

*Hollesley Parish Council*

**Minutes of Hollesley Parish Council Meeting**

Held on 21st August 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr Trevor Burbridge, Cllr. Jon Hardwick, Cllr. Roger Dawson, Cllr. Igor Kaligarič, Cllr. Sharon Bushnell, Cllr. Martin Scannell and Cllr. Linda Bowman.

Clare Cooper (Clerk) Four 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 had received a copy of the East Suffolk Magazine which contained an article where, in conjunction with the Woodland Trust, there was the offer of free hedging and trees to enhance the landscape and wished to highlight this to the Parish Council. They were also concerned that the commemorative oak tree replaced earlier in the year appeared to be failing. It is planted in an exposed position and may fare better if replaced in a more sheltered spot with other trees around it and a seat beneath. It was suggested that a rota could be drawn up of local people willing to water the tree.

*Cllr. Scannell joined the meeting.*

At the last meeting a resident commented that an agricultural building may have been erected without a Planning Application and a further member of the public wondered if there had been any update. The clerk confirmed that whilst she had been unable to locate a planning application, ESC had forwarded details of an application in 2023 which was deemed not to require permission. The clerk confirmed that she would email details to the person who had enquired.

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*Chair's initials.....*

An enquiry was made regarding item 7b) on the agenda. The clerk explained that the Swallows Close boundary fence is owned by the Residents Management Company (RMC) and maintained by their managing agents. The managing agents have not been repairing the fence when panels are coming down due to wind and vandalism. The RMC have decided to give notice to their agents and self-manage the estate. There have been discussions regarding the fence, and it was decided to plant hedging inside the fence which will eventually replace the fence and allow wildlife easier access to the area. The planting will be provided by the Woodland Trust and consist of their Natural Harvest Pack. The member of the public has no further questions or comments.

A further suggestion was made that an aqua roll might make it easier to transport water to the commemorative oak and/or the use of a water bag to store water at the tree itself.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid  
Cllr. Reid was not present but had sent a report just prior to the meeting which had been circulated.
- 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.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies  b) To approve apologies	a) Apologies had been received from Cllr. David Physick, Cllr. Anna Yates, and Cllr. Andy Rust.  b) The apologies from Cllr. David Physick, Cllr. Anna Yates, and Cllr. Andy Rust. were proposed as accepted by Cllr. Burbridge, seconded by Cllr. Kaligarič and all were in agreement.	a) Noted  b) Noted
2. <u>To receive any</u> a) Declarations of Pecuniary Interest  b) Declarations of Non-Pecuniary Interest  c) Applications for Dispensation on Agenda Items	a) None  b) None  c) None	a) None  b) None  c) None

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<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>d) None</p> <p>e) None</p>	<p>d) None</p> <p>e) None</p>
<p>3. <u>Public Session</u></p>	<p><i>See above record</i></p>	<p>Clerk to forward email from Planning Enforcement</p>
<p>4. To agree <u>Minutes</u> of meeting dated 17th July 2025</p>	<p>The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Scannell, seconded by Cllr. Devine and Councillors who were present at the meeting voted all in agreement, that they were correct.</p>	<p>Clerk to post on the Website</p>
<p>5. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 31st July 2025</p> <p>b) To acknowledge receipt of Section 3 of Part 3 of the 2024/25 AGAR and the Notice of Conclusion of Audit 2024/25</p> <p>c) To review Reserve Levels for 2026/27</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Dawson agreed to review the Bank Statements. It was proposed by Cllr. Scannell that these be accepted, seconded by Cllr. Dawson and all agreed.</p> <p>b) This had been circulated to all prior to the meeting. Cllr. Devine proposed that this was accepted. Cllr. Bowman seconded and all were in favour</p> <p>c) The only Reserves currently are Unallocated Reserves. Over the last ten years Reserves had dropped significantly but more recently had started to be rebuilt and were currently within the guideline of 3 to 12 months expenditure. It as agreed to continue with all reserves continuing to be Unallocated.</p>	<p>a) None</p> <p>b) Clerk has posted to the website and put up the conclusion of audit and the Noticeboards</p> <p>c) None</p>

