Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 16th April 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

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

Clare Cooper (Clerk)   Six 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*):

A member of the public gave a background history of the footpath to be discussed in item 8 for the benefit of the councillors who were not councillors in 2017 when the matter was first raised. They asked the Parish Council to support the local residents in their wish to retain the footpath at an inquiry.

A second member of the public were concerned that the workers harvesting asparagus on the Cobrey Farms fields are throwing discarded spears over the hedge into neighbouring properties. When the trees were being cut back there was a dispute over whether the trees stood on Cobrey farmland or that of their neighbours.

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 prior to the meeting.
- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder was present but had not submitted a report due to the County Council Elections. He reported that he was continuing to monitor the road surface on Coronation Avenue and whilst some potholes had been filled, he was pressing for the road to be resurfaced.

  James has also been dealing with some noise disruption issues at Butley Priory.

  Moving forward he has two new projects which he wishes to put before East Suffolk Council: the reduction in glyphosate spraying and support for the hospitality industry.

Agenda Item	Resolution / Agreement / Fact	Action
1. Apologies for Absence a) To receive apologies b) To approve apologies	a) Cllr. Devine had sent his apologies. Cllr. Physick had apologised that he may be slightly late. b) Cllr. Dawson proposed that the apologies be accepted. This was seconded by Cllr. Scannell and all agreed.	a) Noted b) Noted
2. To receive any 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	*Cllr. Physick joined the meeting* a) Cllr. Hardwick declared an interest in agenda item 8. b) None c) None d) None e) None	a) Cllr. Hardwick to leave the room during the discussion. b) None c) None d) None e) None
3. Public Session	*See above record*	Clerk to contact Cobrey Farms

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4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	A member of the public came forward to stand as a councillor. After giving a brief personal statement Cllr. Scannell proposed that they be accepted as a councillor. This was seconded by Cllr. Physick and all were in favour. There remains a further vacancy. The chair repeated the declarations 2 a – e. Cllr Kedzior confirmed that he did have a pecuniary interest in agenda item 8.	Clerk to set up Cllr. Kedzior. Remaining vacancy to be added to next agenda. Cllr. Kedzior to leave the meeting during item 8
5. To agree <u>Minutes</u> of meeting dated 19th March 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Bowman, seconded by Cllr. Scannell and Councillors who were present at the meeting voted all in agreement, that they were correct.	Clerk to post on the Website
6. <u>Finance Matters</u>: a) To authorise Accounts as of 31st March 2026 b) To agree Reserve Allocations as of 1st April 2026 c) To agree the CIL Report for 2025/26	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. Bowman that these be accepted, seconded by Cllr. Scannell and all agreed. b) The Clerk had suggested that the following be added to the Earmarked Reserves: • £3,500 for work to the trees at the Rec as budgeted in Recreation Ground for 2025/26 • £2,800 for the Oak Hill bus shelter as budgeted in Street Furniture for 2025/26 • £400 for Hedge topping at the allotments from the Allotment underspend for 2025/26 • £5,700 for the Oak Hill Play Equipment project which was unspent from the Project budget for 2025/26 Cllr. Physick proposed and Cllr. Yates seconded that these recommendations be accepted. All councillors were in favour. c) Cllr. Yates proposed that this be agreed. This was seconded by Cllr. Scannell and all agreed.	a) Noted b) Clerk to record in Budget Spreadsheet and post to website c) Clerk to post to website

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d) To agree the Internal Control Statement for year ending 31st March 2026	d) Cllr. Dawson had agreed to review and sign the Internal Control Statement. Cllr. Bowman proposed that the document be agreed This was seconded by Cllr. Rust and all agreed.	d) Clerk to post to website
e) To discuss whether to issue the clerk with a debit card or credit card and if so the spending limit	e) The Clerk has been paying out quite large sums recently and then having to wait to claim these back. Barclays had confirmed that whilst it was possible to issue a debit card this could not have any limit imposed. The only alternative was a credit card. Cllr. Burbridge suggested that the Clerk carry out further investigation into the options for a Parish Council Credit Card and whether this was possible with a fixed credit limit. Applications to increase the limit would need to be made by two signatories.	e) Clerk to investigate
f) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - **£1040.85** ii. SCC Pension Fund (Clerk's Pension) - **£195.00** iii. Birketts (Legal Fees) - **£2,427.60** iv. HMRC (Tax & NI) - **£662.32** v. Hollesley Village Hall (Room Hire) - **£164.00** vi. Hollesley Fete Committee (Grant) - **£200.00** vii. Citizens Advice Bureau (Grant) - **£200.00** viii. Hollesley Good Neighbour Scheme (Grant) - **£300.00**	f) After further discussion regarding the Birketts invoice Cllr. Physick proposed that the payments be made. This was seconded by Cllr. Bowman. There were eight votes for and one vote against. Cllr. Scannell agreed to authorise the payments.	f) Clerk to set up payments and Cllr. Scannell to authorise

