



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 22nd JANUARY 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 and 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 18th December 2025
6. Finance Matters:
 - a) To receive and accept Accounts as of 31st December 2025
 - b) To review the Internal Controls observed by the Council and Appropriateness of our Internal Auditor
 - c) To authorise the following Invoices for Payments:

i. C Cooper (Salary and Expenses)	£855.66
ii. SCC Pension Fund (Clerk's pension)	£221.00
iii. East Suffolk Service (Trade Waste)	£146.64
iv. HMRC (Tax & NI)	£662.12
v. Kevin Foreman (Rec maintenance)	£20.00
vi. Kevin Foreman (Maintenance)	£35.00
vii. Any other invoice forthcoming	
 - d) To note Payments made since last meeting:

i. Anglian Water (Allotments)	£34.35
ii. Tesco Mobile (Phone)	£12.76

Please be aware that recording of meetings is possible

- e) To note Payments received since last meeting:
 - i. Alford Storage £10.00

- f) To note transfer made since last meeting:
 - i. From Premium Account to Current Account £4,000.00

- 7. Planning Applications
 - a) None

 - b) Any other planning application received.

- 8. Recreation Ground
 - a) Hollesley Village Hall
 - i. To decide on what basis the working party will be formed, to advance the Tennis Court Project

 - b) Oak Hill
 - i. To accept the quote from Birketts for the legal work to change the address on the title

- 9. Oak Hill Bus Shelter
 - a) To decide which fee option to take for the Birketts legal work and to accept the terms of business

- 10. Highways
 - a) To discuss whether to apply for a 20mph speed limit for tractors through the village

- 11. Cemetery
 - a) To appoint a Maintenance Person

- 12. Food Bank
 - a) To confirm acceptance of the grant offer of £1,000
 - b) To discuss the best way to facilitate distribution of the food

- 13. Christmas Tree
 - a) To evaluate the 2025 Christmas Tree and to decide a way forward for 2026

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

Clare Cooper - Clerk to the Parish Council (8th January 2026)