

*Hollesley Parish Council*  
**Minutes of Hollesley Parish Council Meeting**

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Held on 19<sup>th</sup> June 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge, Cllr. Anna Yates, Cllr. David Physick, Cllr. Igor Kaligarič, Cllr. Jon Hardwick, Cllr. Roger Dawson and Cllr. Martin Scannell.

Clare Cooper (Clerk) Five Members of the Public

*The Chair welcomed everyone to the meeting*

**Record of Public Session:**

a) Reports or comment from any member of the public or any other village organisation (notes only):

A member of the public commented that they had been asked by another resident to raise the issue of the hedges along the footpath to Oak Hill. The Parish Clerk advised that this had already been raised by email and as it was not clear exactly where the problem was, she had suggested that the person who had emailed report this to Highways via the link she had provided. They would then be able to identify the exact spot.

The Clerk has highlighted the reporting of Highways issues via their Report an Issue portal via the Village Voices, Grapevine and Facebook for some time, as anyone is able to do this. Once an item has been logged Highways email back with an outcome and have been dealing with hedges usually within a month. Where the responsibility is that of a property or landowner, Highways will contact the appropriate person to request that they arrange for the hedge to be cut back.

The member of the public understood the reasons behind this and will feed back to the resident.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid  
Cllr. Reid was not present and had a report had been received and circulated prior to the meeting.
- East Suffolk Council – Cllr. Mallinder  
Cllr. Mallinder had sent a report prior to the meeting which had been circulated, and he recapped the important points.

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*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
<p>1. <u>Apologies for Absence</u></p> <p>a) To receive apologies</p> <p>b) To approve apologies</p>	<p>a) Apologies had been received from Cllr. Sharon Bushnell and Cllr. Andy Rust.</p> <p>b) The apologies from Cllr. Sharon Bushnell and Cllr. Andy Rust were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Yates and all were in agreement.</p>	<p>a) Noted</p> <p>• Noted</p>
<p>2. <u>To receive any</u></p> <p>a) Declarations of Pecuniary Interest</p> <p>b) Declarations of Non-Pecuniary Interest</p> <p>c) Applications for Dispensation on Agenda Items</p> <p>d) Declarations of Gifts or Hospitality received over the value of £50.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) Cllr Devine advised that the planning application related to the next door property.</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) Cllr. Devine will take no part in the discussion or vote regarding the planning application</p>
<p>3. <u>Co-option of a Councillor</u> and the signing of the Declaration of Acceptance of Office</p>	<p>Linda Bowman stepped forward to be co-opted as a Councillor. He gave some personal background information including the fact that she has just returned to Hollesley after living in No Yorkshire for 6 years. Prior to this Linda had been the Head Teacher at Hollesley School as has now retired. interested in playing an active role in the local community and representing the residence of Hollesley village. It was proposed by Cllr. Scannell that Lind Bowman be co-opted, seconded by Cllr. Burbridge and all were in favour. The Declaration of Acceptance of Office was signed.</p>	<p>Clerk to notify Democratic Services ad update website and Noticeboards</p>
<p>4. <u>Public Session</u></p>	<p><i>See above record</i></p>	<p>• None</p>

Chair's initials.....

