

PARISH OF HOLBROOK – 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 21st March 2022, 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

- HPC2203/01 Apologies:** To receive and consent to any apologies for absence.
- HPC2203/02 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.
- 02.03** To consider the exclusion of the press and public in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be excluded for Agenda item **7.04** and **7.05** on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- HPC2203/03 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.
- HPC2203/04 To consider and approve the minutes** of the Parish Council Meeting held on 21st February 2022
- HPC2203/05 Business remaining from previous meetings and ongoing projects**
- 5.01** To receive an update on the actions from the meeting held on 21st February 2022
- 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 arrangements for the Queen's Jubilee
- 5.05** To receive an update on the parking issues discussed at the last meeting
- 5.06** To receive an update on the Community Self Help Group
- HPC2203/06 Correspondence received requiring a response and new business**
- 6.01** To consider and, if agreed, adopt the following reviewed policies:
- (a) Freedom of Information Request Policy
 - (b) Publication Scheme
 - (c) Privacy Notices (3)
- 6.02** To receive the Clerk's report
- 6.03** To consider the Council's response to the Ukraine crisis (proposed statement attached)
- HPC2203/07 Finance**
- 7.01** To receive a financial report from the Responsible Financial Officer.
- 7.02** To note that National Joint Council for Local Government Services (NJC) has agreed the new rates of pay showing an increase of 1.75% applicable from 1 April 2021 to 31st March 2022, which will incur back pay.
- 7.03** To note that the National Living Wage will increase to £9.50 with effect from 1st April and will be implemented for the Community Caretaker
- 7.04** To consider an annual incremental increase for the Clerk's salary, as detailed in her contract, with effect from 1st April 2022
- 7.05** To consider awarding an additional incremental point for successfully completing the CILCA course, in accordance with the Clerk's employment contract. If agreed, the Clerk's new salary point will increase from LC1 point 11, to LC1 point 13.
- 7.06** To consider the quotation from Suffolk County Council to convert the street lighting to LED lamps – see attached report
- 7.07** To note that a councillor who was not a bank signatory independently verified the bank reconciliation following the meeting on 21st February
- 7.08** To authorise payments: Mrs J Hazlewood (Clerk's Salary) £694.70, including backpay of £119.80, following NJC pay agreement, Mr P Goodchild (Community Caretaker Salary) £200.77; HMRC PAYE £240.55; Mrs J Hazlewood (Clerk's Expenses)

£35.99; SALC (payroll services) £82.80, SALC (training costs) £36.00, E.ON Next (Pavilion Electricity) £19.47; Lottery ` 1st, 2nd and 3rd prizes (total £38.50) for March 2022.

HPC2203/08 Planning

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

DC/21/05576 Proposal: Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 2 No dwellings with new vehicular access. **Location:** Topples, Ipswich Road, Holbrook, Suffolk IP9 2QT. **Awaiting Decision**

DC/21/06584 Proposal: Householder Application - Insertion of window to ground floor. **Location:** 14 Mill Rise, Holbrook, Suffolk, IP9 2QH **Granted**

DC/22/00289 Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Permission. DC/18/05228 dated: 23/01/19 - Appearance, Landscaping, Layout and Scale for Erection of 7 No. dwellings (comprising 2 No. 2 bed houses, 3 No. 3 bed houses and 2 No. 3 bed chalet bungalows) served via new access from Ipswich Road. Location: Land East of Ipswich Road, Holbrook, IP9 2QT **Awaiting Decision**

8.02 To consider new applications received:

DC/21/01802: Proposal: Re-consultation request: 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.

DC/22/01314: Proposal: Application for Works to Trees subject to Tree Preservation Order BT112/G1 -Reduce canopy and reshape 1no Oak, and reduce and reshape 1no Lime. **Location:** 2 Holm Oak, Denmark Gardens, Holbrook, Suffolk IP9 2BH

DC/22/01359: Proposal: Householder Application - Erection of single storey rear extension. **Location:** Gwenhurst, Heathfield Road, Holbrook, Suffolk IP9 2QB

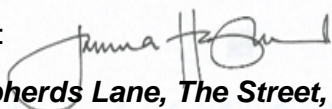
HPC2203/09 Councillors' reports: to note Councillors' reports and activities since the last meeting.

HPC2203/10 To consider items for future agenda

HPC2203/11 Date of next Parish Council meeting Monday 25th April 2022 at 19.30 hrs at the Village Hall.

Date of Annual Parish Meeting: Monday 4th April 7.30 p.m. at the Village Hall.

Signed:



Parish Clerk

Date: 14th March 2022

4 Shepherds Lane, The Street, Holbrook, IP9 2QA email: holbrookparishclerk@outlook.com