



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 19th JUNE 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 15th May 2025
6. Finance Matters:
 - a) To receive and accept Accounts as of 31st May 2025
 - b) To review Allotment fees for 2025/26
 - c) To decide which internet security provider to opt for
 - d) To authorise the following Invoices for Payments:
 - i. C Cooper (Salary and Expenses) £710.16
 - ii. SCC Pension Fund (Clerk's pension) £210.05
 - iii. Birketts Solicitors (Caravan Licence) £84.00
 - iv. Trevor Brown (Internal Audit) £308.00
 - v. Any other invoice forthcoming
 - e) To note Payments made since last meeting:
 - i. Tesco Mobile (Phone) £12.76

- f) To note Payments received since last meeting:
 - i. F Masters (Cemetery) £110.00
 - ii. Southgate & Roberts (Cemetery) £220.00
 - iii. Barclays (Interest) £79.67
 - iv. E B Button & Sons (Cemetery) £250.00
 - v. Hollesley Village Hall (Caravan Licence) £70.00
 - vi. Alford Storage (recycling) £16.00
- g) To note transfers to be made between accounts:
 - i. Community Account to Business Premium Account £7,000.00

7. Hollesley Village Hall

- a) To agree caravan dates:
 - i. 31/10/2025 to 02/11/2025
 - ii. 02/04/2026 to 06/04/2026
 - iii. 01/05/2026 to 04/05/2026
 - iv. 30/10/2026 to 01/11/2026
- b) To give consent for the family fun day on 23rd August 2025
- c) To receive report from HPC Trustee.

8. Recreation Ground

- a) Village Hall
 - i. To discuss the possibility of allowing a burger van to operate from the car park
- b) Oak Hill
 - i. To present the findings of the Working Party who have been investigating Play Equipment for Oak Hill Recreation Ground and to agree the next steps.

9. Allotments

- a) To agree whether any action is to be taken regarding uncultivated allotments
- b) To review the allotment terms and conditions

10. To discuss the following Planning Applications/Appeals:

DC/25/1778/FUL Alterations & extensions to dwelling, erection of detached garage with home office and a detached carport -8 Boyton Road Hollesley Woodbridge Suffolk IP12 3LD

11. Maintenance

- a) To authorise the work to the cycle rack at Oak Hill
- b) To discuss replacing the barrier at the bottom of Tank Hill

12. Training

- a) To discuss the possibility of arranging a Face-to-Face Councillor Training Session

13. Documents – to review and adopt

- a) Safeguarding Policy 2025
- b) Risk Assessment (Maintenance) 2025
- c) Asset Register 2025

14. Oak Hill Bus Shelter

- a) To agree whether to pursue the alternative site or whether to return the shelter to its original position.

15. To receive agenda items and agree date of Next Meeting 17th July 2025 – In Hollesley Village Hall

Clare Cooper - Clerk to the Parish Council (9th June 2025)

Please be aware that recording of meetings is probable