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5. To agree <u>Minutes</u> of meeting dated 15 <sup>th</sup> May 2025	The minutes had been circulated to all and minor grammatical corrections had been noted. The minutes were proposed as correct by Cllr. Yates, seconded by Cllr. Scannell and Councillors who were present at the meeting voted all in agreement, that they were correct.	<ul style="list-style-type: none"> <li>• Clerk to post on the Website</li> </ul>
<p>6. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 15<sup>th</sup> May 2025</p> <p>b) To review Allotment fees for 2025/26</p> <p>c) To decide which Internet Provider to opt for</p> <p>d) To authorise the following Invoices for Payments:</p> <p style="margin-left: 20px;">i. C Cooper (Salary &amp; Expenses) - <b>£710.16</b></p> <p style="margin-left: 20px;">ii. SCC Pension Fund (Clerk’s Pension) - <b>£210.05</b></p> <p style="margin-left: 20px;">iii. Birketts (Caravan Licence) - <b>£84.00</b></p> <p style="margin-left: 20px;">iv. Trevor Brown (Internal Audit) - <b>£308.00</b></p> <p>e) To note Payments made since last meeting:</p> <p style="margin-left: 20px;">v. Tesco Mobile (Phone) - <b>£12.76</b></p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements. It was proposed by Cllr. Burbridge that these be accepted, seconded by Cllr. Physick and all agreed.</p> <p>b) After comparing other charges by local councils Cllr. Devine proposed that the fees be increased by 2p per sqm with effect from November 2025 to 14p per sqm.</p> <p>c) After discussion of costs from various providers Cllr. Yates proposed that cover is taken through Norton for 2 years. This was seconded by Cllr. Physick and all were in favour.</p> <p>d) The payments were proposed by Cllr. Burbridge seconded by Cllr. Devine and all Councillors were in agreement that they be paid. Cllr. Physick examined the invoices and agreed to authorise the payment the following day.</p> <p>e) Noted</p>	<p>a) None</p> <p>b) Clerk to advise allotment holders</p> <p>c) Clerk to arrange once AVG expires in July</p> <p>d) Clerk to draw payments and Cllr. Physick to counter authorise</p> <p>e) None</p>

Chair’s initials.....

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<p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i. F Masters (Cemetery) - <b>£110.00</b></li> <li>ii. Southgate &amp; Roberts (Cemetery) - <b>£220.00</b></li> <li>iii. Barclays (Interest) - <b>£79.67</b></li> <li>iv. E B Button (Cemetery) - <b>£250.00</b></li> <li>v. Hollesley Village Hall (Caravan Licence) - <b>£70.00</b></li> <li>vi. Alford Storage (Recycling) - <b>£16.00</b></li> </ul> <p>g) To note transfers to be made between accounts:</p> <ul style="list-style-type: none"> <li>i. Community Account to Business Premium Account - <b>£7,000.00</b></li> </ul>	<p>f) Noted</p> <p>g) Noted</p>	<p>f) None</p> <p>g) None</p>
<p>7. <u>Hollesley Village Hall:</u></p> <p>a) To agree caravan dates:</p> <ul style="list-style-type: none"> <li>i. 31/10/2025 to 20/11/2025</li> <li>ii. 02/04/2026 to 06/04/2026</li> <li>iii. 01/05/2026 to 04/05/2026</li> <li>iv. 30/10/2026 to 01/11/2026</li> </ul> <p>b) To give consent for Family Fun Day on 23rd August 2025</p> <p>c) To receive report from HPC Trustee</p>	<p>a) Cllr. Scannell proposed that all the dates be approved and was seconded by Cllr. Physick. Seven councillors voted in favour and one abstained.</p> <p>b) Cllr. Burbridge proposed that this be agreed. This was seconded by Cllr. Kaligarič and all voted for the motion.</p> <p>c) Cllr. Yates reported that the Village Hall apologised for the late request for the Family Fun Day. This had been overlooked.</p>	<p>a) Clerk to communicate to the Village Hall</p> <p>b) Clerk to communicate to the Village Hall</p> <p>c) None</p>

Chair's initials.....



