

Hollesley Parish Council
Minutes of Hollesley Parish Council Annual Meeting
Held on 16th July 2026 ~ 7.30pm
At Hollesley Village Hall, Woodbridge Road, Hollesley

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PRESENT

a) Cllr. Trevor Burbridge (Chair), Cllr. Jon Hardwick, Cllr. Anna Yates, Cllr. Andy Rust, Cllr. Martin Scannell, Cllr. Linda Bowman and Cllr. Steve Middleditch
Clare Cooper (Clerk) One 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):

The member of the public spoke about item 8.a)i. Following the questionnaire at the fete, they were happy to share the questionnaire with the residents of Oak Hill if further opinions were required.

A resident who was unable to attend the meeting had emailed the clerk. They addressed the question of the STOP signs at Duck Corner being refused due to visibility and commented that coming from Rectory Road traffic had no option but to stop.

They also commented regarding the bin collections. Previously three properties in Stebbings Lane had bags rather than bins. They have now received the bins but there has been no collection of bags or bin emptying since May.

Finally, they wished to thank a dog walking who noticed that an oak tree was smouldering where it's branches were touching the power line. They alerted Power Networks and this was quickly addressed to prevent a fire.

Chair's initials.....

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 not sent a report prior to the meeting. He spoke about the following:
 - The cancellation of the Climate Emergency Plan by ESC.
 - The judicial review instigated by SCC's estimated cost has risen to £500k.
 - ESC is focusing hard on ensuring that the bins collection service is improved.
 - James apologised that he could do not more than collect data and feed it on the appropriate people.
 - Full council is due to meet on Friday
 - James is working closely with Bawdsey Yacht Club.
 - The Coronation Avenue resurfacing should be completed soon.
 - James will raise the poor condition of the footpath along the B1053 from Wilford Bridge roundabout up to Sutton Hoo where the eroded bank has narrowed the path.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u>		
a) To receive apologies	a) Cllrs. Dawson and Physick had sent their apologies.	a) Noted
b) To approve apologies	b) Cllr. Bowman proposed that the apologies be accepted. This was seconded by Cllr. Yates and all agreed.	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

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Agenda Item	Resolution / Agreement / Fact	Action
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
3. <u>Public Session</u>	<i>See above record</i>	Clerk to email James regarding Stebbings Lane bins
4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	Christine Walker said that she would like to become a councillor. She gave a few details about herself. Cllr. Middleditch proposed that she be co-opted. This was seconded by Cllr. Rust and all were in favour. Cllr. Walker signed the declaration and joined the meeting.	Clerk to set up Cllr. Walker
5. To agree <u>Minutes</u> of meeting dated 18 th June 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Middleditch, seconded by Cllr. Hardwick 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 30 th June 2026	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. Bowman that these be accepted, seconded by Cllr. Scannell and all agreed apart from Cllr. Walker who had not seen the accounts.	a) Noted

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b) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - £856.47 ii. SCC Pension Fund (Clerk's Pension) - £195.00 iii. HMRC (Tax & NI) - £693.52 iv. A Rust (Materials for the Deer Signs) - £48.38 v. SALC (Training Courses) - £84.00 vi. East Suffolk Council (Cemetery Green Bin) - £56.00 vii. E Curtis (Litter Picking) - £180.00 c) To note Payments made since last meeting: i. Tesco Mobile (Phone) - £13.69 ii. Anglian Water (Allotments) - £173.12	b) Cllr. Yates proposed that the payments be made. This was seconded by Cllr. Bowman. All agreed unanimously. Cllr. Scannell agreed to authorise the payments. c) Noted	b) Clerk to set up payments and Cllr. Scannell to authorise c) None

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d) To note Payments received since last meeting: i. HMRC (VAT reclaim) - £436.21 e) To note Transfers between accounts Project Account to Current Account - £99.99	d) Noted e) Noted	d) None e) None
7. <u>Planning Applications</u> a) None	a) Noted	a) None
8. <u>Highways</u> a) To discuss the results from the questionnaires completed at the fete and agree if any further action is to be taken for the following: i) Traffic calming at Oak Hill	a) i) The following comments were made: - Why are the PC expected to pay for the signage rather than Highways? - Highways always put responsibility for the cost on the PC but on occasion this can be pushed back. - Traffic is increasing at Oak Hill. - The white lines where the road narrow by the bridge over the Black Ditch work well. - There is a rumour that DPD is taking over some of the units at Grove Farm. - The SID can be used to count the amount of traffic as well as recording speed. - The SID is often facing the wrong way and needs to be pointing towards Oak Hill. - Cllr. Ramsay is offering 50% funding plus the 18% reduction in costs because of his involvement. This should be accepted whilst it is still available. Cllr. Middleditch proposed that the PC should accept Jonathan's offer and opt for both road narrows signs and white lines. This was seconded by Cllr. Bowman. There were 6 votes for, 1 against and 1 abstention.	a) i) Clerk to communicate decision to Highways and Cllr. Ramsay

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ii) 20mph along The Street	ii) The following comments were made: • The fete questionnaire showed a split between those who supported 20mph and those who did not. • Fete discussions showed that many thought 30mph between the Water Tower and Duck Corner would be preferable. • 20mph was unlikely to be enforced and so whilst this would slow traffic generally it would not prevent speeding. • Could other traffic calming be used such as speed bumps. • Would Cllr. Ramsay support a 20mph limit? • Should a plan be formulated and then residents' opinions sought. • Is there any merit in getting another SID which would cost much less. Cllr. Burbridge proposed that a further survey of residents is carried out laying out the cost and the fact that this is not designed to stop speeding, whilst asking Cllr. Ramsay if he supports the project. This was seconded by Cllr. Bowman and all agreed.	ii) Clerk to create questionnaire and seek Cllr. Ramsay's opinion
iii) A STOP junction at Duck Corner	iii) The following comments were made: • There should be a meeting with Highways to discuss this again. • Parking at the bus stop is an issue with visibility. Could the book exchange be moved? • What should the minimum distance be between a change from 60mph to 30mph before the crossroads? • What is the stopping distance for a car or laden tractor? • The 30mph sign from the Water Tower are faded and one has been spun through 90 degrees. • Should residents be contacted to cut back their hedges? It was agreed that a further meeting with Highways, Cllr. Ramsay and the Cabinet Cllr. for Highways and as many councillors as possible should be arranged.	iii) Clerk to arrange meeting

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Agenda Item	Resolution / Agreement / Fact	Action
9. <u>Projects</u> a) To review the Projects List and update where necessary	a) The following comments were made: - The bench outside the Village Hall and fence around the allotments are to be removed. - Oak Hill road narrows signs, Streetlights and defib need to be add.	a) Clerk to update
10. <u>Documentation</u> To confirm, review and adopt the following sent to all on 9 th July 2026: a) Freedom of Information Policy (July 2026)	a) Cllr. Scannell proposed and Cllr. Rust seconded the motion and all were in favour. Cllr. Walker did not vote as she had not seen the FOI Policy	a) Clerk to add to website
11. To receive agenda items for next meeting and agree date of Next Meeting 20 th August 2026	Sexual Harassment policy to be discussed Date of next meeting: 20th August 2026	Clerk to prepare August agenda

The meeting was closed at 9.10pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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