

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 19<sup>th</sup> August 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

- HPC1908/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1908/02 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.
- HPC1908/03 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.
- HPC1908/04 To consider and approve the minutes** of the Parish Council meeting held on 15<sup>th</sup> July 2024
- HPC1908/05 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 quotations for the re-surfacing of the basketball court
- 5.04** To receive an update on the verge opposite Holbrook Primary School
- HPC1908/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Information Security Policy
- (b) Subject Access Request (SAR)
- (c) Volunteer Policy
- 6.02** To consider the request from a resident to re-locate the picnic bench near the Reade Road entrance of the Reade Field
- 6.03** To note that confirmation had been received from Babergh DC that the Council could go ahead and co-opt an additional councillor to fill the vacant position.
- 6.04** To consider accepting the grant offer from National Landscapes to GHGW to promote “Stories for a Changing Planet”
- 6.05** To note the offer of funding from Chelmondiston Parish Council towards the continuation of water testing and to consider seeking funding from other PCs.
- 6.06** To consider commenting on the planning appeal (DC/23/04391 appeal) for a dog walking park to be situated at Freston Hill just below Monkey Lodge.
- 6.07** To note the letter received from a 10 year old resident re rubbish at Holbrook Creek.
- 6.08** To consider the proposed planning statement from the Shotley Alliance.
- 6.09** To receive the Clerk’s report
- HPC1908/07 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 External Auditor’s report has been received - there were no issues raised and notices have been displayed as required.
- 7.04** To note that a locality grant from County Councillor Simon Harley has been received for half the cost of the industrial strimmer for the P3 Group.
- 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) EON (Pavilion Electricity) £17.64 (DD), M Thompson (Fitness Classes) £tbc (BACs), PJ Print (June/July edition of the Parish Papers) £618 (BACs) PKF Littlejohn (External Auditor Fees) £252 (BACs), O. Abbott (grass cutting) £tbc, J. Stephens (CSHG) £26.00, J. Ambrose (Expenses) £23.40 (BACs), Holbrook Village Hall (Hall hire) £87 (BACs), WAVE (Pavilion Water) £57.73 (DD).S. Fox, (refund of accidental double lottery payment), £60 (Bacs)

Lottery 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes (total £43.00) for August 2024 and any other payments received prior to the meeting.

#### **HPC1908/08 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/24/02495 Proposal:** Householder Application - Erection of a first floor rear extension.

**Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2Q **Granted**

**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 **Application Refused**

**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 **Application Refused**

**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**

**8.02: To consider new applications received**

**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

**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

**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

**HPC1908/09 Councillors' Reports:** to note Councillors' reports and activities since the last meeting.

**HPC1908/10 To consider items for future agendas**

**HPC1908/11 Date of next meeting:** Monday 16<sup>th</sup> September 2024 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 13<sup>th</sup> August 2024