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<p>b. To review the Allotment Terms &amp; Conditions</p>	<p>Cllr. Devine proposed that those uncultivated allotments and the plot with the chickens be asked if they wish to give these up otherwise, they had one month in which to start the cultivation. This was seconded by Cllr. Physick and all were in favour</p> <p>b. It was proposed by Cllr. Burbridge that the existing Terms &amp; Conditions remain fit for purpose and that they should be emailed to all allotment holders as a reminder. This was seconded by Cllr. Dawson and all agreed.</p>	<p>b) Clerk to email the T &amp; Cs to all allotment holders</p>
<p>10. <u>To discuss the following Planning Applications/Appeals:</u> DC/25/1778/FUL Alterations &amp; extensions to dwelling, erection of detached garage with home office and a detached carport -8 Boyton Road Hollesley Woodbridge Suffolk IP12 3LD</p>	<p><i>Cllr. Devine took no part in the discussion or vote</i></p> <p>It was noted that the proposal was very similar to those additions made to neighbouring houses and therefore a precedent had already been set. There were no windows overlooking the properties either side.</p> <p>Cllr. Burbridge proposed a comment of No Objection which was seconded by Cllr. Scannell and agreed by all.</p>	<ul style="list-style-type: none"> <li>• Clerk to upload comment to the Planning Portal</li> </ul>
<p>11. <u>Maintenance:</u></p> <p>a) To authorise work to the cycle rack at Oak Hill</p> <p>b) To discuss replacing the barrier at the bottom of Tank Hill</p>	<p>a) Cllr. Burbridge proposed that the work recommended by Play Park Inspector David Bracey be completed. This was seconded by Cllr. Physick and all agreed.</p> <p>b) This was discussed and it was felt that there had been no near misses and that there were other similar paths within the village which had no safety barrier. Cllr. Physick proposed that the barrier is not replaced and this was seconded by Cllr. Scannell. All were in favour.</p>	<p>a) Clerk to instruct work to be carried out</p> <p>b) None</p>
<p>12. <u>Training:</u></p> <p>a) To discuss the possibility of arranging a Face to Face Councillor Training Session</p>	<p>a) This was discussed and it was agreed to try and arrange a date later in the year. Other local councils will be given the option to take part and the costs shared between all the participants.</p>	<p>a) Clerk to arrange with SALC, HVH and other local councils</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>13. <u>Documents:</u></p> <p>a) Safeguarding Policy 2025</p> <p>b) Risk Assessment (Maintenance) 2025</p> <p>c) Asset Register 2025</p>	<p>The documents had been emailed to all Councillors prior to the meeting.</p> <p>a) It was felt that many of the terms used within the policy were not appropriate for the Parish Council</p> <p>b) Cllr. Devine proposed that the Risk Assessment be adopted and this was seconded by Cllr. Yates. There were seven in favour and one abstention</p> <p>c) Cllr. Hardwick proposed that the Asset Register be approved. This was seconded by Cllr. Dawson. There were seven in favour and one abstention</p>	<p>a) Clerk to add definitions and represent in July</p> <p>b) Clerk to send to Kevin Foreman and upload on website</p> <p>c) Clerk to upload to website</p>
<p>14. Oak Hill Bus Shelter</p> <p>a) To agree whether to pursue the alternative site or whether to return the shelter to its original position</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• Time has moved on since the issues with the original bush shelter and the youngsters involved have now grown up.</li> <li>• If the bus shelter was replaced in it's original location there would be no need for a new hardstanding as it is already there.</li> <li>• The Parish Council has investigated all other options and the only viable one is to replace it in it's original position.</li> <li>• The historical issue was children climbing between the brick shelter and the resident's garage. Any new bus shelter would be Perspex and so anyone going behind it would be clearly visible</li> </ul> <p>Cllr. Yates proposed that the bus shelter be reinstated in it's original position. This was seconded by Cllr. Physick and agreed unanimously.</p>	<p>Clerk to contact resident, landowner and SCC Highways to arrange</p>
<p>15. To receive agenda items for next meeting and agree date of Next Meeting 17<sup>th</sup> July 2025</p>	<p>It was suggested the following item were added to the July agenda:</p> <ul style="list-style-type: none"> <li>• To discuss the Neighbourhood Plan now that funding is no longer available</li> </ul> <p>Date of next meeting: <b>17<sup>th</sup> July 2025</b></p>	<ul style="list-style-type: none"> <li>• Clerk to prepare July agenda</li> </ul>

The meeting was closed at 9.20pm

Signed: .....  
Chair

Date: .....

*Clare Cooper*  
Clerk to Hollesley Parish Council

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