Minutes of Hollesley Parish Council Annual Meeting

Held on 19th May 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

Present

a) Cllr. Roger Dawson (Chair after item 1), Cllr. Trevor Burbridge, Cllr. Anna Yates, Cllr. David Physick, Cllr. Martin Scannell 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*):
None

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Jonathan Ramsay
  Cllr. Ramsay was not present and has only recently taken office. Therefore, no report had been received and circulated prior to the meeting.
- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder had sent an apology. Due to the County Council elections, there was little to report and so a full report will be sent in June.

Agenda Item	Resolution / Agreement / Fact	Action
1. To elect a Chair of the Council for 2026/27 and signing of the Declaration of Acceptance of Office	Cllr. Devine had made known his wish not to continue in the role as Chair prior to the meeting. Cllr. Scannell proposed that Cllr. Dawson take the position of Chair for the coming year. This was seconded by Cllr. Yates. There were no other nominees and Cllr. Dawson indicated he was happy to do so. Cllrs. voted all in favour of Cllr Dawson's appointment. The Declaration of Acceptance of Appointment was completed.	Clerk to update the notices and website
2. Apologies for Absence a) To receive apologies	 a) Apologies had been received from Cllr. Rust, Cllr. Hardwick and Cllr. Devine.	 a) Noted

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b) To approve apologies	b) The apologies from Cllr. Rust, Cllr. Hardwick and Cllr. Devine were proposed as accepted by Cllr. Yates, seconded by Cllr. Burbridge and all were in agreement.	b) Noted
3. 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
4. Public Session	*See above record*	N/a
5. To elect a Vice-Chair for 2026/27 and the signing of the Declaration of Acceptance of Office	Cllr. Scannell proposed that Cllr. Burbridge continue as Vice-Chair, and this was seconded by Cllr. Bowman. Cllr. Burbridge was willing to do so and there were no other nominees. All voted in favour. The Declaration of Acceptance of Appointment was completed.	• Noted
6. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	Steve Middleditch was proposed to be co-opted to fill the vacancy of councillor by Cllr. Bowman. This was seconded by Cllr. Yates and all agreed. The Declaration of Acceptance of Appointment was completed. The remaining vacancy will continue to be advertised.	• Clerk to update notices and website and set up Steve as a councillor

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7. To agree Minutes of meeting dated 16th April 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Bowman, seconded by Cllr. Yates and Councillors who were present at the meeting voted all in agreement, that they were correct.	• Clerk to post on the Website
8. To confirm following Appointments: a) Internal Auditor (*currently Trevor Brown*) b) Maintenance Officer (*currently vacant*) c) Responsible Finance Officer (*currently the Clerk*) d) Cemetery Maintenance (*currently Kevin Foreman*) e) Litter Picking Officer (*currently Elaine Curtis*) f) SALC Representative (*currently Cllr. Yates*) g) ESC Community Partnership Representative (*currently Cllrs. Yates, Hardwick, Scannell and Bowman*) h) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates)*	The following appointments were confirmed: a) Trevor Brown b) Kevin Foreman c) The Clerk d) Kevin Foreman e) Elaine Curtis f) Cllr. Yates g) Cllrs. Yates, Hardwick, Scannell & Bowman h) Cllr. Yates The above appointments were proposed by Cllr. Physick, seconded by Cllr. Burbridge and all were in agreement.	• Noted
9. To remind Councillors to review their Register of Interests entry on the ESC System and the Code of Conduct	The Clerk reminded all Councillors of their responsibility to review their entry on the ESC Register of Interests and to make any amendments if required. The Code of Conduct had also been sent via email and this too should be reviewed	• Clerk to provide assistance, if required

