

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 15th May 2023 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 7 should give notice to the Clerk at or before the commencement of the meeting.

AGENDA

- HPC1505/01 Election of Chairman and signing and receipt of Declaration of Acceptance of Office Form.**
- HPC1505/02 Election of Vice Chairman.**
- HPC1505/03 Apologies:** To receive apologies for absence.
- HPC1505/04 To agree to the co-option of councillors to the 2 vacancies.**
- HPC1505/05 To receive Declarations of Acceptance of Office Forms from all Councillors** and to remind Councillors to complete their **register of interest forms** within 28 days of taking office. Completed forms to be emailed to the Clerk.
- HPC1505/06 Declarations of pecuniary and local non-pecuniary interest**
- 06.01** 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.
- 06.02** To receive requests for dispensations.
- HPC1505/07 Public Forum**
- 7.01** To receive reports from the District and County Councillors.
- 7.02** To receive questions and matters of concern from members of the public who are present.
- HPC1505/08 To consider and approve the minutes** of the Parish Council meeting held on 17th April 2023.
- HPC1505/09 General Power of Competence** – to confirm that the Council fulfils the eligibility criteria to use the power (at least two-thirds elected members of the Council and a qualified Clerk (CILCA or higher) for the next four years.
- HPC1505/10 Confirmation of appointment of representatives to outside bodies:** to confirm the allocation of responsibilities to individual Councillors and amend as necessary.
- HPC1505/11 Sub Committees/Working Groups:** To decide on the formation or continuation of any sub committees or working groups and their respective delegated authority.
- HPC1505/12 To review of terms of reference for Sub Committees and Working Groups**
- HPC1505/13 Items outstanding from the previous meeting:**
- 13.01** Summary of actions from previous meeting
- 13.02** To receive an update on the Hedgehog Highway
- 13.03** To note the statistics from the recent ANPR data.
- HPC1505/14 Correspondence received requiring a response and other business :**
- 14.01** To review and adopt the reviewed National Code of Conduct.
- 14.02** To review and adopt the reviewed Standing Orders of the Council.
- 14.03** To approve a programme of policy review and implementation.
- 14.04** To agree a schedule of Parish Council Meetings up until and including the next Annual General meeting of the Parish Council in May 24.
- 14.05** To receive a report about the Bulk Buy Scheme following the Thermal Imaging Project (see reports)
- 14.06** To receive the Clerk's report.
- HPC1505/15 Finance**
- 15.01** To receive the report of the Internal Auditor and agree actions on any matters arising.
- 15.02** To approve the Annual Statement of Accounts for Holbrook Parish Council for the year ended 31st March 2022
- 15.03** To consider and approve Section 1 of the Annual Governance Accountability Return (AGAR)
- 15.04** To consider and approve Section 2 of the AGAR
- 15.05** To consider and adopt, if agreed, the Statement of Internal Controls for the year ending 31st March 2023
- 15.06** To receive a report from the RFO, together with a budget summary, bank reconciliation and commentary.

15.07 To note that monies spent under LGA 1972 s.137 for 2022-23 amounted to £1,545.00 which is well within the permitted limit of £8.82 per elector.

15.08 To note that the limit allowed for spending under LGA 1972 s.137 in 2023-24 is £9.93 for each person on the electoral roll for Holbrook and Lower Holbrook.

15.09 To review the bank mandates for Lloyds Bank and NSI account.

15.10 To approve the following payments, including any payments received subsequent to the publication of this agenda: Co-op (refreshments for APM) £8.03; Mrs J Hazlewood (Clerk's Salary) £674.45; Mr W. Abbott (Community Caretaker Salary) £247.18; HMRC PAYE & NI £200.74; Mrs J Hazlewood (Clerk's Expenses) £68.40, Heelis & Lodge (Internal Audit) £260.00 Vertas (Grass Cutting) £258.55, M & D Cordle (Alton Green Grass Cutting) £228.00, WAVE (Pavilion water) £34.27, Holbrook Village Hall (Hall Hire) £50.00; Babergh District Council (Litter and Dog bin emptying) £1998.08, M. Thompson (Fitness Classes) £tbc Lottery ` 1st, 2nd and 3rd prizes (total £48) for May 2023 and any other payments received prior to the meeting.

HPC1505/16 Planning

16.01 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 3 No residential dwellings (Use Class C3) including external staircase, and erection of 2 No 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/23/00681 Proposal: Householder Application - Erection of part single and part two storey rear extension, including construction of 10No solar panels. Erection of open front porch, increasing parking area on drive including new render to walls and replacement windows and doors. **Location:** Fairview, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR **Awaiting Decision**

DC/23/01106 Proposal: Householder Application - Erection of a single storey side/rear extension (amended scheme to DC/21/06281). **Location:** Springfield House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA. **Granted**

DC/23/01184 Proposal: Householder Application - Erection of a one and a half storey rear extension. **Location:** Alpha, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. **Refused**

16.02: To consider new applications received: no applications have been received prior to the publication of the agenda.

HPC1505/17 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1505/18 To consider items for future agendas.

HPC1505/19 Date of next meeting: Monday 19th June 2023 at 19.30hrs at the Village Hall.

Signed:



Parish Clerk

Date: 9th May 2023