

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 18th November 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.

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

- HPC1811/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1811/02 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.
- HPC1811/03 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.
- HPC1811/04 To consider and approve the minutes** of the Parish Council meeting held on 21st October 2024
- HPC1811/05 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 on the Parish Council Alliance's approach to the Planning Dept
- 5.04** To receive an update from GHGW (Climate Action working group)
- HPC1811/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Sickness and Absence
 - (b) Staff Appraisal
 - (c) Discipline
 - (d) Grievance
- 6.02** Request for use of the football pitch on Reade Field
- 6.03** To consider the email from Richard Parmee from Babergh DC re free hedging and plants and to determine whether to apply.
- 6.04** To note the contents of the Clerk's report
- HPC1811/07 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 note that the Lloyds bank mandate has been revised to add Cllr Wright as a signatory.
- 7.04** To note that Lloyds Bank are introducing monthly bank charges on all accounts and to consider if alternative banking arrangements would offer more preferable terms.
- 7.05** To note that the budget working party meeting has been postponed until December
- 7.06** To note and approve the implementation of the Local Services Pay Agreement for 2024-25 which has been finalised at 2.5% and will be backdated to 1st April 2024.
- 7.08** 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) £1128.65* (BACs), Community Caretaker (salary) £322.23 (BACs), HMRC (PAYE & Employer's NI) £372.29 (BACs) EON (Pavilion Electricity) £18.29 (DD), WAVE (Pavilion Water) £45.91 Royal British Legion (Poppy Wreath) £50.00, M. Thompson (Fitness Classes) £tbc (BACs), Holbrook Toddler Group (Grant) £500(BACs) Lottery Winners November £46.50 and any other payments received prior to the meeting.*(includes backpay to April 24 and clerk services to Tattinstone PC)
- HPC1811/08 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 – **Agreed lawful**

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 Original application refused, **Appeal Awaiting Decision**

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 **Granted**

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 **Granted**

DC/24/04186 Proposal: Application for works to a tree protected by Tree Preservation Order BT285/T1 - Crown reduce 1 No Holm Oak and overhanging branches by up to 2.5m. **Location:** Great Oaks, Church Hill, Holbrook, Ipswich Suffolk IP9 2PQ **Granted**

DC/24/04216 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 **Awaiting Decision**

DC/24/04217 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 **Awaiting Decision**

DC/24/04182 Proposal: Householder Application - Erection of a single storey rear extension, side canopied porch and alterations to fenestration to part of garage to enable to form hobby room. **Location:** Foxglove House, The Street, Holbrook, Ipswich Suffolk IP9 2PX **Awaiting Decision**

DC/24/04184: Proposal: Discharge of Conditions Application for DC/22/05076 - 5 (Biodiversity Enhancement Strategy), 18 (Biodiversity Enhancement Measures)

Location: Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR **Granted**

8.02: To consider new applications received – no new applications received prior to the publication of the agenda

gHPC1811/09 Councillors' Reports: to note Councillors' reports and activities since the last meeting.

HPC1811/10 To consider items for future agendas

HPC1811/11 Date of next meeting: Monday 16th December 2024 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 12th November 2024