

## 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 17<sup>th</sup> May 2021, 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

**HPC2105/01 Apologies:** To receive and consent to accept any apologies for absence.

**HPC2105/02 Declarations of pecuniary and local non-pecuniary interest**

- 02.01** 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.
- 02.02** To receive requests for dispensations.

**HPC2105/03 Public Forum**

- 03.01** To receive reports for information from District and County Councillors.
- 03.02** To receive questions and matters of concern from members of the public who are present.

**HPC2105/04 To consider and approve the minutes** of the Annual Parish Council meeting held on 6<sup>th</sup> May 2021

**HPC2105/05 Business remaining from previous meetings and ongoing projects**

- 5.01** To receive an update on the actions from the meeting held on 26<sup>th</sup> April
- 5.02** To receive an update on the Parish Plan
- 5.03** To receive an update on the Neighbourhood Plan
- 5.04** To receive an update on the Fun Day plans
- 5.05** To discuss accident reporting/response from SCC re Butchers Corner
- 5.06** To receive an update on the progress of the Community Speed Watch Team

**HPC2105/06 Correspondence received requiring a response and new business**

- 6.01** To review and adopt the Standing Orders of the Council.
- 6.02** To review and adopt the Code of Conduct.
- 6.03** To approve a programme of policy review and implementation for 2021/2022
- 6.04** To consider a request from a resident to use the Reade Field for access to their garden to carry out some works.
- 6.05** To consider projects for the Welcome Back Fund
- 6.06** Babergh Community Awards
- 6.07** Grants for Sustainable Community Projects

**HPC2105/07 Finance**

- 7.01** To receive the report of the Internal Auditor and agree actions on any matters arising and to fulfil the External Audit Requirements and approve the AGAR Statements
- 7.02** To receive a financial report from the Responsible Financial Officer.
- 7.03** To consider the quote from CAS Insurance re the increase in fidelity and assets.
- 7.04** To consider and adopt, if agreed, the Statement of Internal Controls for year ending 31<sup>st</sup> March 2021
- 7.05** To note and, if agreed, approve the training costs and registration fee for the Clerk to undertake the CILCA qualification
- 7.06** To authorise payments: Mrs J Hazlewood (Clerk's Salary) £471.00, Mr P Goodchild (Community Caretaker Salary), £200.77, HMRC PAYE £166.80, Clerks Expenses £56.92, E.ON (Pavilion Electricity) £19.06, Tuddenham Press (Parish Papers) £179.00, Business Services at CAS (additional insurance premium) £45.86 (to be agreed), Wave (Pavilion Water) £32.50, SALC (Training Costs, Clerk) £60.00, Lottery 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes, and any others received prior to the meeting.

**HPC2105/08 Planning**

- 08.01 To receive an update on the status of planning applications**, appeals, enforcement referrals and plans previously reviewed.
- DC/20/03247:** Full Planning Application - Erection of phased development of 22no. dwellings, creation of cycle path links to Holbrook and Chelmondiston, improvements to Berners Hall car park, provision of public open space and landscape enhancements.

**Location:** Sites and Cycle Paths Woolverstone To Holbrook, Woolverstone To Chelmondiston, Main Road, Woolverstone, Suffolk **Reason(s) for re-consultation:** Amended plans dated 08.02.2021 **Awaiting Decision**

**DC/21/01802 Proposal:** Hybrid application comprising: Outline planning application for the erection of 4no self-build detached dwellings (all matters reserved except access); full planning application for the erection of 4no two-bedroom dwellings; with associated landscaping, vehicular access off Hyams Lane and pedestrian access to Church Hill. Location: Land South of Honeysuckle Cottage, Little Orchard, Holbrook, Suffolk **Awaiting Decision**

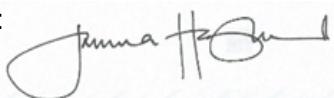
**08.02 To consider new planning applications received**

**HPC2105/09 Councillors' reports:** to note Councillors' reports and activities since the last meeting.

**HPC2105/10 To consider items for future agenda**

**HPC2105/11 Date of next Parish Council meeting Monday 21<sup>st</sup> June at 7.30pm at the Village Hall.**

Signed:



Parish Clerk

Date: 10<sup>th</sup> May 2021

**Please note: Government guidelines will be observed with regard to meeting indoors and social distancing will be required at all times.**

**The Parish Council has carried out a Risk Assessment of the Village Hall and have, as a result, agreed that limited members of the public could be safely accommodated. All members of the public should wear masks and ensure that they do not attend the Parish Council Meeting if they are feeling unwell, or have any symptoms of Coronavirus. All Councillors have been encouraged to take a lateral flow test prior to attending the meeting, and members of the public are encouraged to do the same to maintain maximum levels of protection. Lateral flow tests are freely available on the following link:**

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

**If a member of the public is unable to attend due to self-isolating, or quarantining, he/she could submit a question/comment in writing, or by email, to the Clerk prior to the meeting, which will be discussed during Agenda Item 3.02 and minuted. Copies of the draft minutes will be available within 7 days of the meeting.**

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**4 Shepherds Lane, The Street, Holbrook, IP9 2QA**