

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting

Held on 19th March 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Brian Devine (Chair), Cllr. Trevor Burbridge Cllr. Roger Dawson, Cllr. Anna Yates, Cllr. Jon Hardwick, Cllr. David Physick, Cllr. Andy Rust, Cllr. Martin Scannell and Cllr. Linda Bowman

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):

The councillors took the opportunity to welcome back a member of the public who had been absent for some time.

Cllr. Physick reported that at a recent meeting of the Community Land Trust he learned that land from Duck Corner, along Rectory Road to The Pightles, has been sold by the diocese to a developer. No further details are known at this stage. The results of the local Search for Sites initiative by East Suffolk Council will soon be made public and further details may emerge. Those sites identified will be considered for inclusion in the new Local Plan to be adopted in 2029.

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
1. <u>Apologies for Absence</u> a) To receive apologies	a) None. Cllr. Physick had apologised that he may be slightly late.	a) Noted

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
b) To approve apologies	b) None	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	Cllr. Physick joined the meeting 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	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 19 th February 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Yates, 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
6. <u>Finance Matters:</u> a) To authorise Accounts as of 28 th February 2026	a) The accounts had been sent to all and there were no questions. Cllr. Rust agreed to review the Bank Statements. It was proposed by Cllr. Yates that these be accepted, seconded by Cllr. Devine and all agreed.	a) Noted

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<p>b) To review the grants to be awarded in 2026/27</p>	<p>b) The following comments were made:</p> <ul style="list-style-type: none"> • Should the PC give a grant to support the Village Voices? • It would be unfair to other applicants if the PC awarded a grant without a full grant application being received. • A notice could be put out requesting any additional funding requests. • The remaining grant funds could be rolled over to the following year. <p>Cllr. Physick proposed and Cllr. Scannell seconded a motion to place a notice in Village Voices for further applications. There were 8 votes for and one abstention.</p>	<p>b) Clerk to include in Village Voices article for May</p>
<p>c) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Salary & Expenses) - £823.15 ii. SCC Pension Fund (Clerk’s Pension) - £221.00 iii. Birketts (Legal Fees) - £2,427.60 iv. SALC (Payroll) - £57.60 v. Suffolk County Council - £622.60 vi. Kevin Foreman (Rec Maintenance) - £170.00 	<p>c) There was discussion regarding the payment for Birketts’ legal fees.</p> <ul style="list-style-type: none"> • The fee charged was not in proportion to the work carried out. • The PC had opted for a fixed fee rather than time costed and Birketts invoice was for less than the full fee. • Should the case with Birketts be closed or put on hold as a further option had become known? • Future work should be place through an alternative solicitor. • Interest could become payable if the bill is not settled soon. • The bill should be settled and if the case continues this will go towards the final fixed fee. • An extra meeting could be called to authorise the payment before the next scheduled meeting. <p>Cllr. Burbridge proposed that the payment is not made and that Birketts asked to put the case on hold pending a further discussion. This was seconded by Cllr. Devine and all agreed.</p> <p>The remaining payments were proposed as authorised by Cllr. Scannell seconded by Cllr. Physick 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>c) Clerk to contact Birketts, draw payments and Cllr. Physick to counter authorise</p>

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Agenda Item	Resolution / Agreement / Fact	Action
d) To note Payments made since last meeting: i. Tesco Mobile (Phone) - £12.76 e) To note Payments received since last meeting: i. Hollesley PCC (Hedge Cutting) - £64.00 ii. HMRC (VAT reclaim) - £124.87 iii. Alford Storage (Recycling) - £23.00 iv. Barclays (Interest – Premium Account) - £114.51 v. Barclays (Interest – Project Account) - £0.93 f) To note Transfers between accounts i. Premium Account to Current Account - £5,000.00 ii. Project Account to Current Account - £99.60	d) Noted e) Noted f) Noted	d) None e) None f) None
7. <u>Planning Applications</u> a) None	a) Noted	a) None
8. <u>Recreation Ground:</u> a) To authorise football coaching sessions and to fix a price	a) The following comments were made: <ul style="list-style-type: none"> • The proposals don't really contain sufficient detail to be able to set a fee. • Cost could be a percentage of his earnings. • It would not be able to use the field when the caravans were there or on fete day. • How much is paid for grass cutting? Cllr. Rust proposed that Bradley be allowed to use the field for 6 months without charge. This could then be reviewed. This was seconded by Cllr. Burbridge and all agreed.	a) Clerk to communicate to Bradley and arrange review in six months

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<p>b) To authorise film crew parking 16th to 25th April</p> <p>c) To discuss the replacement of the Hollesley Players container</p>	<p>b) The dates have been extended as it is unknown exactly how long this will take but is likely to be from 13th April to 22nd April. Cllr. Devine proposed and Cllr Physick seconded a motion to accept the contract. All were in favour.</p> <p>c) The PC decided that the container should remain in it’s present position and be mounted on sleepers or blocks as a concrete base would require planning permission.</p>	<p>b) Clerk to communicate with Lively Productions</p> <p>c) Clerk to communicate with Hollesley Players</p>
<p>9. <u>Streetlighting</u></p> <p>a) To discuss switching all streetlighting to a timed basis, turning of at 12.30am</p>	<p>a) Cllr. Devine proposed that the remaining streetlights that currently run all night should be switched off at 12.30am in line with the others in the village. This was seconded by Cllr. Dawson and all were in favour.</p>	<p>a) Clerk to confirm to Streetlights</p>
<p>10. <u>Emergency Planning</u></p> <p>a) To receive and adopt the final draft of the Hollesley Emergency Plan</p> <p>b) To decide whether to fund an Emergency Pack</p>	<p>a) The emergency plan is not yet ready for adoption and is waiting for a volunteers list and details of vulnerable people.</p> <p>b) The pack would consist of maps, paper, pens, batteries, candles and matches, walkie talkies and wind-up torch/radios, together with a box to hold the items.</p> <p>Cllr. Dawson proposed that this be funded, seconded by Cllr. Devine and all agreed</p>	<p>a) Cllr. Bowman to advise once this is ready</p> <p>b) Clerk to obtain the items and arrange storage</p>
<p>11. <u>Documentation</u></p> <p>a) To confirm the review and adoption of the following documents sent to all 25/02/2026</p> <p>i. Risk Assessment (Financial) March 2026</p> <p>ii. Risk Assessment (Non-Financial) March 2026</p> <p>iii. Risk Assessment (Cemetery Maintenance) March 2026</p>	<p>a) Cllr. Scannell proposed that the documents be adopted. This was seconded by Cllr. Bowman and all were in favour</p>	<p>a) Clerk to add to the website</p>

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Agenda Item	Resolution / Agreement / Fact	Action
iv. Risk Assessment (Litter Picking) March 2026 v. Website Accessibility Statement March 2026		
12. To receive agenda items and agree date of Next Meeting 16 th April 2026 – in Hollesley Village Hall	None Date of next meeting: 16th April 2026	Clerk to prepare agenda

The meeting was closed at 8.55pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Hollesley Parish Council

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