



HOLLESLEY PARISH COUNCIL

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

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NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 21st August 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 17th July 2025
5. Finance Matters:
 - a) To receive and accept Accounts as of 31st July 2025
 - b) To acknowledge receipt of Section 3 of Part 3 of the 2024/25 AGAR and the Notice of Conclusion of Audit 2024/25
 - c) To agree Reserve Levels for 2026/27
 - d) To authorise the following Invoices for Payments:

i. C Cooper (Salary and Expenses)	£857.41
ii. SCC Pension Fund (Clerk's pension)	£246.84
iii. SALC (Training)	£79.20
iv. PKF Littlejohn LLP (Audit)	£252.00
v. Any other invoice forthcoming	
 - e) To note Payments made since last meeting:

i. Tesco Mobile (Phone)	£12.76
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Please be aware that recording of meetings is probable

- f) To note Payments received since last meeting:
 - i. Alford Storage (Recycling) £22.00
- 6. Hollesley Village Hall
 - a) To agree guidelines for future events held at the Village Hall which use part of the Recreation Ground
- 7. Recreation Ground
 - a) To agree next steps to be taken regarding work to be carried out to the Oak Trees
 - b) To discuss the intended removal of the boundary fence adjoining Swallows Close
 - c) To agree the cost of removing the old fence at the back of Gorselands £130.00
- 8. Emergency Plan
 - a) To decide whether an Emergency Plan is still viable
- 9. Oak Hill Bus Shelter
 - a) To receive an update on the siting of the bus shelter
- 10. To receive agenda items and agree date of Next Meeting 18th September 2025 – In Hollesley Village Hall

Clare Cooper - Clerk to the Parish Council (11th August 2025)