

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 June 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 5 should give notice to the Clerk at or before the commencement of the meeting.

AGENDA

- HPC1706/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1706/02 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.
- HPC1706/03 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.
- HPC1706/04 To consider and approve the minutes** of the Parish Council meeting held on 20th May 2024
- HPC1706/05 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 an update from the climate action working group: GHGW
- 5.04** Update on biodiversity area at Hapenny Field
- HPC1706/06 Correspondence received requiring a response and new business:**
- 6.01** To review the new updated Financial Regulations.
- 6.02** To review and adopt the following policies:
- (a) Document Retention Policy
- (b) GDPR & Information Management
- (c) Policy for Dispensations
- 6.03** To consider a response to Babergh's Supplementary Documents Planning Consultation
- 6.04** Overgrown hedges and verges - to determine what can be done to improve visibility
- 6.05** To receive the Clerk's report
- HPC1706/07 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 the completed Annual Governance and Accountability Return (AGAR) had been submitted to the External Auditors and the Notice of Exercise of Public Rights has been published on the noticeboard and on the website.
- 7.03** To note that a VAT claim has been submitted for the financial year 2023-24 and payment in full has been received for £2996.42
- 7.04** To note that a claim for the grant agreed for the new play equipment has been submitted.
- 7.05** To approve the following payments, including any payments received subsequent to the published agenda: Amazon (batteries for Lloyds Bank Card Reader) £4.99 (debit card) Mrs J Hazlewood (Expenses & Stationery) £37.99 (BACs) Mrs J Hazlewood (Clerk's Salary) £726.45 (BACs) Mr W Abbott (Community Caretaker Salary) £291.03 ; (BACs) HMRC (PAYE & NI) £233.51 (BACs), Babergh DC Licensing Authority (Lottery licence) £20.00 (BACs) Playquip (New play equipment) £17,881.20 (BACs) M. Thompson (Fitness Classes) £200 (tbc BACs), Tuddenham Press (Parish Papers special edition) £618.00 (BACs), Microsoft (Renewal Microsoft 365) due 9/07/24 by debit card, J. Ambrose (Chairman's Allowance) £75.00, (SO), -E-ON Next (Pavilion LX) £17.68, (DD) Lottery ` 1st, 2nd and 3rd prizes (total £43.00) for May 2024 and any other payments received prior to the meeting.
- HPC1706/08 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/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 **Withdrawn**

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. **Granted**

DC/24/02095 Proposal: Householder Application - Erection of single storey extensions, with associated landscaping works and new vehicle hardstanding area, to adapt existing dwelling and garden for disabled person/wheelchair use. **Location:** Hill House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG **Awaiting Decision**

DC/24/01768 Proposal: Application for works to a tree protected by Tree Preservation Order BT102/G1 - Crown reduce 1No Beech Tree (Fagus Sylvatica) (T1) by up to 3m and thin crown by 15% . **Location:** 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG **Granted**

DC/24/02095 Proposal: Householder Application - Erection of single storey extensions, with associated landscaping works and new vehicle hardstanding area, to adapt existing dwelling and garden for disabled person/wheelchair use. **Location:** Hill House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG **Granted**

DC/21/01802 Appeal Ref APP/D3505/W/23/3323892: Land south of Honeysuckle Cottage, Little Orchard, Holbrook. **Appeal Dismissed**

8.02: To consider new applications received

DC/24/02331 Proposal: Application for works to a tree protected by Tree Preservation Order BT112/G1 - Prune 1No Oak tree to clear the BT wire by approx.. 1m and remove central epicormic growth from the main scaffold limbs to allow more light and air to penetrate. **Location:** 13 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG

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>

DC/24/02495 Proposal: Householder Application - Erection of a first floor rear extension. **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2Q

DC/24/02594 Proposal: Householder Application - Erection of single storey extension including insertion of additional glazed panel to porch roof. **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT


DC/24/02595 Proposal: Application for Listed Building Consent - Erection of single storey extension including insertion of additional glazed panel to porch roof. **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT

HPC1706/09 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1706/10 To consider items for future agendas

HPC1706/11 Date of next meeting: Monday 15th July 2024 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 10th June 2024