

Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 20th November 2025 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr Trevor Burbridge (Chair), Cllr. Andy Rust, Cllr. Jon Hardwick, Cllr. Roger Dawson, Cllr. David Physick, Cllr. Martin Scannell and Cllr. Linda Bowman.

Clare Cooper (Clerk) Three Members of the Public

Record of Public Session:

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

One member of the public commented that there was a hedge at the rear of the bungalow West Cross, which is impacting the view of motorists from the Duck Corner crossroads along The Street. The growth is outside the boundary of West Cross and so Cllr. Scannell offered to arrange for this to be cut back.

A second member of the public wished to address the Council regarding some concerns about the water quality in the Black Ditch at Shingle Street. This is in part connected to the reservoir planning application. The sewage work was built in the 60s when it served the borstal. There are now two large prisons plus additional housing. At times the sewage is pumped into the Black Ditch and may contain nitrates and phosphates, drugs and hepatitis. The extraction point for the planned reservoir is only 100 yards from the sewage outlet.

The person was also concerned about the state of the sea walls which could collapse during high tides and bad storms, leading to flooding.

A further resident spoke about his proposal for an all-weather court at the recreation ground. He felt that this would be a huge asset to Hollesley encouraging local people of all ages to be more active. Sports could include tennis and pickle ball/paddle tennis. Along with the physical benefits, this would also help mental well-being and could include a social aspect too. The cost would be in the region of £70,000 depending on possible flood lights. The LTA are there to support and help with funding applications as well as assistance with setting up the facilities. A club could be formed to look after the day to day running of the courts meaning that there would be no day-to-day admin tasks for the PC.

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b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid
Cllr. Reid was not present and had sent a report just prior to the meeting which had been circulated.
- East Suffolk Council – Cllr. Mallinder
Cllr. Mallinder was present but had not submitted a report this month. He confirmed that he had been in touch with Anglian Water regarding road closures in Sutton and was trying to get some repairs carried out to the road surface at Coronation Avenue. His annual newsletter is in the process of being distributed. James was also concerned about the unevenness of the level crossing at Melton following the works by Network Rail. The Clerk confirmed that Network Rail had said this matter would be addressed during the next closure in December,

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	a) Cllrs. Devine, Bushnell and Yates gave their apologies prior to the meeting b) Cllrs. Devine, Bushnell and Yates’s apologies was proposed as accepted by Cllr. Dawson and seconded by Cllr. Bowman. All were in favour.	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 d) Declarations of Gifts or Hospitality received over the value of £50.00	a) None b) Cllr. Scannell declared an interest as a neighbour of the property in item 6. a). c) None d) None	a) None b) Cllr. Scannell left the room during the discussion c) None d) None

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e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) Cllr. Burbridge had been lobbied by a resident regarding the Planning Application 6. b).	e) Noted
3. <u>Public Session</u>	<i>See above record</i>	<i>See above record</i>
4. To agree <u>Minutes</u> of meeting dated 27th October 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Scannell, seconded by Cllr. Bowman 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 31 st October 2025 b) To discuss and agree the draft budget for 2026/27 c) To agree grant payments to be made in April 2026	a) The accounts had been sent to all and there were no questions. Cllr. Scannell agreed to review the Bank Statements. It was proposed by Cllr. Bowman that these be accepted, seconded by Cllr. Rust and all agreed. b) Three options were considered. Cllr. Dawson proposed that version 3 be accepted based on a precept of £42,974.00. This was seconded by Cllr. Scannell and all were in favour c) Grant applications amounted to a total of £7,073 and the budget agreed allowed for £4,456. Three councillors had submitted suggested breakdowns for allotting the budget. Cllr. Bowman proposed that the option from Cllr. Yates be accepted with an additional £50 being allotted to the Peninsula Shed. This totalled £4,150 and would allow for any further application later in the financial year. This was seconded by Cllr. Dawson and all agreed. Future grant applications will be capped at a maximum of £1,000.	a) None b) Clerk to request the precept c) Clerk to notify the applicants and arrange for payment April 2026

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<p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £856.70 ii. SCC Pension Fund (Clerk’s Pension) - £221.00 iii. Defib Warehouse (Defib case & pads) - £204.00 iv. Royal British Legion (Poppy Wreath) - £20.00 v. Swann’s Nursery (Christmas Tree) - £92.00 vi. George Collins (Cemetery Maintenance) - £1,100.00 	<p>d) The payments were proposed as authorised by Cllr. Physick seconded by Cllr. Scannell and all Councillors were in agreement that they be paid. Cllr. Physick examined the invoices and agreed to authorise the payments the following day.</p>	<p>d) Clerk to draw payments and Cllr. Physick to counter authorise</p>
<p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i) Tesco Mobile (Phone) - £12.76 ii) ICO (Data Protection) - £47.00 	<p>e) Noted</p>	<p>e) None</p>
<p>f) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i) Alford Storage (Recycling) - £9.00 ii) Allotment Rents (Allotments) - £859.77 iii) HMRC (VAT Reclaim) – £196.26 	<p>f) Noted</p>	<p>f) None</p>

