

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 March 2025 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.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded but must notify the Clerk and Chair of their intention prior to the meeting.

AGENDA

- HPC1703/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1703/02 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.
- HPC1703/03 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.
- HPC1703/04 To consider and approve the minutes** of the Parish Council meeting held on 17th February 2025
- HPC1703/05 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 GHGW Climate change working group
- 5.04** To receive an update on the Shotley Parish Council Alliance
- HPC1703/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Publication Scheme
 - (b) FOI request policy
 - (c) Privacy notices
 - (d) Asset Management Register
- 6.02** To note that the Annual Anglian Water User Group meeting is taking place on 19th March at 1 p.m.
- HPC1703/07 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 is not a bank signatory will independently verify the bank reconciliation
- 7.03** To consider the different options for a new savings account
- 7.04** To review and confirm the discussion of the effectiveness of the internal audit, in accordance with proper governance procedures and to note that arrangements are in place for the internal audit for financial year 2024-25
- 7.05** To approve the following payments, including any payments received subsequent to the publication of the agenda: Amazon – Virus Protection (Debit Card) Mrs J Hazlewood (Expenses & Stationery) £37.99 (BACs) Mrs J Hazlewood (Clerk's Salary) £759.20 (BACs), Community Caretaker (salary) £322.23 (BACs), HMRC (PAYE & Employer's NI) £216.16 (BACs) EON (Pavilion Electricity) £25.87 (DD), Come Hither Gallery (printing of flyer for Stories for a Changing Planet) £114 (BACs) M. Thompson (Fitness Classes) £tbc (BACs) 1st, 2nd and 3rd prize lottery draw March 2025 £46.50. To beaded/paid: tree work on Reade Field; reimbursement of expenditure following receipt of grant for Stories for a Changing Planet.
- HPC1703/08 Planning:**
- 8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.**
- 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/24/03327 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 Original application refused, **Appeal Lodged**

DC/25/00097 Proposal: Householder Application - Creation of a vehicular access (dropped kerb) to garden. **Location:** Amroth House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA **Awaiting Decision**

DC/25/00154 Proposal: Householder application - Installation of air source heat pump **Location:** 40 Abbott Way, Holbrook, IP9 2FF **Awaiting Decision**

DC/25/00435 Proposal: Application for Works to Trees subject to Tree Preservation Order BT112/G1 - Reduce crown of 1 No Lime (T1) in height by approximately 5-6 meters. Remove significant dead wood in crown. Reduce lateral limbs where appropriate by 3 meters to maintain a balanced crown. **Location:** 16 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG **Granted**

DC/25/00469 Proposal: Planning Application - Demolition of existing buildings in B2 use, erection of replacement building for Class E use, change of use and alterations to retained buildings for use ancillary to The Woodlands. **Location:** The Woodlands, Woodlands Road, Holbrook, IP9 2PT **Awaiting Decision**

DC/25/00519 Proposal: Householder Application - Erection of single storey side extension. **Location:** 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG **Awaiting Decision**

DC/25/00503 Proposal: Discharge of Conditions Application for DC/24/03806 - Condition 5 (Biodiversity Enhancement Layout) and Condition 6 (Wildlife Sensitive Lighting Design Scheme) **Location:** Deputy House Mistress Flat, Nelson House, Royal Hospital School, Holbrook Ipswich Suffolk **Approved**

8.02: To consider new applications received

DC2500626 Proposal: Householder application - Erection of single storey extension, and reinstate driveway access **Location:** Latimer Cottages, Ipswich Road, Holbrook, Suffolk

DC/25/00560 Proposal: Planning application - Demolition of existing buildings (1 and 2 Fir Tree Cottages) and erection of 1 no. self build new dwelling. Erection of 26 No. PV Panels (GSE Ground Mounted TSM-NEG9R.25 PV Panels). **Location:** Fir Tree Cottages, Harkstead Road, Holbrook, Suffolk

DC/25/00807 Proposal: Householder application - Proposed window to first floor bathroom, to be fitted with obscured glazing **Location:** 3 Berners Field, Ipswich Road, Holbrook, Suffolk

DC/25/01040 Proposal: Householder Application - Erection of a single storey rear extension **Location:** 17 Reade Road, Holbrook, Ipswich, Suffolk IP9 2QL

HPC1703/09 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1703/10 To consider items for future agendas

HPC1703/11 Date of next meeting: Monday 14th April 2025 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 11th March 2025