

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 16th October 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr Trevor Burbridge, Cllr. Andy Rust, Cllr. Anna Yates, Cllr. Jon Hardwick, Cllr. Roger Dawson, Cllr. Igor Kaligarič and Cllr. Linda Bowman.

Clare Cooper (Clerk) One Member of the Public

The Deputy Chair welcomed everyone to the meeting in the initial absence of the Chair

Record of Public Session:

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

The member of the public gave their thanks to the joint parishes for their attempt to influence the Melton Railway Crossing Closures. The clerk responded by giving a precis of the relevant points from the meeting held with Network Rail on Tuesday evening.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid
Cllr. Reid was not present and had not sent a report just 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.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies had been received from Cllr. David Physick and Cllr. Sharon Bushnell. Cllr. Devine apologised that he would be slightly late after being held up at work.	a) Noted

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
b) To approve apologies	b) The apologies from Cllr. David Physick and Cllr. Sharon Bushnell were proposed as accepted by Cllr. Yates, seconded by Cllr. Rust and all were in agreement.	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 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	a) None b) None c) None d) None e) None	a) None b) None c) None d) None e) None
3. <u>Public Session</u>	<i>See above record</i>	<i>See above record</i>
Cllr. Devine joined the meeting and assumed the Chair 4. To agree <u>Minutes</u> of meeting dated 18th September 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Burbridge, seconded by Cllr. Devine and Councillors who were present at the meeting voted all in agreement, that they were correct.	Clerk to post on the Website
5. <u>Finance Matters:</u> a) To authorise Accounts as of 30 th September 2025	a) The accounts had been sent to all and there were no questions. Cllr. Kaligarič agreed to review the Bank Statements. It was proposed by Cllr. Burbridge that these be accepted, seconded by Cllr. Rust and all agreed.	a) None

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>b) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £723.75 ii. SCC Pension Fund (Clerk’s Pension) - £221.00 iii. HMRC (Tax & NI) - £677.37 iv. Roadware (Grit Bin) - £131.94 v. Hollesley Village Hall (Room Hire) - £6.00 vi. SALC (Payroll costs) - £57.00 vii. East Suffolk Services (Trade Waste) - £146.64 viii. Hollesley Village Hall (Room Hire) - £252.00 ix. E Curtis (Litter Picking) - £180.00 x. Kevin Foreman (Maintenance) - £130.00 <p>c) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i) Tesco Mobile (Phone) - £12.76 ii) Anglian Water (Allotments) - £264.15 	<p>b) The payments were proposed by Cllr. Yates seconded by Cllr. Kaligarič 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>c) Noted</p>	<p>b) Clerk to draw payments and Cllr. Burbridge to counter authorise</p> <p>c) None</p>

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>d) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i) Alford Storage (Recycling) - £31.00 ii) Halstead Memorials (Cemetery) - £320.00 iii) East Suffolk (Precept) – £20,700.00 iv) Mr D Bethell (Other) - £10.00 	<p>d) Noted</p>	<p>d) None</p>
<p>6. <u>Planning Application</u></p> <p>a) DC/25/2605/FUL Change of Use of approved residential annexe to independent dwelling and garden to include a flue and amended windows all based on use of existing vehicular access. Retrospective permission for use of former woodland as extended residential curtilage and garden shed all ancillary to proposed independent dwelling Bryanston, Bushey Lane, Hollesley, Suffolk, IP12 3RU</p> <p>b) DC/25/2392/ARM Approval of Reserved Matters of DC/20/4151/OUT - Outline Application (All Matters Reserved) approved under appeal P/21/0061/REFUSE - Construction of up to three dwellings with all matters reserved - Conditions 1, 4 & 5a Land Between The Entrance To The Sandlings Caravan Park and Rondebosch, Lodge Road, Hollesley, Suffolk</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • The main change to the original application is the application for the woodland to be adopted as part of the garden to the annex. • This demonstrates a further intention to eventually sell off this annex as a separate dwelling and reinforces the Parish Council previous objection on the grounds of creeping development. <p>Cllr. Burbridge proposed that an objection be raised against the permission for use of the woodland as an extension to the garden. This was seconded by Cllr. Devine. All were in favour.</p> <p>b) There had been very little time for councillors to look to details at the changes to this application. It was decided to call an additional Parish Council Meeting on Monday 27th October to make a decision.</p>	<p>a) Clerk to upload to Planning Portal</p> <p>b) Clerk to issue an agenda</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. <u>Hollesley Village Hall:</u></p> <p>a) To agree whether to take legal advice or accept the draft Deed of Retirement and amended Trust Deed to transfer the legal title to the CIO</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • The deed does not include the additional conditions requested by the villagers. • The cost of the legal advice is a fixed fee of £1,650.00 plus VAT or a time cost of between £1,250.00 and £1,450.00 +VAT. However, the time cost could be more. • Could we ask that the Deed be changed to include the conditions included in the Constitution? <p>Cllr. Burbridge proposed that the HVH solicitors should be asked why the conditions had been omitted from the deed and if these could be included. A decision regarding the legal review can be taken once this has been clarified. This was seconded by Cllr. Yates and all were in favour.</p>	<p>a) Clerk to contact HVH Solicitors</p>
<p>8. <u>Recreation Ground</u></p> <p>a) To review the condition of the car park past the gate</p> <p>b) To agree for the Recreation Ground to be used for dog training on Friday 7th November</p>	<p>a) The clerk had obtained a quote of £150 from Kevin Foreman to fill the holes in the carpark using hardcore. Cllr. Hardwick proposed that this be deferred until the spring. Cllr. Dawson seconded the proposal, and all were in favour.</p> <p>b) A request had been made to use the Recreation Ground for dog training. The dogs would be on a long lead as required by the Rec rules. Cllr. Devine proposed and Cllr. Bowman seconded that this be accepted. All agreed.</p>	<p>a) Clerk to add to March agenda</p> <p>b) Clerk to communicate to dog trainer</p>
<p>9. <u>Cemetery</u></p> <p>a) To agree who should take over the cemetery maintenance from Jan 2026 and on what basis</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • The duties need to be clearly defined to include internal hedge cutting, strimming, grass cutting and putting out the bins. • In view of the value of the contract this should go out to tender. • Anyone taking on the contract must have Liability insurance. • Whilst George will retire at the end of December it will not matter if an appointment has not to be made by them as there is little to do during the winter. <p>It was agreed to advertise via the Village Voices in December along with the Grapevine and Facebook.</p>	<p>a) Clerk to include in December Village Voices and to circulate via the Grapevine and Facebook.</p>

