Minutes of Hollesley Parish Council Annual Meeting

Held on 17th September 2026 ~ 7.30pm

At Hollesley Village Hall, Woodbridge Road, Hollesley

PRESENT

a) Cllr. Roger Dawson (Chair), Cllr. Trevor Burbridge, Cllr. Anna Yates, Cllr. Martin Scannell, Cllr. Linda Bowman, Cllr. Steve Middleditch and Cllr. Christine Walker

Clare Cooper (Clerk) Six 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*):

One resident commented that they were interested in what steps had been taken regarding the accidents at Duck Corner. Cllr. Burbridge recapped the historic steps taken and the Clerk confirmed the current position with regarding to additional signage. This will be on next month's agenda.

A further resident commented on the two deer signs which had gone missing. The Clerk has already bought replacement signs which Cllr. Scannell will refit using security screws to make them more difficult to remove.

A request was made to send out a Grapevine/Facebook message to request residents who have hedges bordering roads and footpaths that they need to keep these cut back. They can also be reported using the Highways Reporting Tool and it was suggested that this be circulated in Village Voices.

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 he recapped. In addition, he mentioned that he would be willing to match fund the new signage at Duck Corner and that he was looking for ideas to co-ordinate the library van visits with other village activities.

- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder was present and had sent a report prior to the meeting which he recapped.

Agenda Item	Resolution / Agreement / Fact	Action
1. Apologies for Absence a) To receive apologies	a) Cllr. David Physick and Cllr. Jon Hardwick had sent their apologies.	a) Noted
b) To approve apologies	b) Cllr. Burbridge proposed that the apologies be accepted. This was seconded by Cllr. Yates and all agreed.	b) Noted
2. To receive any… a) Declarations of Pecuniary Interest	a) Cllr. Burbridge declared an interest in item 6d as he has an invoice for expenses to be approved.	a) Cllr. Burbridge to leave the room during the item
b) Declarations of Non-Pecuniary Interest	b) Cllr. Walker declared an interest in item 8 as she lives next to the bus stop.	b) Cllr. Walker to abstain from voting although she had information to give regarding the item
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

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3. Public Session	*N/a*	• Clerk to circulate reminder of hedge cutting and Highways Reporting Tool
4. Co-option of a Councillor and the signing of the Declaration of Acceptance of Office	No member of the public stepped forward. The vacancies will carry forward to the next agenda.	• Clerk to add to the agenda
5. To agree Minutes of meeting dated 20th August 2026	The minutes had been circulated to all. The minutes were proposed as correct by Cllr. Burbridge, seconded by Cllr. Middleditch and Councillors who were present at the meeting voted all in agreement, that they were correct.	• Clerk to post on the Website
6. Finance Matters: a) To authorise Accounts as of 31st August 2026 b) To accept the insurance quote for 2026/27 c) To agree a new phone contract	a) The accounts had been sent to all and there were no questions. Cllr. Walker agreed to review the Bank Statements. It was proposed by Cllr. Bowman that these be accepted, seconded by Cllr. Scannell and all agreed. b) Cllr. Scannell proposed that the renewal quotation from Ansvar be accepted on a year-by-year basis. This was seconded by Cllr. Middleditch and all were in favour. c) Cllr. Yates proposed that the option of a two-year renewal contract with Tesco mobile be accepted at £7.50 per month. This was seconded by Cllr. Scannell and six were in favour. There was one abstention. *Cllr. Burbridge left the room.*	a) Noted b) Clerk to confirm renewal c) Clerk to change contract

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d) To authorise the following Invoices for Payments: i. C Cooper (Salary & Expenses) - **£959.69** ii. SCC Pension Fund (Clerk's Pension) - **£233.71** iii. Community Action Suffolk (Insurance) - **£1,137.59** iv. East Suffolk Services (Trade Waste) - **£152.65** v. T Burbridge (Water meter) – **£43.64** vi. SALC (Councillor Training) - **£86.40** vii. Kevin Foreman (Rec Maintenance) - **£420.00**	d) Cllr. Scannell proposed that the payments be made. This was seconded by Cllr. Bowman and all agreed. Cllr. Scannell agreed to authorise the payments. *Cllr. Burbridge rejoined the meeting*	d) Clerk to set up payments and Cllr. Scannell to authorise
e) To note Payments made since last meeting: i. Tesco Mobile (Phone) - **£13.69**	e) Noted	e) None

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f) To note Payments received since last meeting: i. Alford Storage (Recycling) - **£12.00** ii. Barclays (Interest) - **£144.29** iii. HMRC (VAT Reclaim) - **£186.95** iv. Quiz entry fees (Projects) - **£752.50**	f) Noted	f) None
g) To note Transfers between accounts i. Project Account to Current Account - **£81.52** ii. Premium Account to Current Account - **£3000.00**	g) Noted	g) None
7. <u>Planning Applications</u> a) Any planning application received	a) None	a) None
8. <u>Oak Hill Bus Shelter</u> To decide whether to apply to overturn the covenant on the land or take out an indemnity policy	a) Cllr Walker explained that she had been approached by the person who had been willing to gift the land for the bus shelter, to let the PC know that they had changed their mind. It was agreed that Cllr. Dawson would try and speak to the landowner	a) Cllr. Dawson to speak with landowner

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9. Highways a) To review the questionnaire for 20mph along The Street and to agree the next steps b) To decide whether to appoint a working group to explore the possibility of a footpath up to the Water Tower	a) Cllr. Burbridge proposed that a draft plan for the area of the 20mph speed limit be from Bushey Lane up to the de-restriction signs after Duck Corner and from the existing 30mph entry point to the village near Poplar Park to Duck Corner, then along Rectory Road to the last property Thrush Cottage. This was seconded by Cllr. Middleditch. There were eight votes for and one abstention. b) It was decided to set up a working group headed by Cllr. Walker, including Cllrs. Yates, Burbridge and Bowman.	a) Clerk to circulate plan and questionnaire via Village Groups b) Working group to investigate and report back
10. Streetlights a) To agree to proceed with the upgrade and adoption of the remaining streetlights at Oak Hill	The prison has given email consent for the adoption, but it was felt that a written legal agreement was needed before going ahead.	a) Clerk to contact the prison
11. Allotments a) To accept a quote for cutting the hedge	a) Cllr. Dawson proposed that the quote from Greenman Tree Care be accepted. This was seconded by Cllr. Scannell and all agreed. *The public were asked to leave the meeting as the remainder was confidential*	a) Clerk to instruct work

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12. Clerk a) To appoint an interview panel b) To discuss the outcome of the annual appraisal and to authorise an increase to the next spine point.	a) It was agreed that the interview panel would comprise of Cllrs. Dawson, Scannell, Bowman and the Clerk. The interviews are to be arranged for the week commencing 5th October *The clerk left the meeting* b) Cllrs. Dawson & Scannell confirmed the outcome of the annual review. Cllr. Dawson recommended an increase to the next spine point with effect from 1st October, which was seconded by Cllr. Scannell. All were in favour. *The clerk rejoined the meeting*	a) Clerk to book room and communicate with applicants b) Clerk to notify SALC of the increase
13. To receive agenda items for next meeting and agree date of Next Meeting 15th October 2026	Items to be discussed; Hollesley Fete, Emergency Briefing, Oak Hill & Duck Corner Highways improvements Date of next meeting:**15th October 2026**	• Clerk to prepare agenda

The meeting was closed at 9.10pm

Signed: …….. Date: ……..

Chair

Clare Cooper

Clerk to Hollesley Parish Council

Chair's initials.....