

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 15th April 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

- HPC1504/01 Apologies:** To receive and consent to any apologies for absence.
- HPC1504/02 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.
- HPC1504/03 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.
- HPC1504/04 To consider and approve the minutes** of the Parish Council Meeting held on 18th March 2024
- HPC1504/05 Business remaining from previous meetings and ongoing projects:**
- 5.01** To receive an update on the actions from previous meetings
- 5.02** To receive an update from GHGW including Warm Homes Holbrook (Bulk Buy initiative)
- 5.03** To receive an update on the proposed new pavilion
- 5.04** To receive an update on the Parish Papers
- 5.05** To receive and discuss the attached report re parking around the village
- HPC1504/06 Correspondence received requiring a response and new business:**
- 6.01** To review the Reserves Policy
- 6.02** To receive the notes of the meeting of the Shotley Peninsula Parish Council Alliance (referred to as The Alliance) and to suggest items for the next agenda of the Alliance
- 6.03** To note the email exchange re the re-wilding on the piece of land by Halfpenny Drive and to determine if any further action is required from the Parish Council.
- 6.04** To note the concerns of residents about availability of medical appointments and to discuss any future action
- 6.05** To note the contents of the Clerk's report
- HPC1504/07 Finance**
- 7.01** To receive a financial report from the Responsible Finance Officer including a bank reconciliation, budget comparison and commentary
- 7.02** To receive and agree the unaudited Receipts and Payments Statement for 23-24.
- 7.03** To receive the draft AGAR papers for 23-24
- 7.04** To receive and agree the Reserves statement as at 31st March 2024
- 7.05** To note that the clerk has set the dates for the Exercise of Public Rights from 3rd June 2024 to 12th July 2024
- 7.06** To agree and approve the attached list of direct debit payments and standing order payments, as contained in the annual agreed budget
- 7.07** 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) £37.99; Mr. W. Abbott (Community Caretaker Salary) £291.03, HMRC (PAYE) £231.70 (tbc), M Thompson (Fitness Classes) £100 (tbc), Suffolk County Council (Footway Lighting) £2094.33, E.ON Next (electricity charges pavilion) CAS, Hiscox Insurance (Pavilion annual insurance) £308, SALC (Payroll Services – 2nd half 23/24) £82.80, SALC (Annual Membership) £625.27, Tuddenham Press (Parish Papers) £385, S. Ingleton, (reimbursement of plants) £27.50, Lottery winners for April Total £41
- HPC1504/08 Planning**
- 8.01** To receive an update on the status of planning applications.

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/23/05434 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/24/00454 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 **Conditional Approval given**

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

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 **Granted**

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 **Awaiting Decision**

8.02 To consider new applications received

DC/24/01412 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 pig shed to 1no dwelling. **Location:** Small Pigshed , Woodlands Corner, The Street, Holbrook IP9 2PU

DC/24/01385 Proposal: Householder Application - Conversion of garage to form living accommodation and erection of a garage block and cartlodge. Installation of a pitched roof over existing garage block. **Location:** Vine House, The Street, Holbrook, IP9 2PX

HPC1504/09 Councillors' reports: to note Councillors' reports and activities since the last meeting.

HPC1504/10 To consider items for future agendas

HPC1504/11 Date of next Parish Council meeting: the next meeting will be the Parish Council's Annual Meeting to be held on Monday 20th May 2024 at the Village Hall at 7.30 p.m. The Annual Parish Meeting is being held on Tuesday 23rd April at the Village Hall at 7.30 p.m.

Signed: *Jo Hazlewood*

Date: 9th April 2024

Parish Clerk/Proper Officer

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