

Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 19th February 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr Trevor Burbridge (Chair), Cllr. Roger Dawson, Cllr. Anna Yates, Cllr. David Physick, Cllr. Linda Bowman and Cllr. Siobhan Farley.

Clare Cooper (Clerk) Four 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 it is very dark walking through Gorselands towards The Street at night and there could do with being another streetlight.

They had also spoke to people at Meet Up Mondays regarding the possibility of an increased bis service. Those people who no longer drive would appreciate a regular bus service to Woodbridge a couple of times a week. A Wednesday would be good when the CATS bus does not operate and possibly a Saturday to cater for young people who do not yet drive.

A further resident explained that the hedges had been cut inside the fields along Bushey Lane and as a result large branches had been flung over the hedge and into the road. They were not cleared up and whilst the passage of traffic has pushed these to the side of the road, it is not possible for a car and bicycle to cross without stopping. In addition, the footpath from the cattery to Fox Hill has become virtually impossible to walk. Tractors have been turning across it churning the ground up and making it virtually impossible to walk through. The Clerk will report the problem with the footpath and contact Cobrey Farms regarding the road debris.

Further comments were made about the amount of sand on the road at Virtues Corner and the amount of flooding along The Street from Duck Corner to the Shepherd and Dog. The Clerk has already reported some of the flooding issues and asked Cllr. Mallinder to arrange for the roads to be swept.

One member of the public thanked Cllr. Bowman for all her hard work pulling together the draft emergency plan, which is now nearing completion.

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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 not sent a report prior to the meeting.
- East Suffolk Council – Cllr. Mallinder
Cllr. Mallinder was present and had submitted a report prior to the meeting which had been circulated. He recapped the points in the report.

| Agenda Item | Resolution / Agreement / Fact | Action |
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| 1. <u>Apologies for Absence</u> | | |
| a) To receive apologies | a) Cllr. Hardwick, Cllr. Devine, Cllr. Rust and Cllr. Scannell gave their apologies prior to the meeting. | a) Noted |
| b) To approve apologies | b) Cllr. Hardwick, Cllr. Devine, Cllr. Rust and Cllr. Scannell apologies were proposed as accepted by Cllr. Bowman and seconded by Cllr. Farley. All were in favour. | b) Noted |
| 2. <u>To receive any</u> | | |
| a) Declarations of Pecuniary Interest | a) None | a) None |
| b) Declarations of Non-Pecuniary Interest | b) None | b) None |
| c) Applications for Dispensation on Agenda Items | c) None | c) None |
| d) Declarations of Gifts or Hospitality received over the value of £50.00 | d) None | d) None |
| e) Notifications of Lobbying with reference to any Planning Application to be discussed | e) None | e) None |

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| 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 | No one stepped forward to fill the vacancy which will carry forward to the next meeting. | Vacancy to be added to next agenda |
| 5. To agree <u>Minutes</u> of meeting dated 22 nd January 2026 | The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Physick, 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 |
| <p>6. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 31st January 2026</p> <p>b) To authorise the following Invoices for Payments:</p> <p style="margin-left: 20px;">i. C Cooper (Salary & Expenses) - £723.75</p> <p style="margin-left: 20px;">ii. SCC Pension Fund (Clerk’s Pension) - £221.00</p> <p style="margin-left: 20px;">iii. Suffolk Cloud (Accessibility Check) - £70.00</p> <p style="margin-left: 20px;">iv. E Curtis (Litter Picking) - £180.00</p> <p style="margin-left: 20px;">v. R H & R Paul (Hedge Cutting) - £230.41</p> <p>c) To note Payments made since last meeting:</p> <p style="margin-left: 20px;">i. Tesco Mobile (Phone) - £12.76</p> <p>d) To note Payments received since last meeting:</p> <p style="margin-left: 20px;">i. Alford Storage (Recycling) - £41.00</p> <p style="margin-left: 20px;">ii. East Suffolk Council (Grant) - £1,000.00</p> | <p>a) The accounts had been sent to all and there were no questions. Cllr. Yates agreed to review the Bank Statements. It was proposed by Cllr. Yates that these be accepted, seconded by Cllr. Bowman and all agreed.</p> <p>b) The payments were proposed as authorised by Cllr. Dawson seconded by Cllr. Physick 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>d) Noted</p> | <p>a) Noted</p> <p>b) Clerk to draw payments and Cllr. Burbridge to counter authorise</p> <p>c) None</p> <p>d) None</p> |

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| <p>7. <u>Planning Application</u></p> <p>a) DC/26/0181/FUL, Proposed increase in height of existing Class E building. Former Dairy Unit, Grove Farm, Grove Road, Hollesley, Woodbridge</p> | <p>a) The building had previously been approved for commercial use. As a result of the previous tenant leaving the height is to be increased to match the other buildings and the building split into two units.</p> <p>Cllr. Burbridge proposed that there be no objection. This was seconded by Cllr. Dawson and agreed by all.</p> | <p>a) Clerk to upload to the Planning Portal</p> |
| <p>8. <u>Recreation Ground:</u></p> <p>a) To approve the request for caravans on the Recreation Ground on the following dates:</p> <p>i. 4 night stay 2nd to 6th April</p> <p>ii. 3 night stay 1st to 4th May</p> <p>iii. 3 night stay 30th October to 1st November</p> | <p>a) Cllr. Physick proposed that these dates were acceptable. This was seconded by Cllr. Farley. There were 5 votes for and 1 abstention.</p> | <p>a) Clerk to communicate to Village Hall</p> |
| <p>9. <u>Highways</u></p> <p>a) To discuss whether to apply for funding for an improved bus service</p> <p>b) To discuss adopting the remaining streetlights at Oak Hill</p> | <p>a) There had been a number of positive responses from the public following an article in the Village Voices. Councillors asked the Clerk to make further enquires with SCC and the bus company to see what is possible</p> <p>b) The Clerk had spoken to the Streetlight Team who had sent through a map showing the locations of the lights at Oak Hill. Previously, those not adopted by the Parish Council were thought to belong to the prison and the Streetlight Team were of the same opinion. The lights are not up to standard and are therefore a health and safety risk for residents. The Parish Council should only take on the ongoing costs and maintenance if they are bought up to scratch by the Ministry of Justice.</p> | <p>a) Clerk to research</p> <p>b) Clerk to contact the Ministry of Justice to explore the possibility</p> |

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| <p>10. <u>Litter Pick</u> a) To agree a date for the Litter Pick</p> | <p>a) The date was agreed as Saturday 18th April 2026</p> | <p>a) Clerk to order equipment from ESC and circulate date in Village Voices, Grapevine and Facebook</p> |
| <p>11. <u>Website</u> a) To decide whether any further changes need to be done in relation to complying with Assertion 10.</p> | <p>a) A check by Suffolk Cloud has confirmed that there are no errors and only advisory items required. The advisory items can be corrected by Suffolk Cloud at a cost to be advised or by the Clerk.</p> <p>Cllr. Yates proposed that the changes are made if possible, by the Clerk with assistance from Cllr. Burbridge. This was seconded by Cllr. Physick and all agreed</p> | <p>a) Clerk to review report with Cllr. Burbridge</p> |
| <p>12. To receive agenda items and agree date of Next Meeting 19th March 2026 – in Hollesley Village Hall</p> | <p>None</p> <p>Date of next meeting: 19th March 2026</p> | <p>Clerk to prepare agenda</p> |

The meeting was closed at 8.40pm

Signed:
 Chair

Date:

Clare Cooper
 Clerk to Hollesley Parish Council

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