

Hollesley Parish Council

Minutes of Hollesley Parish Council Meeting

Held on 22nd January 2026 ~ 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. Andy Rust, Cllr. David Physick and Cllr. Linda Bowman.

Clare Cooper (Clerk) One Member of the Public

Record of Public Session:

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

Cllr. Devine had been contacted by a member of the public who was concerned about the poor state of Alderton Road, with potholes and sand. They had reported this on the SCC Highways Reporting Tool.

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 not present but had submitted a report prior to the meeting which had been circulated.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies b) To approve apologies	a) Cllr. Yates and Cllr. Scannell gave their apologies prior to the meeting. b) Cllrs. Yates and Scannell’s apologies were proposed as accepted by Cllr. Burbridge and seconded by Cllr. Bowman. All were in favour.	a) Noted b) Noted

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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	Siobhan Farley stepped forward to be considered as a Councillor. She gave a short personal background history. Cllr. Burbridge proposed that Siobhan be co-opted as a Councillor, which was seconded by Cllr. Rust and agreed by all. Cllr. Farley signed the Declaration of Acceptance of Office. There remains a further vacancy which will carry forward to the next meeting.	Clerk set up Cllr. Farley with Democratic Services and add remaining vacancy to agenda for February
5. To agree <u>Minutes</u> of meeting dated 18 th December 2025	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Dawson, 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

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<p>6. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 31st December 2025</p> <p>b) To review the Internal Controls observed by the Council and Appropriateness of our Internal Auditor</p> <p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £855.66 ii. SCC Pension Fund (Clerk’s Pension) - £221.00 iii. East Suffolk Services - £146.64 iv. HMRC (Tax & NI) - £662.12 v. Kevin Foreman (Rec Maintenance) - £20.00 vi. Kevin Foreman (Maintenance) - £35.00 <p>d) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> i) Anglian Water (Allotments) - £34.35 ii) Tesco Mobile (Phone) - £12.76 <p>e) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> i) Alford Storage (Recycling) - £10.00 	<p>a) The accounts had been sent to all and there were no questions. Cllr. Hardwick agreed to review the Bank Statements. It was proposed by Cllr. Bowman that these be accepted, seconded by Cllr. Devine and all agreed.</p> <p>b) Cllr. Hardwick proposed that the Internal Controls and Appropriateness of the Internal Auditor met the needs of the Council. This was seconded by Cllr. Bowman and all were in favour.</p> <p>c) The payments were proposed as authorised by Cllr. Physick seconded by Cllr. Burbridge 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) Noted</p> <p>e) Noted</p>	<p>a) Noted</p> <p>b) None</p> <p>c) Clerk to draw payments and Cllr. Physick to counter authorise</p> <p>d) None</p> <p>e) None</p>

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f) To note transfers made since last meeting: i) From Premium account to Current Account – £4,000.00	f) Noted	f) None
7. <u>Planning Application</u> a) None	a) N/a	a) None
8. <u>Recreation Ground:</u> a) Hollesley Village Hall i) To decide on what basis the working party will be formed, to advance the Tennis Court Project	a) i) The following comments were made: <ul style="list-style-type: none"> • A club should be formed with a written constitution to run the courts. • It would be quicker for the club to raise the funds than the Parish Council. • The land could be leased to the club. • Thought must be given to the long-term upkeep and there needs to be plans for storage and changing facilities. • The current layout of the Rec does not lend itself to the siting of racket courts. The obvious places are next to houses where previously there have been objections to play equipment, due to noise disturbance. The only place could be next to the top carpark and existing play equipment. • The village needs to be consulted to see if there is sufficient support for a racket court. • If the club cease to exist will the PC be left to dismantle or take over the running of the court? • The court would require planning permission. • Any lease would need to cater for the club folding. • There needs to be a more detailed proposal presented to the PC before any fund raising is started. This should contain a suggested site, who will run it, detailed costings, ongoing costings etc. 	a) i) Clerk to feedback to James Winslade.

