



# HOLLESLEY PARISH COUNCIL

Ms Clare Cooper, *Clerk to the Council*  
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## NOTICE OF THE HOLLESLEY PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 16th JANUARY 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. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office
4. 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
5. To agree Minutes of meeting dated 19<sup>TH</sup> December 2024
6. Finance Matters:
  - a) To receive and accept Accounts as of 31st December 2024
  - b) To review the Internal Controls observed by the Council and Appropriateness of our Internal Auditor
  - c) To agree who will replace Cllr. Bevan-Biggs as a bank signatory
  - d) To approve a new direct debit to Tesco Mobile
  - e) To authorise the following Invoices for Payments:

i. C Cooper (Salary and Expenses)	£725.95
ii. SCC Pension Fund (Clerk's pension)	£209.23
iii. HMRC (Tax and NI)	£699.98
iv. Kevin Foreman (Rec Maintenance)	£90.00
v. Elaine Curtis (Litter Picking)	£180.00
vi. NGF Play (recreation Ground)	£92.23
vii. Any other invoice forthcoming	
  - f) To note Payments made since last meeting:

i. PWLB Loan	£207.95
ii. Wave (Allotment Water)	£76.30

*Please be aware that recording of meetings is probable*

- g) To note Payments received since last meeting:
  - i. Alford Storage (Recycling) £15.00
  - ii. Allotment Rent Payments (Allotments) £90.07
  - iii. Wickham Market Youth FC (Rec Rent) £200.00
  - iv. Interest £79.22
- h) To note transfers to be made between accounts:
  - i. Business Premium Account to Community Account £5,000.00

7. Hollesley Village Hall

- a) To grant permission for Car Boot Sale on May 17<sup>th</sup>
- b) To discuss issue with Football Club's toilet
- c) To receive report from HPC Trustee

8. To discuss the following Planning Applications/Appeals:

- a) ENF/24/0022/DEV – Breach of control - Part Land Near Junction Of Heath Road and Sutton Road  
Hollesley – Update with the reponse

9. Recreation Grounds:

- a) Oak Hill Ground
  - i. To receive update on the closure of the path beside the Old Social Club and the sale of the building

10. To receive update on the New Bus Shelter at Oak Hill

11. Highways:

- a) To agree the agenda for the site meeting on 20<sup>th</sup> February with Highways, Andrew Reid and Paul West
- b) To receive update on vehicles blocking the pavement outside Morrisons and Coltec Garage
- c) To discuss action to be taken regarding the state of Melton Road

12. Defibrillator – To decide on the action to be taken regarding the replacement of the cabinet and carry case.

13. Documentation – To review and adopt:

- a) Asset Register (December 2024) – *sent to all on 3<sup>rd</sup> January 2025*

14. Deben Ward Meeting – To update the council on progress since the meeting of 28th November

15. To receive agenda items and agree date of Next Meeting 20<sup>th</sup> February 2025 – In Hollesley Village Hall)

*Clare Cooper* - Clerk to the Parish Council (8<sup>th</sup> January 2025)