Hollesley Parish Council

Minutes of Hollesley Parish Council Annual Meeting

Held on 18th June 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

PRESENT

a) Cllr. Roger Dawson (Chair), Cllr. Jon Hardwick, Cllr. David Physick, Cllr. Andy Rust and Cllr. Steve Middleditch
Clare Cooper (Clerk) Nine 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 addressed the meeting regarding agenda item 10a. They were concerned about traffic meeting at the narrow point of Oak Hill in between the Suffolk Punch and the lower circle. There has been a significant increase in big traffic going to the farm and the prison. No one wants to give way and on occasions the school bus has had to reverse as traffic fails to give way. They asked the Parish Council to give consideration to traffic calming measures.

The Chair wished to recognise the contribution of the former Chair Brian Devine who has tended his resignation. Brian has been a councillor since 2018 and Chair from May 2022 to May 2026.

Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Jonathan Ramsay
  Cllr. Ramsay was present and had sent a report prior to the meeting which was circulated to all which he recapped.
- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder was present and had sent a report prior to the meeting which was circulated to all. He recapped this and answered concerns regarding the new recycling scheme.

Agenda Item	Resolution / Agreement / Fact	Action
1. Apologies for Absence		
a) To receive apologies	a) Cllrs. Scannell, Burbridge, Yates and Bowman had sent their apologies.	a) Noted
b) To approve apologies	b) Cllr. Middleditch proposed that the apologies be accepted. This was seconded by Cllr. Rust and all agreed.	b) Noted

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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	a) None b) None c) None d) None e) None	a) None b) None c) None d) None e) None
3. Public Session	*See above record*	N/a
4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	No one came forward and so the vacancy will be advertised at the fete and carried forward to the next agenda.	• Clerk to produce poster for the fete and add to next agenda
5. To agree Minutes of meeting dated 19th May 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Physick, seconded by Cllr. Rust 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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6. Finance Matters: a) To authorise Accounts as of 31st May 2026	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. Middleditch that these be accepted, seconded by Cllr. Rust and all agreed.	a) Noted
b) To discuss whether to issue the clerk with a debit card or credit card and if so the spending limit	b) The Clerk had investigated the possibility of getting a Business Barclaycard. This is possible but the credit limit could be increased by any signatory, including the Clerk. The application also required the personal details of all the councillors. No further action to be taken.	b) No further action
c) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - **£793.33** ii. SCC Pension Fund (Clerk's Pension) - **£195.00** iii. Trevor Brown (Internal Audit) - **£304.00** iv. NGF Play (Rec Maintenance) **- £9.54**	c) Cllr. Physick proposed that the payments be made. This was seconded by Cllr. Middleditch. All agreed unanimously. Cllr. Physick agreed to authorise the payments.	c) Clerk to set up payments and Cllr. Physick to authorise
d) To note Payments made since last meeting: i. Tesco Mobile (Phone) - **£13.69**	d) Noted	d) None

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e) To note Payments received since last meeting: i. Alford Storage (Recycling) - **£21.00** ii. E B Button (Cemetery) - **£225.00** iii. SALC (Refund of training costs) - **£79.20** iv. Barclays (Interest) - **£128.19** v. Barclays (Interest) - **£2.42**	e) Noted	e) None
f) To note Transfers between accounts Project Account to Current Account - **£80.18**	f) Noted	f) None
7. <u>Planning Applications</u> a) None	a) Noted	a) None

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8. Village Christmas Tree: a) To discuss the offer made by a member of the public	a) A member of the public had offered to take over the provision of a village Christmas Tree. It will be sited at the Shepherd & Dog, which has been agreed with the landlords, as it will have ready access to power. This offer is ongoing and not just for 2026. Both the school and WI will be asked to contribute decorations. A switch on evening is planned by the pub. Cllr. Physick proposed that the Parish Council accepts this kind offer. This was seconded by Cllr. Hardwick and all agreed.	a) Clerk to communicate with the member of the public
9. Hollesley Village Fete a) To agree who will man the stand at the fete on 27th	a) It was agreed that Roger, Steve and possibly Anna will man the stand. The Clerk will prepare questionnaires asking residents opinions regarding the possibility of stop signs at Duck Corner, 20mph along the street and traffic calming at Oak Hill. A poster will be produced detailing the councillor vacancy and another regarding the ongoing projects.	a) Clerk to confirm to fete committee and prepare a questionnaire. Cllr. Yates to borrow stand
10. Highways a) To discuss traffic calming at Oak Hill b) To discuss the replacement of the traffic calming sign by the allotments	a) The following comments were made: • Priority is unclear and there have been a few near misses • The verges and drainage need to be reinstated due to damage by large vehicles • There has been an increase in traffic to the farm and the prison • Highways are unable to install a priority system as the road is too narrow • Jonathan offered to discuss at his meeting with Highways on 19th June It was decided to review this again in July or August. b) A replacement sign will cost between £700-800. Cllr. Rust proposed that this sign is not replaced. This was seconded by Cllr. Middleditch and all agreed.	a) Clerk to forward Highways email to Jonathan and add to future agenda b) Noted

Chair's initials…………

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c) To discuss the latest accident at Duck Corner	c) The following comments were made: • Could there be a change of priority at the junction? • The junction cannot be used safely without stopping therefore it should be a stop junction rather than give way. • Highways would not consider a stop junction due to the visibility. • There have been lots of near misses as well as the three serious accidents. It was decided to ask residents opinions at the fete and to revisit in July or August.	c) Clerk to add to future agenda
11. <u>Oak Hill Recreation Ground</u> a) To discuss whether to proceed with a PWLB loan for the play equipment	a) The following comments were made: • A loan could be taken and then repaid in lump sums as further funds became available in the future. • It may not be necessary to obtain a loan for the first phase depending on the outcome of grant applications. • If a loan was taken it would give the project momentum. • Can we find out more about the process and any possible early repayment fees. This will be revisited in August.	a) Clerk to add to the August agenda
b) To set up a working group for the fund-raising quiz nights	b) Steve will be the quiz master with the Clerk writing the quiz and collating scores. Andy, Roger and Anna have also agreed to help out.	b) Noted
12. <u>Allotments</u> a) To decide whether to give formal notice to neglected allotments	a) Cllr. Physick proposed that as there is a waiting list, notice should be given to neglected allotments where an initial warning has not been heeded. Cllr. Middleditch seconded the motion and all were in favour.	a) Clerk to issue notices

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13. <u>Streetlights</u> a) To confirm the outcome of the meeting between the Clerk, Streetlights and the Prison on 16th June	a) Whilst the prison are unsure whether they are responsible for the streetlights they are happy to pay towards the upgrading work if the PC will also contribute. The overall cost is £3,903.46 + VAT In return they will investigate the prisoners building a wooden bus shelter which could be installed on a concrete pad at Oak Hill. This would be at no cost to the PC. Cllr. Rust proposed that the PC offer to pay 50% of the upgrading costs in return for the provision of a bus shelter. This was seconded by Cllr. Middleditch and all agreed.	a) Clerk to communicate with the prison
14. <u>Documentation</u> a) To confirm the review and adoption of the following documents sent to all 8/6/2026 i. Asset Register (June 2026)	a) Cllr. Middleditch proposed that the document be adopted. This was seconded by Cllr. Hardwick and all were in favour	a) Clerk to add to the website
15. To receive agenda items for next meeting and agree date of Next Meeting 16th July 2026	Cllrs. Dawson and Physick gave their apologies. Date of next meeting:**16th July 2026**	• Clerk to prepare July agenda

The meeting was closed at 8.55pm

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

Clare Cooper
Clerk to Hollesley Parish Council