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. C Cooper (Salary &amp; Expenses) - <b>£857.41</b></li> <li>ii. SCC Pension Fund (Clerk’s Pension) - <b>£246.84</b></li> <li>iii. SALC (Training) - <b>£79.20</b></li> <li>iv. PFK Littlejohn (External Audit) - <b>£252.00</b></li> </ul> <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>i) Tesco Mobile (Phone) - <b>£12.76</b></li> </ul> <p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i) Alford Storage (Recycling) - <b>£22.00</b></li> </ul>	<p>d) The payments were proposed by Cllr. Burbridge seconded by Cllr. Scannell and all Councillors were in agreement that they be paid. Cllr. Burbridge examined the invoices and agreed to authorise the payments the following day.</p> <p>e) Noted</p> <p>f) Noted</p>	<p>d) Clerk to draw payments and Cllr. Burbridge to counter authorise</p> <p>e) None</p> <p>f) None</p>
<p>6. <u>Hollesley Village Hall:</u></p> <p>a) To agree guidelines for future events held at the Village Hall which use part of the Recreation Ground</p>	<p>a) Cllr. Devine proposed that any outside activities end by 9.45pm and that this is to be checked by a representative of the Village Hall. This was seconded by Cllr. Kaligarič with all in favour.</p>	<p>a) Clerk to communicate to the Village Hall</p>
<p>7. <u>Recreation Ground</u></p> <p>a) To agree work to be carried out to the Oak Trees</p>	<p>a) The clerk has obtained three quotations for work required to the Oak Trees based on the £2,500 allowed in the 2025/26 budget. Just after this, a funding opportunity came up through the Accessibility &amp; Amenity Fund and so she had also applied for a grant of a further £2,500.</p>	<p>a) Clerk to arrange quotes for the surveys and if below £1,500 accept the grant offer</p>

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<p>b) To discuss the intended removal of the boundary fence adjoining Swallows Close</p>	<p>Cllr. Burbridge proposed that quotes for the survey be obtained and providing the total cost is below a total of £1,500, the grant offer be accepted. This was seconded by Cllr. Scannell and all were favour.</p> <p>b) <i>Cllr. Devine asked the if the councillors were happy for the clerk to minute this point as she is a Director of the RMC. All agreed as the minutes are circulated and checked.</i></p> <p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• Would the PC be opposed to a further access point from Swallows Close to the Recreation Ground if space was left in the planting?</li> <li>• Whilst this was not generally an issue it could have health and safety implications as the bank is steep.</li> <li>• The question of access was really one for the RMC as any claim if someone was injured on the bank would fall to them.</li> <li>• Maybe wire fencing could be put along the hedge as was done at the Rec.</li> <li>• This would have a positive effect for wildlife.</li> <li>• Planting of dog wood and blackthorn could be done in areas where the fence is already down to discourage youngsters from pushing through the hedge.</li> </ul> <p>Cllr. Devine proposed that the Parish Council have no objection to the fence being replaced with hedging once established, and the Variation of Planning Condition being applied for. This was seconded by Cllr. Kaligarič and all agreed.</p>	<p>b) Clerk to communicate to the RMC</p>
<p>c) To agree the cost of removing the old fence at the back of Gorselands £130.00</p>	<p>c) Cllr. Dawson proposed that the quotation for the works be accepted. This was seconded by Cllr. Bowman and all were in agreement.</p>	<p>c) The clerk to arrange for the work to be carried out</p>

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<p>8. <u>Emergency Plan:</u> To decide whether an Emergency Plan is still viable</p>	<p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• The Emergency Plan (EP) had been discussed at the APM and details circulated via the Grapevine, Facebook and Village Voices. Whilst there was a degree of interest, no members of the public were prepared to take part in the project.</li> <li>• Could an EP be done across the Deben Peninsula to make use of all possible resources.</li> <li>• Cllr. Bowman had prepared EPs for schools and was happy to review the existing documents.</li> <li>• The type of emergency to be dealt with is likely to be weather related; flooding, snow or trees down.</li> <li>• Dave Coyle from Oak Hill is a First Responder as well as a member of the Search &amp; Rescue. He has a vast array of resources that he can tap into. Steve Middleditch also has experience through his work at the prison and is willing to get involved.</li> </ul> <p>It was agreed that this cannot wait until the Deben Ward Meeting and that work should start immediately.</p>	<p>Clerk to email Cllr. Bowman with the existing EP and contact other clerks across the Deben Ward.</p>
<p>9. Oak Hill Bus Shelter a) To receive an update on the siting of the bus shelter</p>	<p>Cllr. Devine had spoken with the resident who owns the land for the bus shelter proposed at Oak Hill. He is keen for the shelter to be put up as soon as possible.</p> <p>Birketts have suggested that the cheapest and cleanest way was for the resident to gift the land to the Parish Council. The other alternative is to establish a lease.</p> <p>The area of land for the bus stop needs to be clearly defined and the Clerk will need to contact SCC to find out the area required for the bus shelter.</p> <p>Cllr. Devine will speak to the resident and report back his preference.</p>	<p>Clerk to contact SCC, Cllr. Devine to speak to the resident.</p>

Agenda Item	Resolution / Agreement / Fact	Action
10. To receive agenda items and agree date of Next Meeting 18 <sup>th</sup> September 2025 – in Hollesley Village Hall	Cllr. Dawson gave his apologies as he will be away. Date of next meeting: <b>18<sup>th</sup> September 2025</b>	Clerk to prepare agenda

The meeting was closed at 9.00pm

Signed: .....  
Chair

Date: .....

*Clare Cooper*  
Clerk to Hollesley Parish Council

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