

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 17th September 2024 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 3 should give notice to the Clerk at or before the commencement of the meeting.

AGENDA

- HPC1609/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1609/02 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.
- HPC1609/03 Public Forum**
- 3.01** To receive reports from the District and County Councillors
- 3.02** To receive questions and matters of concern from members of the public present.
- HPC1609/04 To consider and approve the minutes** of the Parish Council meeting held on 19th August 2024
- HPC1609/05 Items outstanding from previous meetings**
- 5.01** Summary of actions from previous meeting
- 5.02** To receive an update on the Community Self Help Group
- 5.03** To receive a copy of the quotations for the new basketball court surfacing and how this could be funded
- 5.04** To receive a copy of the requirements from Highways for installing posts on the verge opposite Holbrook Primary School
- 5.05** To receive an update from GHGW (Climate Action working group)
- 5.06** To note that a donation of £100 had been received from a resident from the Memorial Fund held with Holbrook Society to provide plants around the bus shelter at the end of Woodlands Road.
- HPC1609/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Grant Policy
 - (b) Community Engagement
 - (c) Environmental Policy
 - (d) Asset Management Policy – midyear review
- 6.02** To consider the quotations for renewing the Council's insurance policy
- 6.03** To note that a notice had been posted advertising the additional councillor vacancy
- 6.04** To note that the Holbrook signage when entering the village from the Ipswich area is being replaced.
- 6.05** To note a resident's concern re a tree overhanging their garden from the Reade Field and to determine what, if any, action needs to be taken.
- 6.06** To note the concerns expressed re the path and signage between Stutton and the RHS.
- 6.07** To note that the Government's "Proposed reforms to the National Planning Policy Framework and other changes to the planning system" consultation ends on 24th September. [Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system)
- 6.08** To receive the Clerk's report
- HPC1609/07 Finance**
- 7.01** To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary.
- 7.02** To note that a councillor who was not a bank signatory had independently verified the bank reconciliation
- 7.03** To note that the Lloyds bank mandate had been revised as a result of the recent resignation of a councillor who had been a signatory and to appoint another signatory for the Lloyds Bank Account
- 7.04** To consider the comparative quotations for insurance and to agree which quotation to accept. Once agreed, to add the premium to the list of payments below.

7.05 To approve the following payments, including any payments received subsequent to the publication of the agenda: Mrs J Hazlewood (Expenses & Stationery) £37.99 (BACs) Mrs J Hazlewood (Clerk's Salary) £726.45 (BACs), Community Caretaker (salary) £322.23 (BACs), HMRC (PAYE & Employer's NI) £202.31 (BACs) Barton Electrical (Pavilion PAT testing) £54 (BACs), EON (Pavilion Electricity) £tbc (DD), M Thompson (Fitness Classes) £tbc (BACs), O. Abbott (grass cutting) £510, (BACs) and any other payments received prior to the meeting.

HPC1609/08 Planning

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

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/23/04109 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:

<https://www.babergh.gov.uk/w/application-search-and-comment> **Awaiting Decision**

DC/24/02900 Proposal: Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition Town and Country Planning Act 1990 (as amended) - Part construction of approved road in connection with and as part of the lawful implementation of the Outline Planning Permission reference DC/18/05228 and Reserved Matters Application reference DC/22/00289 **Location:** Land East of Ipswich Road, Holbrook, IP9 2QT – **Awaiting Decision**

DC/24/01243 Appeal Reference: APP/D3505/D/24/3345491: Proposal: Householder Application - Erection of front canopy and part two storey/part single storey rear extension, addition of cladding and decking. **Location:** The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX **Awaiting Decision**

DC/24/03327 Proposal: Householder Application - Erection of a garage with annexe for family members and home office above. **Location:** Wind Willow House, Hyams Lane, Holbrook, Ipswich Suffolk IP9 2QF **Awaiting Decision**

Appeal Reference: APP/D3505/D/24/3346481 Proposal: Householder Application. Erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT **Awaiting Decision**

8.02: To consider new applications received

DC/24/03807 Proposal: Application for Listed Building Consent - Alterations to the East Wing of Nelson House to create Ground Floor Boiler Room from part of former flat. Creation of new LPG Tanks and Enclosure within School Grounds. **Location:** Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX

DC/24/03806 Proposal: Planning Application - Alterations to the East Wing of Nelson House to create Ground Floor Boiler Room from part of former flat. Creation of new LPG Tanks and Enclosure within School Grounds. **Location:** Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX

HPC1609/09 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1609/10 To consider items for future agendas

HPC1609/11 Date of next meeting: Monday 21st October 2024 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 11th September 2024