

## 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 25<sup>th</sup> April 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

- HPC2204/01 Apologies:** To receive and consent to any apologies for absence.
- HPC2204/02 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.
- HPC2204/03 Public Forum**
- 3.01** To receive reports for information from District and County Councillors.
- 3.02** To receive questions and matters of concern from members of the public who are present.
- HPC2204/04 To consider and approve the minutes** of the Parish Council Meeting held on 21<sup>st</sup> March 2022
- HPC2204/05 Business remaining from previous meetings and ongoing projects**
- 5.01** To receive an update on the actions from the meeting held on 21<sup>st</sup> March 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
- 5.06** To receive an update on the Community Self Help Group
- 5.07** To receive an update on the Eco lighting project and quotation
- 5.08** To receive a report of the Parish Meeting held on 4<sup>th</sup> April 2022
- HPC2204/06 Correspondence received requiring a response and new business**
- 6.01** To consider and, if agreed, adopt the reviewed reserve policy
- 6.02** To agree the ASSET Register which had been updated to 31<sup>st</sup> March
- 6.03** To receive the Clerk's report
- HPC2204/07 Finance**
- 7.01** To receive a financial report from the Responsible Financial Officer.
- 7.02** To note the draft end of year payments and receipts summary
- 7.03** To consider and agree the reserves statement as at 31.3.22
- 7.04** To approve the CIL Expenditure Report for year ending 31.3.22
- 7.05** To note that the necessary financial documents for 2021/22 have been delivered to the Internal Auditor
- 7.06** To note that BACs payments for street lighting and pavilion insurance for 22/23 had been processed, as agreed at the meeting held on 21<sup>st</sup> March 22
- 7.07** To consider and agree to the addition of a risk and safeguards associated with having a debit card and to adopt the updated Financial & Management Risk Assessment (page 7)
- 7.08** To note that the bank statement and reconciliation up to 31<sup>st</sup> March is being independently verified by a councillor who is not a cheque signatory
- 7.09** To consider accepting the quotation from SCC for LED lamps following discussion on item 5.07
- 7.10** To authorise payments: Mrs J Hazlewood (Clerk's Salary) £622.45, Mr P Goodchild (Community Caretaker Salary) £214.18 ; HMRC PAYE & NI £212.02, Mrs J Hazlewood (Clerk's Expenses) £56.92, Annual Parish Meeting (Refreshments paid by debit card) £15.49, Vertas (Grounds Maintenance) £230.87 P. Goodchild (black sacks for Community Caretaker) £28.79, Compass Point (Neighbourhood Plan Consultation) £1980, O. Abbott, (Repairs to Pavilion Roof) £242.31, SALC (membership) £657.03, E.ON Next (Pavilion Electricity) £18.77, Suffolk Wildlife Trust (Membership) £38.00; Earth Anchors Ltd (new bin for bus stop) £158.34, Brian Adcock (P3 Group, petrol for mower) £40, Lottery `1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes (total £38.50) for April 2022 and any other payments received prior to the meeting.

**HPC2204/08 Planning**

**8.01 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. **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**

**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. **Awaiting Decision**

**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 **Granted**

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

**DC/22/00282: Discharge of Conditions –** land south of Church Green Cottages. To note that the conditions as specified in the attached letter have been **approved**.

**8.02 To consider new applications received**

**DC/22/01659: Proposal:** Application for Works to Trees Subject to a Tree Preservation Order BT112 – Crown reduce 2No Oak trees in rear garden (T1 & T2), reducing the height and spread of the trees by approx. 2-3m and balance. Remove large deadwood over 20mm. This is to maintain trees to a suitable size and to reduce limb failure in adverse weather conditions. **Location:** The Acorns, 1A Holm Oak, Denmark Gardens, Holbrook Suffolk IP9 2BH

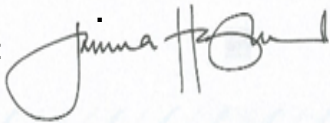
**DC/22/01414: Proposal:** Householder Application - Erection of single storey extension and first floor extension (following demolition of existing conservatory)  
**Location:** 5 Jervis Close, Holbrook, Suffolk, IP9 2RR

**HPC2204/09 Councillors' reports:** to note Councillors' reports and activities since the last meeting.

**HPC2204/10 To consider items for future agenda**

**HPC2204/11 Date of next Parish Council meeting will be the Annual Meeting of the Parish Council and will be held on Monday 16<sup>th</sup> May 2022 at 19.30 hrs at the Village Hall.**

Signed:



Parish Clerk

Date:

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