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ix. Hollesley Bowls Club (Grant) - **£250.00** x. Hollesley Welcome Club (Grant) - **£300.00** xi. Peninsula Shed Hollesley (Grant) - **£300.00** xii. Hollesley Players (Grant) - **£600.00** xiii. Just 42 (Grant) - **£500.00** xiv. Friends of Hollesley School (Grant) - **£1,000.00** xv. Les Andrews (APM) - **£30.00** **xvi.** Pear Space (Website & email hosting) - **£300.00** xvii. East Suffolk Services (Trade Waste) - **£152.65** xviii. East Suffolk Services (Grass Cutting) - **£2,267.12** xix. SALC (Subscription) - **£529.24** xx. SALC (Training) - **£79.20**		
g) To note Payments made since last meeting: i. Tesco Mobile (Phone) - **£12.76**	g) Noted	g) None
h) To note Payments received since last meeting: i. Alford Storage (Recycling) - **£37.00** ii. HMRC (VAT reclaim) - **£517.96** iii. Hollesley Players (Container Hire) - **£50.00**	h) Noted	h) Noted

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iv. Hollesley Village Hall (Trade Waste) - **£254.41** v. Lively Productions (Recreation Ground Hire) - **£3,400.00** i) To note Transfers between accounts i. Premium Account to Current Account - **£10,000.00** ii. Project Account to Current Account - **£100.51**	i) Noted	i) None
7. Planning Applications a) None	a) Noted	a) None
8. Footpaths: a) To discuss whether to proceed with presenting the case to support the (Deben Rural District Definitive Map and Statement) (Parish of Hollesley) Modification Order 2024 at a local Inquiry	*Cllrs Hardwick and Kedzior left the meeting* a) The following comments were made: • A recap of the history of the appealed footpath. • The options were for the Parish Council to present the case otherwise the Planning Inspectorate would consider a paper review. • Would there be any cost implication? • Costs would be the hire of the Village Hall. • The PC could consider legal representation, the support of local residents and the Ramblers Association. • The footpath should be defended now that it is part of the definitive map. • There is currently a move towards more footpaths with the opening of the Coastal Path that has previously been blocked by some landowners. Cllr. Bowman proposed that the Parish Council supports and presents the case. This was seconded by Cllr. Scannell. There were six votes for and one abstention. *Cllrs Hardwick and Kedzior rejoined the meeting*	a) Clerk to communicate with the Planning Inspectorate

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9. Hollesley Village Fete a) To discuss whether the Parish Council should have a stand at the Village Fete	a) It was hoped that Rosie from ESC who has been helping with the Emergency Plan would attend, but unfortunately, can't make the date. The PC would like to have a stand again this year to consult on the Emergency Plan, 20mph speed limit and the Black Ditch Drain footpath. Cllr. Yates will procure the stands, and a questionnaire will be produced.	a) Clerk to confirm to fete committee and prepare a questionnaire. Cllr. Yates to borrow stands
10. Allotments a) To authorise hedge topping	a) Cllr. Physick proposed that in order to prevent any disturbance to birds, this would be put on hold until September. This was seconded by Cllr. Dawson. There were eight votes for and one against.	a) Clerk to obtain further quotes in September
11. Alde & Ore Association a) Report on the recent Alde & Ore meeting	a) Cllr. Dawson attended the meeting as much of the river runs through the parish. The Association had an approved and funded plan to heighten the flood defences along the whole of the river starting at Snape Bridge and working down river in sections. However, there had been objections that this could lead to a temporary increased flooding risk at Iken and so the plans have been shelved. Instead, a new project to repair and maintain the existing defences will take place. The minutes of the meeting will be circulated to all councillors.	a) Cllr. Dawson will circulate the minutes
12. Documentation a) To confirm the review and adoption of the following documents sent to all 26/0/2026 i. Grant Award Policy (Apr 2026)	a) Cllr. Bowman proposed that the document be adopted. This was seconded by Cllr. Yates and all were in favour	a) Clerk to add to the website

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13. To receive agenda items and agree date of Next Meeting 19th May 2026 – in Hollesley Village Hall	The Emergency Plan is now ready to be considered for adoption. Date of next meeting:**19th May 2026**	Clerk to prepare agenda

The meeting was closed at 8.48pm

Signed: ……………………………………………………………… Date: …………………………………………..

Chair

Clare Cooper

Clerk to Hollesley Parish Council