

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 21st August 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

HPC2108/01 Apologies: To receive and consent to any apologies for absence.

HPC2108/02 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.

HPC2108/03 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.

HPC2108/04 To consider and approve the minutes of the Parish Council Meeting held on 17th July 2023

HPC2108/05 Business remaining from previous meetings and ongoing projects:

5.01 To receive an update on the actions from the meeting held on 17th July 2023

5.02 To receive a report from the Climate Change Working Group Meeting held on 14th August 2023

5.03 To receive an update on the Bulk Buy Scheme

5.04 To receive an update on the purchase of the defibrillator for Admirals Quarter

5.05 To receive an update on the Community Speedwatch

5.06 To receive an update on the grant for the new/replacement play equipment

5.07 To discuss issues raised by a resident on Footpath 4 and 5.

HPC2108/06 Correspondence received requiring a response and new business:

6.01 To review the following policies:

(a) Information Security Policy

(b) Subject Access Requests (SARs)

(c) Volunteer Policy

6.02 To note the contents of an email sent by a resident re the Parish Papers (attached)

6.03 To note the contents of an email from Babergh re their biodiversity project

6.04 To note the contents of the Clerk's report (attached).

HPC2108/07 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 bank reconciliation has been independently verified by a councillor who is not a bank signatory.

7.04 To note the contents of the External Auditor's Report and to note that this report, plus the AGAR 1,2 & 3 and the Notice of Conclusion of Audit has been published in line with the requirements of the Accounts and Audit Regulations 2015.

7.05 To note the paragraph in the EA's report re email accounts (see Clerk's report)

7.06 To consider going ahead with the purchase of the accessible gate at the Reade Field entrance of the Reade Field as soon as possible

7.07 To consider funding promotional material for the GHGW group

7.08 To authorise payments: 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. Mark Thompson (Fitness Classes) £50 (tbc), SLCC (training costs) £36.00, PKF Littlejohn (External Audit fee) £378.00, Tuddenham Press (Parish Papers) £315.00, Wave (Pavilion Water) £50.74. J & B Adcock (P3 Grant) £40.00, Lottery winners August £48 Donation to Suffolk ProHelp £50.00

HPC2108/08 Planning

<https://holbrook.suffolk.cloud/holbrook-parish-council>

holbrookparishclerk@outlook.com

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/23/02278 Proposal: Householder Application - Erection of two storey rear/side extension and external insulation to the flank wall. **Location:** 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG **Awaiting Decision**

DC/23/02967 Proposal: Householder Application - Erection of two storey rear and side extension. **Location:** 1 Wall Farm Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ **Awaiting Decision**

DC/23/03055 Proposal: Listed Building Consent - Installation of new pendant lighting to the Main Hall. **Location:** The Royal Hospital School, Holbrook, Ipswich, Suffolk IP9 2RX
Awaiting Decision

8.02 To consider new applications received

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

DC/23/03400 Proposal: Householder Application - Erection of two storey side extension (amended scheme, re-submission of DC/23/02278) **Location:** 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG

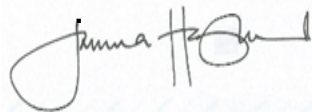
DC/23/03526 Proposal: Application under S73 for Removal or Variation of Conditions following approval of DC/22/06108 dated 03/02/2023 Town and Country Planning Act 1990 (as amended) - Change of Use of additional parcel of land to residential amenity land, erection of single storey side/rear extension, replacement windows/doors and replace upvc storm goods with cast metal; Erection of double cartlodge with external staircase (following demolition of existing garage) To Vary Condition 2 (Approved Plans and Documents) to include dormer and rooflights to front roof slope in conjunction with loft conversion of main house. **Location:** Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ

HPC2108/09 Councillors' reports: to note Councillors' reports and activities since the last meeting.

HPC2108/10 To consider items for future agendas.

HPC2108/11 Date of next Parish Council meeting will the Annual Parish Council Meeting and will be held on Monday 18th September 2023

Signed:



Parish Clerk

Date: 14th August 2023

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