Hollesley Parish Council

Minutes of Hollesley Parish Council Annual Meeting

Held on 20th August 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

PRESENT

a) Cllr. Roger Dawson (Chair), Cllr. Trevor Burbridge, Cllr. Anna Yates, Cllr. David Physick, Cllr. Martin Scannell, Cllr. Linda Bowman, Cllr. Steve Middleditch and Cllr. Christine Walker

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*):

None

Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Jonathan Ramsay
  Cllr. Ramsay had given his apologies but had sent a report prior to the meeting which was circulated to all.

- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder was present and had sent a report prior to the meeting which he recapped.

Agenda Item	Resolution / Agreement / Fact	Action
1. Apologies for Absence a) To receive apologies	a) Cllr. Hardwick had sent his apology.	a) Noted

Agenda Item	Resolution / Agreement / Fact	Action
b) To approve apologies	b) Cllr. Burbridge proposed that the apology be accepted. This was seconded by Cllr. Middleditch and all agreed.	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) Cllr. Burbridge declared an interest in item 7d as he has an invoice for expenses to be approved. b) Cllr. Walker declared an interest in item 9 as she lives next to the bus stop. c) None d) None e) None	a) Cllr. Burbridge to leave the room during the item b) Cllr. Walker to abstain from voting c) None d) None e) None
3. <u>Public Session</u>	*N/a*	• None
4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	There were no members of the public to co-opt. The vacancy will carry forward to the next agenda.	• Clerk to add to the agenda

Agenda Item	Resolution / Agreement / Fact	Action
5. To agree Minutes of meeting dated 16th July 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Scannell, seconded by Cllr. Middleditch and Councillors who were present at the meeting voted all in agreement, that they were correct.	• Clerk to post on the Website
6. To receive the resignation of the Clerk and to agree a timetable for filling the vacancy	The Clerk confirmed that due to health concerns she had made the sad decision to hand in her notice. It was her intention to finish officially at the end of November. However, she already has prebooked holiday which will mean that her last working day will be 20th November. She confirmed her willingness to support to new clerk whenever possible and wishes the Parish Council well for the future. An advert has already been placed in September's Village Voices and it was suggested that an email is sent out to local clerks to see if there is any interest and that an advert is placed via SALC. The clerk confirmed that SALC have recently introduced a locum service which could be used if necessary. At the September meeting a resolution will be made to appoint members to an interview panel.	• Clerk to forward details of SALC locum scheme to Cllr. Dawson & Scannell • Clerk to add to Sept agenda
7. Finance Matters: a) To authorise Accounts as of 31st July 2026	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. Scannell that these be accepted, seconded by Cllr. Yates and all agreed apart from Cllr. Physick who abstained as he had not seen the accounts.	a) Noted
b) To authorise the removal of Brian Devine and addition of Cllr. Dawson to the bank mandate	b) Cllr. Scannell proposed that Bran Devine be removed from the mandate and replaced by Cllr. Dawson. This was seconded by Cllr. Yates and all were in favour. The form was signed by Cllrs. Dawson, Burbridge & The Clerk	b) Clerk to send off mandate form
c) To discuss and authorise a grant of £500 to the Village Hall	c) Cllr. Dawson proposed that a grant of £500 be paid to the Village Hall towards the water bill, on condition that the invoice for £782.82 is withdrawn and should the excess water charge be withdrawn or amended prior to 31/12/2027, the grant will be partially or fully refunded. This was seconded by Cllr. Middleditch and all were in favour.	c) Chair to email Village Hall

Agenda Item	Resolution / Agreement / Fact	Action
d) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - **£845.67** ii. SCC Pension Fund (Clerk's Pension) - **£195.00** iii. D Bracey (Playground inspections) - **£720.00** iv. E Curtis (Additional Litter Picking) **- £156.00** v. Hollesley Village Hall (Grant) - **£500.00** vi. Birketts (Legal Fees) - **£20.40** vii. T Burbridge (Plumbing fittings) – £**60.72** viii. K Foreman (Cemetery, allotment & Rec Maintenance) - **£475.00**	*Cllr. Burbridge left the room.* d) Cllr. Dawson proposed that the payments be made. This was seconded by Cllr. Physick. There were seven votes for and one abstention. Cllr. Physick agreed to authorise the payments. *Cllr. Burbridge rejoined the meeting*	d) Clerk to set up payments and Cllr. Physick to authorise

