

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the Annual Parish Council Meeting of Holbrook Parish Council will be held on Monday 16th May 2022 at Holbrook Village Hall 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 5 should give notice to the Clerk at or before the commencement of the meeting.

AGENDA

- HPC2205/01 Election of Chairman and signing and receipt of Declaration of Office Form.**
- HPC2205/02 Election of Vice Chairman.**
- HPC2205/03 The Payment of the annual peppercorn rent of 1 Holbrook Reed to the Headteacher of the RHS**
- HPC2205/04 Apologies:** To receive and consent to accept any apologies for absence.
- HPC2205/05 Declarations of pecuniary and local non-pecuniary interest**
- 04.01** 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.
- 04.02** To receive requests for dispensations.
- HPC2205/06 Public Forum**
- 5.01** To receive reports from the District and County Councillors
- 5.02** To receive questions and matters of concern from members of the public who are present.
- HPC2205/07 To consider and approve the minutes** of the Parish Council meeting held on 25th April 2022
- HPC2205/08 Confirmation of appointment of representatives to outside bodies:** To confirm the allocation of responsibilities to individual Councillors and amend as necessary.
- HPC2205/09 Formation of Sub Committees:** To decide on the formation of any sub committees and their respective delegated authority.
- HPC2205/10 Review of terms of reference for Sub Committees**
- HPC2205/11 Review of Council/Staff's subscriptions to other bodies**
- HPC2205/12 Items outstanding from the previous meeting**
- 12.01** Summary of actions from previous meeting
- 12.02** To receive an update on the Parish Plan
- 12.03** To receive an update on the Neighbourhood Plan
- 12.04** To receive an update on the arrangements for the Queen's Jubilee
- 12.05** To receive an update on the parking issues
- 12.06** To receive an update on the Community Self Help Group
- 12.07** To receive an update re the use of the Peninsula Sports Centre
- HPC2205/13 Correspondence received requiring a response and new business:**
- 13.01** To consider and, if agreed, adopt the new national code of conduct.
- 13.02** To review and adopt the standing orders of the Council.
- 13.03** To approve a programme of policy review and implementation
- 13.04** To note that BMSDC are carrying out a Community Governance Review and to consider if the Council wishes to make a submission on the first stage by Friday 27th May.
- 13.05** To receive the Clerk's report
- HPC2205/14 Finance**
- 14.01** To receive the report of the Internal Auditor and agree actions on any matters arising
- 14.02** To approve the Annual Statement of Accounts for Holbrook Parish Council for the year ended 31st March 2022
- 14.03** To consider and approve Section 1 of the Annual Governance Accountability Return (AGAR)
- 14.04** To consider and approve Section 2 of the AGAR
- 14.05** To consider and adopt, if agreed, the Statement of Internal Controls for the year ending 31st March 2022
- 14.06** To consider purchasing new full size goal posts for the Reade Field and to consider the three quotations (see attached report)
- 14.07** To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary.
- 14.08** To consider purchasing a new HPC computer – estimates attached.

14.09 To approve the following payments, including any payments received subsequent to the publication of this agenda: : Mrs J Hazlewood (Clerk's Salary) £622.45, Mr P Goodchild (Community Caretaker Salary) £213.98 ; HMRC PAYE & NI £212.22, Mrs J Hazlewood (Clerk's Expenses) £56.92 O. Abbott (Reade Field Grass Cutting) £150.00, Heelis & Lodge (Internal Audit) £195.00 EON (pavilion electricity) £tbc, WAVE (Pavilion water) £31.28,, Lottery ` 1st, 2nd and 3rd prizes (total £tbc)) for May 2022 and any other payments received prior to the meeting.

HPC2205/15 Planning

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

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

DC/22/01659: Proposal: Application for Works to Trees Subject to a Tree Preservation Order BT122 – 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 **Approved**

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 **Awaiting Decision**

DC/22/01479: Discharge of Conditions for planning application DC/17/05819.- granted under appeal reference APP/D3505/W/18/3206195- Condition 2 (Details of external facing materials) Location: Foxgloves, Harkstead Road, Lower Holbrook, Holbrook Suffolk IP9 2RJ **Discharge of Conditions accepted**

15.02: To consider new applications received:

DC/22/02074 Proposal: Householder Application - Erection of front and rear single storey extensions (following demolition of conservatory) and replacement of all windows and doors. **Location:** 5 Clifton Wood, Holbrook, Ipswich, Suffolk IP9 2PY

HPC2205/16 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC2205/17 Review of dates/place of meetings up until the next Parish Council Annual Meeting

HPC2205/18 To consider items for future agendas

HPC2205/19 Date of next meeting: Monday 20th June at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 9th May 2022