

## 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 20<sup>th</sup> November 2023, 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

- HPC2011/01 Apologies:** To receive and consent to any apologies for absence.
- HPC2011/02 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.
- HPC2011/03 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.
- HPC2011/04 To consider and approve the minutes** of the Parish Council Meeting held on 23<sup>rd</sup> October 2023
- HPC2011/05 Business remaining from previous meetings and ongoing projects:**
- 5.01** To receive an update on the actions from previous meetings and the meeting held on 23<sup>rd</sup> October 2023
- 5.02** To receive a report from the Climate Change Working Group Meeting held on 13<sup>th</sup> November 2023
- 5.03** To receive an update on Warm Homes Holbrook (Bulk buy initiative)
- 5.04** To note that the grant application for replacement play equipment has been approved and the equipment has been ordered in accordance with resolution 7.04 in June 2023 Minutes.
- 5.05** To promote the second round of the thermal imaging camera
- 5.06** To receive an update on the proposed new pavilion
- HPC2011/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Sickness and Absence
  - (b) Staff appraisal
  - (c) Discipline
  - (d) Grievance
- 6.02** To receive a report on discussions taking place with Harkstead and Erwarton regarding a connected bus service from the two villages to Holbrook under the Bus Improvement initiative
- 6.03** To receive a report regarding gov.uk email addresses for the council and all councillors and to consider adopting the recommendation within the report
- 6.04** To consider the email from Cllr Mary McLaren re support for vulnerable residents following a critical incident
- 6.05** To note the contents of the Clerk's report (attached).
- HPC2011/07 Finance**
- 7.01** To receive a financial report from the Responsible Finance Officer including a bank reconciliation and commentary
- 7.02** To note that the date of the budget working party meeting is
- 7.03** To note that the water testing equipment has been purchased and testing of the water quality has commenced. Replacement equipment will be purchased at a later date with the balance of the locality funding.
- 7.04** To note that the Local Authority Pay Agreement for April 23-Mar 24 has been agreed and Council is asked to implement the increase backdated to April 23 as soon as possible. The new rates of pay are in the supporting documents.

**7.05** To consider the quote for £420 to carry out tree work on the oak on the Reade Field and, if appropriate, to accept the quote and authorise the work to take place.

**7.06** To consider and, if appropriate, agree to pay for a small hire charge for the Methodist Chapel which accommodates the monthly meetings of the Climate Action Working Group. The suggested charge is £10 per meeting towards heating costs.

**7.07** To authorise payments including any payment requests received after the publication of the Agenda: Mrs J Hazlewood (Clerk's Salary) £674.45; Mrs J Hazlewood (Expenses) £26; Mr. W. Abbott (Community Caretaker Salary) £247.18, HMRC (PAYE) £200.74, Tuddenham Press (Parish Papers) £315, Vertas (Grounds Maintenance) £258.55, M Thompson (Fitness Classes) £tbc ;Royal British Legion (Poppy Wreath) £50, Wave (Pavilion Water) £38.83, Come Hither Design(Neighbourhood Plan Referendum leaflets) £54.00, J. Ambrose (Travel Expenses) £tbc; Lottery winners for November. Total £tbc.

## **HPC2011/08 Planning**

**8.01 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/23/03342 Proposal:** Full Planning Application - Conversion of and extension to redundant agricultural buildings to create 4no. dwellings, and the erection of 1no. new detached dwelling (following demolition of the existing building approved for conversion to 3no. dwellings under application reference DC/23/00655) including access, car parking and landscaping. **Location:** Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH  
**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/23/04322 Proposal:** Householder Application - Insertion of first floor side window **Location:** 23 Firebronds Road, Holbrook, Ipswich, Suffolk IP9 2TP **Application Refused**

**DC/23/04522 Proposal:** Householder Application - Erection of a two bay car port to the rear of the property. **Location:** Lime Tree House, Church Hill, Holbrook, Ipswich Suffolk IP9 2QP **Application withdrawn**

**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 **Awaiting Decision**

**8.02 To consider new applications received:**

**DC/23/04977 Proposal:** Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of the barn to form 2No dwellings utilising existing access. **Location:** Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ

**DC/23/05055 Proposal:** Application for works to Tree subject to Tree Preservation Order (BT49/T8)- Proposal to reduce and reshape Oak Tree crown (T1) unto 4 meters, thin crown unto 5% and remove significant dead wood **Location:** 7 Hapenny Field, Holbrook, Ipswich, Suffolk IP9 2TS

**DC/23/05008 Proposal:** Householder Application - Erection of single storey rear extension. **Location:** 5 Hapenny Field, Holbrook, Ipswich, Suffolk IP9 2TS

**DC/23/04869 Proposal:** Householder Application - Erection of single-storey rear extension and alterations **Location:** 2 Fir Tree Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RF

**DC/23/04868 Proposal:** Householder Application - Erection of single-storey extension, alterations and the erection of new outbuilding and double garage **Location:** 1 Fir Tree Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RF

**DC/23/04993 Proposal:** Householder Application - Erection of two storey triple bay garage with store above and storage for bins and logs to the side including removal of trees. **Location:** Wind Willow House, Hyams Lane, Holbrook, Ipswich Suffolk IP9 2QF

**DC/23/05282 Proposal:** Householder Application - Erection of first floor rear extension including alterations to roof of single storey extension and insertion of 2No side windows. **Location:** Homeleigh, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR

**HPC2011/09 Councillors' reports:** to note Councillors' reports and activities since the last meeting.

**HPC2011/10 To consider items for future agendas**

**HPC2011/11 Date of next Parish Council meeting will the Parish Council Meeting and will be held on Monday 18<sup>th</sup> December 7.30 p.m. at the Village Hall**

Signed: *Jo Hazlewood*

Date: 14<sup>th</sup> November 2023

Parish Clerk/Proper Officer

**4 Shepherds Lane, Holbrook, IP9 2QA email: [holbrookparishclerk@outlook.com](mailto:holbrookparishclerk@outlook.com)**