
vi. George Collins (Cemetery Maintenance)	£1,100.00
vii. Any other invoice forthcoming	
  - e) To note Payments made since last meeting:

i. Tesco Mobile (Phone)	£12.76
ii. ICO (Data Protection)	£52.00

*Please be aware that recording of meetings is possible*

f) To note Payments received since last meeting:	
i. Alford Storage (Recycling)	£9.00
ii. Allotment Rents (Allotments)	£684.70
iii. VAT reclaim	£196.26

6. Planning Applications

- a) DC/25/3933/VOC Variation of Condition No. 2 of DC/24/1787/FUL - New detached double carport and store, re-arrange existing outbuilding internally - Small design amendment to the approved carport. Goldcrest , Alderton Road, Hollesley, Suffolk, IP12 3RQ
- b) DC/25/2180/FUL A balanced cut and fill earth moving operation to create an irrigation reservoir. Land At, Dumb Boy Cottage, Shingle Street, Hollesley, Suffolk
- c) DC/25/2392/ARM Approval of Reserved Matters of DC/20/4151/OUT - Outline Application (All Matters Reserved) approved under appeal AP/21/0061/REFUSE - Construction of up to three dwellings with all matters reserved - Conditions 1, 4 & 5a - Land Between the entrance to the Sandlings Caravan Park and Rondebosch, Lodge Road, Hollesley, Suffolk.

7. Hollesley Village Hall

- a) To agree whether to take legal advice or accept the draft Deed of Retirement and amended Trust Deed to transfer the legal title to the CIO

8. Recreation Ground

- a) To review a proposal for a tennis court

9. Hedges

- a) To review quotations received for hedge cutting at the cemetery and allotments

10. Documentation

- a) To review and adopt the following:
  - i) Formal Complaints Procedure (Nov 2025)
  - ii) Grievance Policy (Nov 2025)
  - iii) Publication Scheme (Nov 2025)

11. Meeting dates

- a) To agree meeting dates for 2026

12. Oak Hill Bus Shelter

- a) To receive an update on the siting of the bus shelter

13. To receive agenda items and agree date of Next Meeting 18<sup>th</sup> December 2025 – In Hollesley Village Hall

*Clare Cooper* ~ Clerk to the Parish Council (6<sup>th</sup> November 2025)