

PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the Annual Parish Council Meeting of Holbrook Parish Council will be held on Monday 20th May 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

- HPC2005/01 Election of Chairman and signing and receipt of Declaration of Office Form.**
- HPC2005/02 Election of Vice Chairman.**
- HPC2005/03 Apologies:** To receive and consent to accept any apologies for absence.
- HPC2005/04 Declarations of pecuniary and local non-pecuniary interest**
- 04.01** 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.
- 04.02** To receive requests for dispensations.
- HPC2005/05 Public Forum**
- 5.01** To receive reports from the District and County Councillors
- 5.02** To receive questions and matters of concern from members of the public who are present.
- HPC2005/06 To consider and approve the minutes** of the Parish Council meeting held on 15th April 2024
- HPC2005/07 Confirmation of appointment of representatives to outside bodies:** To confirm the allocation of responsibilities to individual Councillors and amend as necessary.
- HPC2005/08 Formation of Sub Committees:** To decide on the formation of any sub committees and their respective delegated authority.
- HPC2005/09 Review of terms of reference for Sub Committees**
- HPC2005/10 Items outstanding from previous meetings**
- 10.01** Summary of actions from previous meeting
- 10.02** To receive an update on the Community Self Help Group
- 10.03** To receive an update re the use of the Peninsula Sports Centre
- 10.04** To note the report from the Chairman following a meeting with the Practice Manager of Holbrook & Shotley Surgery.
- HPC2005/11 Correspondence received requiring a response and new business:**
- 11.01** To review the code of conduct.
- 11.02** To review and adopt the Standing Orders of the Council.
- 11.03** To approve a programme of policy review and implementation
- 11.04** To consider and agree a request made to install a memorial plaque on the bench on Ipswich Road, opposite Gants Cottage.
- 11.05** To note that Councillors are legally obliged to review and update their Register of Interests when any changes have been made
- 11.06** To consider the accessibility issues raised by a resident (copy of email attached)
- 11.07** To receive the Clerk's report
- HPC2005/12 Finance**
- 12.01** To receive the report of the Internal Auditor and agree actions on any matters arising
- 12.02** To note that the draft Annual Statement of Accounts for the year ended 31st March 2024 approved by the Council on 15th April have now been audited
- 12.03** To consider and approve Section 1 of the Annual Governance Accountability Return (AGAR)
- 12.04** To consider and approve Section 2 of the AGAR
- 12.05** To consider and adopt, if agreed, the Statement of Internal Controls for the year ending 31st March 2024
- 12.06** To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary.
- 12.07** To agree the bank mandates for the financial year 24-25
- 12.08** To approve the following payments, including any payments received subsequent to the publication of this agenda: Refreshments for Annual Parish Meeting (Debit Card) £13.99, Mrs J Hazlewood (Expenses Travel & Stationery) £79.21 (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), Vertas (Contract grass cutting) £284.40 (BACs)SAL C (Training) £42.0,0 (BACs) Heelis & Lodge (Internal Audit) £220.00 EON (pavilion electricity) £49.61, WAVE (Pavilion water) £39.85 Holbrook Pre-School Playgroup (grant) £200, SARS (grant) £25.00 (Debit Card), CAS (subscription) £30 (BACs). Suffolk Preservation Society (subscription) £30 (Debit card), Suffolk Wildlife Trust (subscription) £35, (BACs) Open Spaces (subscription £45, (BACs) Holbrook PCC (grant) £500, (BACs) Stutton & Holbrook Community First Responders (Grant) £100,(cheque), M. Thompson (Fitness Classes) £tbc (BACs) Lottery ` 1st, 2nd and 3rd prizes (total £43.00) for May 2024 and any other payments received prior to the meeting.

HPC2005/13 Planning

13.01 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:

<http://www.babergh.gov.uk/planning/development-management/application-search-andcomment/search-for-applications> **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 **Awaiting Decision**

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. **Awaiting Decision**

DC/24/01243 Proposal: Householder Application - Erection of front canopy and part two storey/part single storey rear extension, addition of cladding and decking. The Chairman explained the application **Location:** The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX. **Refused**


13.02: To consider new applications received:

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

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

- HPC2005/14 Councillors' Reports:** to note Councillors' reports and activities since the last meeting.
- HPC2005/15 Review of dates/place of meetings up until the next Parish Council Annual Meeting**
- HPC2005/16 To consider items for future agendas**
- HPC2005/17 Date of next meeting:** Monday 17th June 2024 at 19.30hrs at the Village Hall

Signed:



Parish Clerk

Date: 14th May 2024