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<p>6. <u>Planning Application</u></p> <p>a) DC/25/3933/VOC Variation of Condition No. 2 of DC/24/1787/FUL - New detached double carport and store, re-arrange existing outbuilding internally - Small design amendment to the approved carport. Goldcrest, Alderton Road, Hollesley, Suffolk, IP12 3RQ</p> <p>b) DC/25/2180/FUL A balanced cut and fill earth moving operation to create an irrigation reservoir. Land At, Dumb Boy Cottage, Shingle Street, Hollesley, Suffolk</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • The only amendment was a slight increase in the height and slope of the roof. <p>Cllr. Physick proposed No Objection. This was seconded by Cllr. Rust and all agreed.</p> <p>b) The following comments were made:</p> <ul style="list-style-type: none"> • This was a third application with the original being refused and the second withdrawn. • The main concern in the area is flooding and the diversion of flood water as a result of the application • Part of the planning application involves another resident’s land. • There is no evidence that the environmental impact has been considered. • At a height of 3.8m there will be a considerable visual impact especially when using the coastal footpath. • The water may contain high levels of nutrients from the sewage plant. • There is often blue/green algae in the Black Ditch which contains arsenic and should not be used for crop irrigation. • The algae is also poisonous to wildlife. • The main changes from the original application are increased planting as screening and the boundary has been moved slightly. • The area is an AONB. <p>Cllr. Physick proposed that the PC objects based on the visual impact, flooding and water quality implications. This was seconded by Cllr Scannell and all were in favour.</p>	<p>a) Clerk to upload to Planning Portal</p> <p>b) Clerk to upload to Planning Portal</p>

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<p>c) DC/25/2392/ARM Approval of Reserved Matters of DC/20/4151/OUT - Outline Application(All Matters Reserved) approved under appeal AP/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>c) Very little has been changed in the latest updates. Cllr. Physick proposed that the previous comments be repeated. This was seconded by Cllr. Rust and the vote was unanimous.</p>	<p>c) Clerk to upload to Planning Portal</p>
<p>7. <u>Hollesley Village Hall:</u> 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 Village Hall Solicitors had explained why the contents of the Constitution and Transfer Deed differed. Cllr. Scannell proposed and Cllr. Physick seconded a motion to proceed without seeking further legal advice</p>	<p>a) Clerk to contact HVH Solicitors</p>
<p>8. <u>Recreation Ground</u> a) To review a proposal for a tennis court</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • The proposal warrants further exploration with regard to positioning, the impact on residents caused by noise and lighting and any impact on other users of the Recreation Ground. • Maybe one or two courts could be delivered in part one and the lighting at a later date. • Carparking must be considered as this may impact other Village Hall users. Also, there is no drainage or electricity and a limited water supply. • Users are likely to be local and so the impact on parking may be minimal. • Many of the older generation play tennis with younger people playing paddle tennis. • There needs to be some thought around plans for the whole Recreation Ground and demands may change over time. 	<p>a) Clerk to liaise with James to form a Working Group.</p>

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	<ul style="list-style-type: none"> Other sites to consider could be the Recreation Ground at Oak Hill and the Suffolk Punch Trust where there are more facilities such as a café. <p>Cllr. Burbridge proposed that the PC welcomed the project and recommended that a Working Group be formed to develop the project further for the PC to consider. This was seconded by Cllr. Rust and all were in favour.</p>	
<p>9. <u>Hedges</u></p> <p>a) To review quotations received for hedge cutting at the cemetery and allotments</p>	<p>a) Costs had been received from three contractors:</p> <ul style="list-style-type: none"> Broxtead had quoted £54.86 per hour Nick Saberton £47.50 per hour but would include travel time from Crowfield James Edmundson around £70.00 but has not responded to further requests for information <p>The time taken will depend on traffic and has been estimated between 4 and 6 hours. This includes the churchyard which the PCC will pay for and is approximately one third of the total cost.</p> <p>Cllr. Physick proposed that Broxtead be asked to carry out the work. This was seconded by Cllr. Dawson and all were in favour.</p>	<p>a) Clerk to arrange and update the PCC.</p>
<p>10. <u>Documentation</u></p> <p>a) To review and adopt the following:</p> <ul style="list-style-type: none"> i) Formal Complaints Procedure (Nov 2025) ii) Grievance Policy (Nov 2025) iii) Publication Scheme (Nov 2025) 	<p>a) Cllr. Scannell proposed that the documents be adopted. This was seconded by Cllr. Dawson and all agreed.</p>	<p>a) Clerk to upload to website</p>
<p>11. <u>Meeting Dates</u></p> <p>a) To agree meeting dates for 2026</p>	<p>a) The clerk had circulated the proposed dates for 2026. Cllr. Scannell proposed that they be agreed. This was seconded by Cllr. Bowman and all were in favour.</p>	<p>a) Clerk to update website in December</p>
<p>12. <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 had marked out the bus shelter and Cllrs. Rust, Yates and Scannell had cleared the ground.</p>	<p>a) Clerk to arrange for a visit from SCC.</p>

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13. To receive agenda items and agree date of Next Meeting 18 th December 2025 – in Hollesley Village Hall	Cllr. Bushnell gave her apology for this and the meetings in January and February. Cllr. Rust also gave his apology. Date of next meeting: 18th December 2025	Clerk to prepare agendas

The meeting was closed at 9.00pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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