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10. To confirm all Standing Orders and Direct Debits presently set up for the Council	The Clerk confirmed the Council currently has the following financial Standing Orders and Direct Debits set up: • Anglian Water (Wave) Ltd – Various amounts collected for water usage at the Allotments • Information Commissioners Office - £47.00 collected annually • Tesco Mobile – currently £13.69 Cllr. Scannell proposed these continue. This was seconded by Cllr. Dawson and all were in agreement.	• Noted
11. Councillor Responsibilities – To agree the Councillor Responsibilities for 2026/27	The Clerk ran through the current list of Councillor responsibilities and slight changes were made.	• Clerk to update the list and circulate. Also to confirm with absentees
12. <u>Finance Matters</u>: a) To authorise Accounts as of 30th April 2026	a) The accounts had been sent to all and there were no questions. Cllr. Bowman agreed to review the Bank Statements. It was proposed by Cllr. Yates that these be accepted, seconded by Cllr. Scannell. There were six votes for and one abstention.	a) None
b) To receive and accept the amended end of year accounts for 2025/26	b) The account category totals had been changed slightly following the audit and had been checked by Cllr. Burbridge who proposed that these be accepted. This was seconded by Cllr. Scannell with six votes for and one abstention.	b) Clerk to update website
c) To accept Internal Auditor's Report for 2025/26 and 'Annual Internal Audit Report' within Part 3 of the Annual Governance and Accountability Return 2025/26	c) The full Internal Auditor's Report for 2025/26 and 'Annual Internal Audit Report' within Part 3 of the AGAR had been circulated to all and there were no recommendations from the Internal Auditor. Cllr. Bowman proposed their official acceptance. This was seconded by Cllr. Yates and there were six votes for and one abstention.	c) Clerk to publish on the Website and send the AGAR to PKF
d) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2025/26	d) Section 1 of the Annual Governance and Accountability Return 2025/26 has been circulated prior to the meeting. Cllr. Scannell proposed that this be accepted and this was seconded by Cllr. Bowman. There were six votes for and one abstention.	d) Clerk to publish on the Website and send the AGAR to PKF

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e) To agree and complete Section 2 of Part 3 of the AGAR 2025/26	e) Section 2 of the Annual Governance and Accountability Return 2025/26 has been circulated prior to the meeting. Cllr. Physick proposed that this be accepted and this was seconded by Cllr. Scannell. There were six votes for and one abstention.	e) Clerk to publish on the Website and send the AGAR to PKF
f) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - **£822.81** ii. SCC Pension Fund (Clerk's Pension) - **£195.00** iii. Elaine Curtis (Litter Picking) - **£180.00** iv. Kevin Foreman (Cemetery Maintenance) - **£375.00**	f) The payments were proposed by Cllr. Physick seconded by Cllr. Burbridge and all Councillors were in agreement that they be paid. Cllr. Burbridge examined the invoices and agreed to authorise the payment the following day.	f) Clerk to draw payments and Cllr. Burbridge to counter authorise
g) To note Payments made since last meeting: i. Tesco Mobile (Phone) - **£13.69**	g) Noted	g) None
h) To note Payments received since last meeting: i. East Suffolk Council (CIL Payment) - **£2,238.49** ii. East Suffolk Council (50% of Precept) - **£21,487.00** iii. Alford Storage (Recycling) **- £27.00**	h) Noted	h) None
i) To note transfers to be made between accounts: i. Community Account to Business Premium Account - **£25,000.00** ii. Projects Account to Current Account - **£79.66**	i) Noted	i) None

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13. <u>Oak Hill Play Equipment:</u> a) To discuss a way forward following the lack of success with the Lottery Grant Application	• A meeting had been held between Cllrs. Rust, Yates and the Clerk and a suggested way forwarded circulated to all. • It was agreed that breaking down the project into manageable chunks was the best option. • Cllr. Middleditch suggested contacting a contractor working at the prison who may be able to help with some funding. He will forward contact details to the Clerk. • Cllr. Physick suggested that borrowing funds is investigated. • The idea of a quarterly quiz in the Village Hall to raise further funds was supported by all. It was suggested that the first one take place in September. • The Clerk will investigate applying for the £20,000 smaller lottery grant and any other funding opportunities such as our County and District Councillors.	a) Clerk to continue to work on the project and report back at the next meeting
14. <u>Community Speedwatch</u> a) To discuss the best way that the Parish Council can help support the Community Speedwatch	a) Russell Davey who runs the Speedwatch had spoken with Cllr. Burbridge. Over the years the volunteers have received written and verbal abuse and feel that more visible support from the Parish Council would be beneficial. Russell had suggested councillors taking turns to operate the Speedwatch on a rota. The Clerk will ask Russell if it is possible to arrange joint training and for him to provide details of dates and times for the Speedwatch.	a) Clerk to contact Russell Davey
15. <u>Documentaton – To agree and adopt:</u> a. Financial Regulations 2026 b. Standing Orders 2026 c. Emergency Plan 2026	The documents had been emailed to all Councillors prior to the meeting. a) Cllr. Bowman proposed that these be adopted. Cllr. Physick seconded and there were six votes in favour and one abstention. b) Cllr. Burbridge proposed that these be adopted. Cllr. Physick seconded and there were six votes in favour and one abstention. c) Cllr. Middleditch proposed that these be adopted. Cllr. Physick seconded and all agreed.	a) b) & c) The Clerk to upload to the website

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16. To receive agenda items for next meeting and agree date of Next Meeting 18th June 2026	None Date of next meeting: **18th June 2026**	• Clerk to prepare June agenda

The meeting was closed at 8.40pm

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

Clare Cooper
Clerk to Hollesley Parish Council