

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next Meeting of **Holbrook Parish Council** will be held on Monday 20<sup>th</sup> January 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

- HPC2001/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC2001/02 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.
- HPC2001/03 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.
- HPC2001/04 To consider and approve the minutes** of the Parish Council meeting held on 16<sup>th</sup> December 2024
- HPC2001/05 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
- HPC2001/06 Correspondence received requiring a response and new business:**
- 6.01** To review the following policies:
- (a) Financial and Management Risk Assessment
- (b) Finance Regulations
- (c) Sexual and General Harassment Policy and Procedure
- 6.02** To consider spending an additional £1200 to add lines to the new basketball court surface
- 6.03.** To consider the proposals for devolution and local government re-organisation and to resolve to submit a response from HPC if appropriate
- 6.04** To note the contents of the Clerk's report
- HPC2001/07 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 form requesting the agreed precept of £37,500.00 will be completed, signed and submitted to Babergh and MidSuffolk District Council before 31<sup>st</sup> January 2025
- 7.04** To appoint the internal auditors for the 2024-25 financial year.
- 7.05** To review the list of payees paid by standing order or direct debit
- 7.06** To approve the continuation of making payments by BACs in accordance with the Finance Regulations
- 7.07:** To consider increasing the Chairman's expenses allowance to £100 per quarter
- 7.08:** To consider purchasing some wood chips to counteract the slippery mud at the bottom of the path from Hyams Lane to the Reservoir.
- 7.09:** To approve the following payments, including any payments received subsequent to the publication of the agenda Amazon (Stationery) £38.62 (Debit Card) Mrs J Hazlewood (Expenses & Stationery) £37.99 (BACs) Mrs J Hazlewood (Clerk's Salary) £829.40 (BACs), Community Caretaker (salary) £322.23 (BACs), HMRC (PAYE & Employer's NI) £246.65 (BACs) EON (Pavilion Electricity) £19.65 (DD), M. Thompson (Fitness Classes) £ (tbc) (BACs) (no Lottery draw January)
- HPC2001/08 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/24/03327 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 02495**

**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/24/02495 Proposal:** Application for a Non-Material Amendment relating to DC/24/02495 – Revised fenestration to rear elevation with provision of access steps. Existing door on side elevation to be blocked up. **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2QE **Amendment Granted**

**DC/24/05502 Proposal:** Discharge of Conditions Application for DC/24/03806 - Condition 6 (Wildlife Sensitive Design Scheme) **Location:** Nelson House, Royal Hospital School, Holbrook, Suffolk: **Approved**

**8.02: To consider new applications received:**

**DC/24/05420 Proposal:** Application for Listed Building Consent – Internal works as per Heritage Statement, **Location:** The Royal Hospital School, Holbrook, IP9 2RX

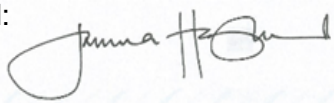
**DC/24/05444 Proposal:** Householder Application - Erection of two storey rear extension and two storey side extension with front canopy. **Location:** The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX

**HPC2001/09 Councillors' Reports:** to note Councillors' reports and activities since the last meeting.

**HPC2001/10 To consider items for future agendas**

**HPC2001/11 Date of next meeting:** Monday 17<sup>th</sup> February 2025 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 14<sup>th</sup> January 2025