Chair's initials…………

Agenda Item	Resolution / Agreement / Fact	Action
e) To note Payments made since last meeting: i. Tesco Mobile (Phone) - **£13.69** f) To note Payments received since last meeting: i. Alford Storage (Recycling) - **£8.00** ii. Alford Storage (Recycling) - **£23.00** iii. Quiz entry fees (Projects) **- £287.50** g) To note Transfers between accounts i. Project Account to Current Account - **£99.99** ii. Premium Account to Current Account - **£3000.00**	e) Noted f) Noted g) Noted	e) None f) None g) None
8. <u>Planning Applications</u> a) DC/26/2794/CLP, Certificate of Lawful use (Proposed) - the siting of a caravan within the curtilage and for the ancillary use of the dwelling house, 6 Woodbridge Walk Hollesley Woodbridge	a) This was not an application where the PC were consulted, and it was agreed to make no comment.	a) None

Agenda Item	Resolution / Agreement / Fact	Action
b) DC/26/2802/FUL, 2 x new dormers to front elevation of existing dwelling and lean to extension to existing annex, 5 Boyton Road, Hollesley, Woodbridge, Suffolk, IP12 3LD	b) The application is the replacement of two dormer windows with front facing windows which do not overlook any neighbouring properties and a lean-to extension to the annex at the font of the property. Cllr. Burbridge proposed and Cllr. Scannell seconded a motion to make a comment of No Objection. All were in favour.	b) Clerk to update Planning Portal
9. <u>Oak Hill Bus Shelter</u> a) To appoint a solicitor to complete the land transfer	a) Cllr. Physick proposed that Kerseys are used to complete the land transfer but not instructed at this time. This was seconded by Cllr. Scannell. There were seven votes for and two abstentions.	a) None
10. <u>National Emergency Briefing</u> a) To decide whether to fund a screening of the National Emergency Briefing in the Village Hall	a) It was agreed to try and find out more regarding the content of the briefing from St. Johns church where the film was shown in July. If this is not possible to try and attend a local screening.	a) Cllr. Yates to speak to St. Johns church. Cllr. Bowman to possibly attend the screening in Waldringfield
11. <u>Joint Parishes Meeting</u> a) To receive an update on the meeting held on 6th August 2026	a) Cllr. Physick had attended the meeting on behalf of the PC and reported discussions regarding the following: • Bins • Mobile phone coverage • 20mph speed limits • Support needed for heating oil costs	a) Clerk to arrange the next meeting in Feb 2027

Chair's initials…………

Agenda Item	Resolution / Agreement / Fact	Action
	• Deben Estuary Partnership • Emergency Plan Co-ordination • Neighbourhood Plans • Bus services • Relationships with farmers • How the voice of the PC can be better heard by ESC, SCC & our MP • Meeting should be every six months It was agreed to offer to host the next meeting in February 2027	
12. <u>Allotments</u> a) To agree whether to subdivide plot 6A	a) Cllr. Scannell proposed that plot 6A be sub-divided and offered to the two people on the waiting list. This was seconded by Cllr. Bowman and all agreed.	a) Clerk & Cllr. Dawson to divide the allotment Clerk to notify new tenants
13. <u>Recreation Grounds</u> a) To discuss whether any action should be taken to mitigate the fire risks at both Recreation Grounds	a) It was agreed to carry out two walks around the Recreation fields to assess the fire risks. The Rec will take place on 26th August at 7pm and the Oak Hill Rec the following day at the same time. Any remedial action thought necessary to be discussed at the next meeting.	a) Clerk to add to the agenda
14. <u>Documentation</u> To confirm, review and adopt the following sent to all: a) Sexual & General Harassment Policy (August 2026)	a) Cllr. Scannell proposed and Cllr. Bowman seconded the motion and all were in favour.	a) Clerk to add to website

Agenda Item	Resolution / Agreement / Fact	Action
15. To receive agenda items for next meeting and agree date of Next Meeting 17th September 2026	Cllr. Physick gave his apology. Items to be discussed; Interview panel, Overturning the Covenant at Oak Hill, Duck Corner signage, 20mph speed limit, footpath to the Water Tower Date of next meeting:**17th September 2026**	• Clerk to prepare agenda

The meeting was closed at 9.05pm

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

Chair

Clare Cooper

Clerk to Hollesley Parish Council