

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next meeting of Holbrook Parish Council will be held at Holbrook Village Hall on Monday 18th March 2024, at 19.30 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

- HPC1803/01 Apologies:** To receive and consent to any apologies for absence.
- HPC1803/02 Co-option of Councillor:** to propose and, if agreed, ratify the application from a candidate to fill the remaining vacancy for a councillor.
- HPC1803/03 Declarations of pecuniary and local non-pecuniary interest**
- 3.01** 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.
- 3.02** To receive requests for dispensations.
- HPC1803/04 Public Forum**
- 4.01** To receive reports for information from District and County Councillors.
- 4.02** To receive questions and matters of concern from members of the public who are present.
- HPC1803/05 To consider and approve the minutes** of the Parish Council Meeting held on 19th February 2024
- HPC1803/06 Business remaining from previous meetings and ongoing projects:**
- 6.01** To receive an update on the actions from previous meetings
- 6.02** To receive an update from GHGW including Warm Homes Holbrook (Bulk buy initiative) and the Thermal Imaging Camera
- 6.03** To receive an update on the proposed new pavilion
- 6.04** To receive an update on the future of the Parish Papers
- HPC1803/07 Correspondence received requiring a response and new business:**
- 7.01** To review the following policies/documents:
- (a) Asset Register
 - (b) Publication Scheme
 - (c) Privacy Notices
 - (d) FOI Requests Policy
- 7.02** To note that the procurement thresholds contained in the adopted Finance Regulations have changed, a copy of the policy is attached with the new thresholds highlighted on p.15.
- 7.03** To consider the contents of County Councillor Simon Harley's email re the provision of a height warning notice for The Mill
- 7.04** To review and if agreed, adopt, the proposed terms of reference for the Alliance of local parishes
- 7.05** To consider the email re Men's Sheds and the request to fund an initial meeting.
- 7.06** To note the minutes of the Alton Water User Group Meeting held on 6th March
- 7.07** To note the email from Arthritis Action Group offering free presentations to help people living with arthritis
- 7.08** To note the contents of the Clerk's report
- HPC1803/08 Finance**
- 8.01** To receive a financial report from the Responsible Finance Officer including a bank reconciliation and commentary
- 8.02** To note that the bank reconciliations for this month and the previous months have been verified by a councillor who is not a bank signatory.
- 8.03** To consider options for a new fixed term contract for electricity to the pavilion.
- 8.04** To ratify a donation of £50 to The East Anglian Air Ambulance in remembrance of Pat Goodchild
- 8.05** To authorise payments including any payment requests received after the publication of the agenda: Mrs J Hazlewood (Clerk's Salary) £726.45; Mrs J Hazlewood (Expenses) £35.99; Mr. W. Abbott (Community Caretaker Salary) £146.75, HMRC (PAYE) £349.06, M

Thompson (Fitness Classes) £200, O. Abbott (tree work), £420, Gem Scientific (E-Coli plates for water testing) £78.13 (debit card), E.ON Next (electricity charges pavilion) £164.31, J. Ambrose (Chairman's allowance) £75.00 (standing order). CAS, Hiscox Insurance (Pavilion annual insurance due 1st April 24) £308, Lottery winners for February Total £41, East Anglian Air Ambulance (donation) £50

8.06 To ratify the transfer of £433.45 from the Reade Field Account to the Treasurers Account to reimburse lottery prizes. All income has been paid into the Reade Field Account this financial year – prize money is paid from Treasurers Account.

HPC1803/09 Planning

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

DC/22/05076: Proposal: Full Application - Change of Use of public house (Sui Generis) to form 3No residential dwellings (Use Class C3) including external staircase, and erection of 2No chalet bungalows (Use Class C3), including vehicular parking and hard and soft landscaping. **Location:** Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR **Awaiting Decision**

DC/23/04109 Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) **Location:** Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk **Awaiting Decision**

DC/23/04668 Proposal: Planning Application. Change of use and alteration works to former agricultural buildings to provide residential annexe, workshop and storage. **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH **Granted:**

DC/23/05434 Proposal: Householder application – erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT **Awaiting Decision**

DC/23/05435 Proposal: Application for listed building consent – erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT **Awaiting Decision**

DC/23/05908 Proposal: Full Planning Application - Conversion of barns to form 3No. dwellings and associated landscaping, using existing access. **Location:** Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ **Awaiting Decision**

DC/23/05909 Proposal: Application for Listed Building Consent - Works to facilitate conversion of barns to form 3No. dwellings. **Location:** Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ **Awaiting Decision**

DC/23/05906 Proposal: Listed Building Consent - Erection of conservatory (following removal of canopied porch). **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT **Awaiting Decision**

DC/23/05904 Proposal: Householder Application - Erection of conservatory (following removal of canopied porch). **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT **Awaiting Decision**

DC/24/00196 Proposal: Notification of Works to Tree in Conservation Area - T1 - Beech Tree - Reduce Crown in height to approx.. 13 metres. Reduce and reshape lateral limbs. Remove dead wood and thin crown as appropriate. **Location:** 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG **Refused**

DC/24/00454 Proposal: Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling (Class C3), and for Associated Operational Development under the Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q - Creation of 1No. dwelling house within existing steel frame barn. **Location:** Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH **Awaiting Decision**

9.02 To consider new applications received

DC/24/00761 Proposal: Householder Application - Erection of single storey extensions **Location:** 24 Clifton Wood, Holbrook, IP9 2PY

DC/24/00667 Proposal: Householder Application - Create wider entrance opening to front elevation with canopy over: Remove cladding, insulate and finish with render. **Location:** Caxton House, 4 Caxton Close, Holbrook, Ipswich Suffolk IP9 2GZ

DC/23/04109 Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 under the Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) **Location:** Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk further information has been received in relation to this consultation, which can be found on the Council's website at:
<http://www.babergh.gov.uk/planning/development-management/application-search-andcomment/search-for-applications>

HPC1803/10 Councillors' reports: to note Councillors' reports and activities since the last meeting.

HPC1803/11 To consider items for future agendas

HPC1803/12

Date of next Parish Council meeting will the Parish Council Meeting and will be held on Monday 15th April 2024 and the Annual Parish Meeting will be held on Tuesday 23rd April, both at 7.30 p.m. at The Village Hall.

Signed: *Jo Hazlewood*

Date: 12th March 2024

Parish Clerk/Proper Officer

4 Shepherds Lane, Holbrook, IP9 2QA email: clerk@holbrookparishcouncil.gov.uk