**PARISH OF HOLBOOK – NOTICE OF MEETING**

I hereby give you notice that the next meeting of Holbrook Parish Council will be held in the Village Hall on Monday 10th December 2018, at 1930 hrs. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 3 should give notice to the Clerk at or before the commencement of the meeting.

**AGENDA**

**HPC1812/01 Apologies:** To receive and consent to accept any apologies for absence.

**HPC1812/02 Declarations of pecuniary and local non-pecuniary interest**

2.01 To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.

2.02 To receive requests for dispensations.

**HPC1812/03 Public Forum**

To receive reports for information from District and County Councillors.

To receive questions and matters of concern from members of the public who are present.

**HPC1812/04 To consider and approve the minutes of the Parish Council meeting held on 19th November 2018.**

**HPC1812/05 Business remaining from previous meetings and ongoing projects**

5.01 To receive an update on the actions from the previous meeting

5.02 To receive an update on the Reade Field Project

5.03 To receive an update on the Neighbourhood Plan

**HPC1812/06 Correspondence received requiring a response and new business**

6.01 To agree dates for next year’s Parish Council Meetings

**HPC1812/07 Finance**

7.01 To receive a financial report from the Responsible Financial Officer

7.02 To authorise payments: Mrs Goodyear (Clerk’s Salary) £555.16, Mr P Goodchild (Community Caretaker salary) £163.30, HMRC PAYE £40.80, Clerks Expenses £53.91, Wave (Pavilion Water) £39.42, Suffolk Preservation Society (Annual Subscription) £30.00 and any others received prior to the meeting.

7.03 To consider and approve the 2019/20 Budget.

**HPC1812/08 Planning**

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

**DC/18/04232** - Householder Application. Insertion of dormer windows to front elevation. 1 Alton Green Holbrook Ipswich Suffolk IP9 2RN. ***Granted***

08.02 To consider planning applications received:

**DC/18/05262** - Householder Planning Application. Erection of a two-storey side extension and extension of existing dropped kerb. 17 Clench Road, Holbrook, Ipswich, Suffolk IP9 2PP.

**DC/18/05228** - Outline Planning Application. Erection of 7 No. dwellings (comprising 2No. 2 bed houses, 3No. 3 bed houses and 2No. 3 bed chalet bungalows) served via new access from Ipswich Road. Location: Land East Of, Ipswich Road, Holbrook, IP9 2QT.

**HPC1812/09 Councillors’ reports**

09.01 To note Councillors’ activities since the last meeting.

09.02 To receive reports from Councillors on issues relating to the Parish.

**HPC1812/10** **To consider items for future agenda**

**HPC1812/11 Date of next Parish Council meeting Monday 21st January 2019 at 7.30pm.**

Signed: **Linda Goodyear** Parish Clerk Date: 4th December 2018