



HOLLESLEY PARISH COUNCIL

Ms Clare Cooper, *Clerk to the Council*
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NOTICE OF THE HOLLESLEY PARISH COUNCIL ANNUAL MEETING TO BE HELD ON TUESDAY 19th MAY 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. To elect a Chair of the Council for 2026/27 and signing of the Declaration of Acceptance of Office
2. Apologies for Absence:
 - a) To receive apologies
 - b) To approve Apologies
3. 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.
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 elect a Vice-Chair for 2026/27 and the signing of the Declaration of Acceptance of Office
6. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office
7. To agree Minutes of meeting dated 16th April 2026
8. To confirm following Appointments:
 - a) Internal Auditor (*currently Trevor Brown*)
 - b) Maintenance Officer (*currently Kevin Foreman*)
 - c) Responsible Finance Officer (*currently the Clerk*)
 - d) Cemetery Maintenance (*currently Kevin Foreman*)
 - e) Litter Picking Officer (*currently Elaine Curtis*)
 - f) SALC Representative (*currently Cllr. Yates*)
 - g) ESC Community Partnership Representative (*currently Cllrs. Yates, Hardwick, Scannell & Yates*)
 - h) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates*)
9. To remind Councillors to review their Register of Interests entry on the ESC System and the Councillor Code of Conduct.

Please be aware that recording of meetings is probable

10. To confirm all Standing Orders and Direct Debits presently set up for the Council

11. Councillor Responsibilities – To agree the Councillor Responsibilities for 2026/27

12. Finance Matters:

- a) To receive and accept Accounts as of 30th April 2026
- b) To receive and accept the amended end of year accounts for 2025/26
- c) To accept Internal Auditor's Report for 2025/26 and 'Annual Internal Audit Report' within Part 3 of the Annual Governance and Accountability Return 2025/26
- d) To agree and complete Section 1 of the Annual Governance and Accountability Return 2025/26
- e) To agree and complete Section 2 of the Annual Governance and Accountability Return 2025/26
- f) To authorise the following Invoices for Payments:
 - i. C Cooper (Salary and Expenses) £822.81
 - ii. SCC Pension Fund (Clerk's pension) £195.00
 - iii. E Curtis (Litter Picking) £180.00
 - iv. Any other invoice forthcoming
- g) To note Payments made since last meeting:
 - i. Tesco Mobile (Phone) £13.69
- h) To note Payments received since last meeting:
 - i. East Suffolk Council (CIL payment) £2,238.49
 - ii. East Suffolk Council (50% precept) £21,487.00
 - iii. Alford Storage (Recycling) £27.00
- i) To note transfers to be made between accounts:
 - i. Community Account to Business Premium Account £25,000.00
 - ii. Projects Account to Current Account £79.66

13. Oak Hill Play Equipment

- a) To discuss a way forward following the lack of success with the Lottery Grant Application

14. Community Speed Watch

- a) To discuss the best way that the Parish Council can help support the Community Speed Watch

15. Documentation – To agree and adopt:

- a) Financial Regulations 2026
- b) Standing Orders 2026
- c) Emergency Plan 2026

16. To receive agenda items and agree date of Next Meeting 18th June 2026 – In Hollesley Village Hall

Clare Cooper - Clerk to the Parish Council (5th May 2026)