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<p>b) Oak Hill i) To accept the quote from Birketts for the legal work to change the address on the title</p>	<ul style="list-style-type: none"> • If the costs for equipment etc were met by the PC, the VAT could be reclaimed, thus reducing the costs. • The more involved the PC are, the more complicated the project will be. <p>Cllr. Burbridge proposed that a Working Group should be set up to fully investigate the project, reporting back to the PC with a proposal including costs and revenue, and should take into account social nuisance and the impact on the environment. This was seconded by Cllr. Bowman. There were 3 votes for, 4 against and 1 abstention.</p> <p>Cllr. Dawson proposed that a detailed proposal should be submitted to the PC for consideration. This was seconded by Cllr. Rust. There were 5 votes for, 1 vote against and 2 abstentions.</p> <p>b) i) The Council were happy for this to fall under the Clerk’s delegated authority and for the address to be Oak Hill Recreation Ground</p>	<p>b) i) Clerk to contact Birketts.</p>
<p>9. <u>Oak Hill Bus Shelter</u> a) To decide which fee option to take for the Birketts legal work and to accept the terms of business</p>	<p>a) Cllr. Devine proposed that due to the possible covenants on the land the PC opt for the fixed price fee. This was seconded by Cllr. Rust and agreed by all.</p>	<p>a) Clerk to advise Birketts</p>
<p>10. <u>Highways</u> a) To discuss whether to apply for a 20mph speed limit through the village</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • A 20mph speed limit would be appropriate due to the school children crossing the road and the number of accidents at Duck Corner. • There should be a consultation of residents to make sure that they are in favour. 	<p>a) Clerk to contact SCC</p>

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	<ul style="list-style-type: none"> • There may be traffic calming required depending on the outcome of a speeding survey. • There could be costs involved in a speed survey and this may be dictated by SCC. • Which roads should it apply to? Woodbridge Road to Duck Corner and Duck Corner to Bushey Lane. • The village SID may be able to provide data for a speed survey. • If it is successful, will it be enforced? This is down to the Police. • It would definitely improve road safety in the village. <p>Cllr. Devine proposed that this is looked into further. This was seconded by Cllr Physick and all were in favour.</p>	
<p>11. <u>Cemetery</u> a) To appoint a maintenance person</p>	<p>a) It has been hard to obtain quotes for the cemetery maintenance. There have been two quotes, one a fixed price for the year and the second based on an hourly rate.</p> <p>Cllr. Devine proposed that the PC go for the fixed price option which was seconded by Cllr. Physick. All were in favour.</p>	<p>a) Clerk to prepare Terms of Reference</p>
<p>12. <u>Food Bank</u> a) To confirm acceptance of the grant offer of £1,000 b) To discuss the best way to distribute the food</p>	<p>a) The funding application for the food bank was successful and an offer of £1,000 made. Cllr. Burbridge proposed that this be accepted. This was seconded by Cllr. Physick and all agreed. Cllr. Devine as chair signed the Grant Acceptance Form.</p> <p>b) The fund trustees had suggested that food parcels could also be distributed to households in need. The clerk had contacted the church, school and the Good Neighbour scheme, but it was felt that a Grapevine/Facebook message could be put out asking for people to email the Clerk in confidence.</p>	<p>a) Clerk to send the signed acceptance form</p> <p>b) Clerk to put out Grapevine/Facebook appeal</p>

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	<p>Cllr. Dawson proposed and Cllr. Bowman seconded a motion that this be left in the hands of the Clerk. All voted in agreement</p>	
<p>13. <u>Christmas Tree</u> a) To evaluate the 2025 Christmas Tree and to decide a way forward for 2026</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> • There had been comments from the public supporting the tree but commenting that it was a distraction at Duck Corner. • The lights went through batteries very quickly and were often very dim as the batteries went down. • Consideration had previously been given to a permanent tree. This would need to be planted whilst quite small and watered regularly until established. • As a rooted tree would take time to grow, a cut tree could continue to be put up for several years at Duck Corner. • Lights could be run using a car battery. Coltec could be asked if they could assist with this. • Men’s Sheds could make a wooden tree out of pallets which could be used instead of a cut tree. • The ideal place for a permanent tree would be near to the Village Sign on Woodbridge Road. Need to investigate who owns this land an seek permission. • As a rooted tree will be quite expensive, we will need three quotes. • It may be preferable if a supplier plants the tree as they will do this properly. <p>Cllr Devine proposed that a rooted tree be planted in the autumn and a cut tree also used until this was big enough. This was seconded by Cllr. Dawson and agreed by all.</p>	<p>a) Clerk to investigate permission from Highways or Flagship and research the cost of a rooted tree</p>
<p>14. To receive agenda items and agree date of Next Meeting 19th February 2026 – in Hollesley Village Hall</p>	<p>The Oak Hill Street lights are to be put on the next agenda</p> <p>Date of next meeting:19th February 2026</p>	<p>Clerk to prepare agenda</p>

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Hollesley Parish Council

The meeting was closed at 9.05pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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