

Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 18th December 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. Anna Yates, Cllr. David Physick, Cllr. Martin Scannell and Cllr. Linda Bowman.

Clare Cooper (Clerk) No 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):

N/a

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 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 reviewed the year and mentioned the following:
 - The accidents at Duck Corner and the Water Tower. He praised the Parish Council for persisting with Highways and getting changes made to the road signs and markings.
 - Road closures by Anglian Water due to burst pipes which led to issues with water mostly in Boyton.
 - The Network Rail crossing closures. The one planned for 21st December has been postponed until January.
 - The meeting arranged with our MP.
 - James’s Enabling Communities budget made contributions to the Village Hall, Good Neighbour Scheme, the Gardening Club and Men’s Shed.
 - Changes to the bins and recycling which will happen in June 2026.
 - An announcement that Coronation Avenue is to be resurfaced.

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	a) Cllr. Rust gave his apology prior to the meeting and Cllr. Physick apologised that he may be late. b) Cllrs. Rust and Physick’s apologies were proposed as accepted by Cllr. Burbridge and seconded by Cllr. Devine. 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 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>
4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	There were no public present, and it was agreed to carry this item to the next agenda	Clerk to add to agenda for January
5. To agree <u>Minutes</u> of meeting dated 20th November 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Scannell, seconded by Cllr. Dawson and Councillors who were present at the meeting voted all in agreement, that they were correct.	Clerk to post on the Website

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<p>6. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 30th November 2025</p> <p>b) To appoint a further signatory for Barclays Bank</p> <p>c) To discuss whether to renew the Parish Online Subscription</p> <p>d) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £828.87 ii. SCC Pension Fund (Clerk’s Pension) - £221.00 iii. Parish On-line (Subscription) - £60.00 <p>e) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i) Tesco Mobile (Phone) - £12.76 	<p>a) The accounts had been sent to all and there were no questions. Cllr. Bowman agreed to review the Bank Statements. It was proposed by Cllr. Yates that these be accepted, seconded by Cllr. Scannell and all agreed.</p> <p>b) Cllr. Yates proposed that Cllr. Scannell become a signatory. This was seconded by Cllr. Devine and all were in favour.</p> <p>c) Cllr. Burbridge explained that the map has lots of useful detailed information which would not be available via other sources. The map was accessible via the website. Cllr. Scannell proposed that the subscription be renewed. Cllr. Yates seconded and all agreed.</p> <p><i>Cllr. Physick joined the meeting</i></p> <p>d) The payments were proposed as authorised by Cllr. Burbridge seconded by Cllr. Bowman 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>a) Noted</p> <p>b) Clerk to prepare revised mandate for signing</p> <p>c) Payment to be made</p> <p>d) Clerk to draw payments and Cllr. Burbridge to counter authorise</p> <p>e) None</p>

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f) To note Payments received since last meeting: i) Alford Storage (Recycling) - £40.00 ii) Allotment Rents (Allotments) - £103.16 iii) Run Cottage (Defib parts) – £85.00 iv) Barclays (Interest) - £128.92	f) Noted	f) None
7. <u>Planning Application</u> a) DC/25/4483/FUL Alterations including alterations to roofs, fenestration and external facing materials, removal of 1no. chimney stack and front porch and new pediment over front door. Walnut Tree Farm, Bushey Lane, Hollesley, Woodbridge, Suffolk IP12 3RU	a) The following comments were made: <ul style="list-style-type: none"> • The only alternations are minor changes to the roof, porch and windows. • The property cannot be seen from the road and does not overlook neighbours. Cllr. Burbridge proposed No Objection. This was seconded by Cllr. Scannell and all agreed.	a) Clerk to post to the planning portal
8. <u>Allotments:</u> a) To review the future of the tree nursery	a) The Tree Nursery was set up in 2017 but has not been maintained and has become overgrown. One of the allotment holders has offered to remove the fence and will repurpose the chicken wire in his own allotment. Cllr. Devine offered to then clear the area. Any remaining trees will be assessed in the spring to see if these need to be relocated. Cllr. Devine proposed that the above course of action be accepted. This was seconded by Cllr. Dawson and all were in favour.	a) Clerk to contact the allotment holder and diarise to check the trees in spring.
9. <u>Community Partnership</u> a) To appoint a representative for the Community Partnership	a) It was decided that Cllrs. Bowman, Scannell, Yates and Hardwick would take turns to attend the meetings.	a) Clerk to provide details to the Community Partnership

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<p>10. <u>Emergency Plan</u></p> <p>a) To receive an update of the Emergency Plan</p>	<p>a) Cllr. Bowman passed on details of the project she has been working on alongside Steve Middleditch and Dave Coyle. The emergency plan group will consist of these three plus the Clerk and Cllrs. Yates and Scannell.</p> <p>The plan is almost in place and once completed will be held in paper copy by the group and electronically on the website. Information forms will be sent to the residents via the Grapevine and Facebook. The plan will need to be reviewed very three years.</p>	<p>a) The working group to continue to complete the plan</p>
<p>11. <u>Highways</u></p> <p>a) To receive an update on vehicles blocking the pavement outside Morrisons and Coltec Garage</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • This seems to have got better over the last few months. • Coltec have tied their frontage and there is usually room for their customers to park now. • The garage at Chesford is still not finished. It was hoped to put more signage on a fence if one was erected. • A leaflet could be prepared and put this on the windscreen of cars which park on the pavement. • Leaflets could lead to confrontations which is unnecessary. • A wheelchair user uses the road rather than the footpath due to the uneven nature and camber of the pavement. <p>It was decided to take photos of any cars seen parking on the pavement. These will be sent to the clerk to be forwarded to the Police via the Community Police officer.</p>	<p>a) Clerk to forward any photos received to Jackie Abbott</p>
<p>12. <u>Defibrillators</u></p> <p>a) To agree whether to pursue an additional defibrillator for Oak Hill</p>	<p>a) The funding application for a solar defib was unsuccessful and the Suffolk Punch Trust had been unhelpful when approached. It was suggested that we email the SPT to express disappointment that they were unwilling to help. It was also suggested to try Anglian Water to see if they would house a defib outside their fence at the Water Tower.</p>	<p>a) Clerk to email SPT and contact Anglian Water</p>

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Agenda Item	Resolution / Agreement / Fact	Action
13. <u>Oak Hill Bus Shelter</u> a) To agree to proceed with the legal transfer of land to the Parish Council	a) Cllr. Physick proposed and Cllr. Devine seconded that the solicitors be instructed to carry out the legal work.	a) Clerk to contact Birketts.
14. To receive agenda items and agree date of Next Meeting 15 th January 2026 – in Hollesley Village Hall	The tennis court proposal and Christmas Tree are to be included in the next agenda Date of next meeting: 15th January 2026	Clerk to prepare agenda

The meeting was closed at 9.05pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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