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
<p>10. <u>Defibrillator</u></p> <p>a) To discuss whether to replace the case and pads for the Run Cottage defibrillator</p>	<p>a) The defibrillator is housed at Run Cottage but is also available to be used by residents of the village. Andrew Barlow’s latest report had said that both the case and pads needed replacing at an approximate cost of £180 +VAT. Run Cottage had offered to pay 50% of the net cost and are happy for the Parish Council to reclaim the VAT.</p> <p>Cllr. Devine proposed that the case and pads we replaced. This was seconded by Cllr. Dawson and all agreed.</p>	<p>b) Clerk to order replacement case and pads</p>
<p>11. <u>Documentation</u></p> <p>a) To consider placing historic paperwork in the hands of the Suffolk Archives</p>	<p>a) The clerk had contacted Suffolk Archives to investigate the possibility of the historic documents held by the Parish Council being held by them. The following comments were made:</p> <ul style="list-style-type: none"> • Do the documents contain names addresses, phone numbers and bank details which need to be redacted? • There may be a mixture of public documents such as minutes together with private documents such as invoice and correspondence. • Would private documents we available to the public if held in the Archives or would they only be available to the Parish Council? <p>The clerk is waiting for a call back from an archivist and will clarify these points.</p>	<p>a) Clerk to speak to Suffolk Archives</p>
<p>12. <u>Christmas Tree</u></p> <p>a) To discuss whether to put up a village Christmas Tree</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • A 15 foot cut Christmas Tree from Swanns Nursery would cost £90. Solar lights from Amazon are around £10 for 70 feet. • Alderton has a tree every year with a ceremony to switch the lights on and children design baubles to add. • The school could be invited to make baubles for the tree. • Possible sites could be on the corner of Moorlands, Duck Corner, Fox Hill or the Shepherd & Dog. • It would be good if there was a clear area around the tree for people to gather. • Residents may not like a tree outside their houses e.g. the Corner of Moorlands. 	<p>a) Clerk to add to agenda for 27th</p>

Agenda Item	Resolution / Agreement / Fact	Action
	<ul style="list-style-type: none"> Should we plant a rooted tree that can last several years or use a potted tree? <p>It was agreed that the idea was good in principle, but that more consideration needed to be given to the type of tree and where it is sited. This is to be added to the agenda of the meeting on 27th October.</p>	
<p>13. <u>Oak Hill Bus Shelter</u></p> <p>a) To receive an update on the siting of the bus shelter</p>	<p>a) Cllr. Devine apologised that he had not yet done this.</p>	<p>a) Cllr. Devine to mark out the area.</p>
<p>14. To receive agenda items and agree date of Next Meeting 20th November 2025 – in Hollesley Village Hall</p>	<p>The next meeting will be 27th October to discuss the Planning Application, Christmas Tree. Cllr. Yates gave her apology for this meeting</p> <p>Date of next ordinary meeting:20th November 2025</p>	<p>Clerk to prepare agendas</p>

The meeting was closed at 9.15pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

Chair's initials.....