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 15th OCTOBER 2026 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 & SCC Councillor

4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office

5. To agree Minutes of meeting dated 17th September 2026

6. Finance Matters:
   a) To receive and accept Accounts as of 30th September 2026
   b) To acknowledge receipt of Section 3 of Part 3 of the 2025/26 AGAR and the Notice of Conclusion of Audit 2025/26
   c) To authorise the following Invoices for Payments:

i.	C Cooper (Salary and Expenses)	£1,264.92
ii.	SCC Pension Fund (Clerk's pension)	£204.74
iii.	HMRC (Tax & NI)	£752.13
iv.	PKF Littlejohn LLP (External Audit)	£252.00
v.	SALC (Payroll service)	£129.60
vi.	E Curtis (Litter Picking)	£180.00
vii.	Hollesley Village Hall (Room Hire)	£182.00
viii.	Hollesley Village Hall (Quiz Room Hire)	£65.00
ix.	Any other invoice forthcoming	

Please be aware that recording of meetings is possible

d) To note Payments made since last meeting:

i.	Tesco Mobile (Phone)	£7.50
ii.	Anglian Water (Allotments)	£200.83

e) To note Payments received since last meeting:

i.	East Suffolk Council (Precept)	£21,487.00
ii.	E B Button (Cemetery)	£805.00
iii.	Vinted (Sale of craft items (Projects))	£30.10
iv.	Cash (Proceeds from quiz bar (Projects))	£165.00
v.	Cash (Proceeds from raffle and craft items (Projects))	£257.00
vi.	Cash (Village Breakfast (Projects))	£131.00
vii.	Cash (Sale of craft items (Projects))	£45.00
viii.	Alford Storage (Recycling)	£36.00
ix.	C Harper (Cemetery)	£165.00

f) To note Transfers between accounts

i.	Project Account to Current Account	£250.15
ii.	Current Account to Premium Account	£20,000.00

7. Planning Applications
   a) Any planning application received

8. Emergency Briefing
   a) To agree whether to screen the Emergency Briefing and what form this should take

9. Highways
   a) To accept the quote for the new signage at Oak Hill

10. To receive an update regarding the Oak Hill bus shelter

11. To agree whether to remove the trees around the Recreation Ground along the Gorselands/Swallows Close boundaries and replace with saplings

12. To agree meeting dates and timings for 2027

13. To discuss whether the Parish Council wish to offer to oversee the Hollesley fete from 2028 onwards via a Sub-Committee/Working Group

14. To receive agenda items and agree date of Next Meeting 19th November 2026 – In Hollesley Village Hall

Exclusion of the Press and Public due to the confidential nature of the business to be discussed

15. To discuss applications to fill the vacancy of Parish Clerk and to appoint new Clerk

Clare Cooper ~ Clerk to the Parish Council (8th October 2026)

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