

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21<sup>st</sup> September 2015 at 7.30pm.**

**Present:** Cllr S Page, Cllr D Ashlee, Cllr A Clement, Cllr C Graham, Cllr S Hehir, Cllr S Ingleton, Cllr D Martin, Cllr D Meekings, Cllr S Peck

**In attendance:** Mrs F Rolfe (Clerk), District Councillor D Rose, PCSO Adams (for item 09/03), no members of the public.

<p><b>HPC1509/01 Apologies:</b> Cllr L Holmes, County Councillor D Wood.</p>	
<p><b>HPC1509/02 Declarations of interest:</b> Cllr Meekings declared an interest in item 05.02 and signed the register accordingly.</p>	
<p><b>HPC1509/03 Public Recess:</b>  <b>Suffolk Police:</b> There were no reported crimes for the month of August in Holbrook. PCSO Adams explained that unless there was a specific request, there would be no routine attendance at meetings in future although she would still like to receive the agenda and minutes. PCSO Adams will continue her other duties in the Parish, including patrolling the Reade Field and making school visits.  <b>Babergh District Council:</b> Cllr Rose explained the reason for the refusal of change of use for the Post Office building. He explained to the meeting that two large applications in Sudbury which had been considered not viable due to social housing requirements had now been amended and given the go-ahead.</p>	
<p><b>HPC1509/04 To approve Minutes of the Parish Council meeting held on 17<sup>th</sup> August 2015</b>          It was proposed by Cllr Graham and seconded by Cllr Meekings, that the minutes of the meeting held on Monday 17<sup>th</sup> August 2015 be approved. Those who had attended that meeting were in favour.</p>	
<p><b>HPC1509/05 Matters Arising:</b>  <b>Reade Field:</b>  <b>05.01</b> Cllr Ingleton had met the representative from AP&amp;L regarding concerns about the recent installation on the Reade Field. He has agreed to some positive actions but will respond formally to Cllr Ingleton and the Clerk. Cllr Page thanked Cllr Ingleton for her time on this project.  <b>05.02</b> 3 quotes had been received for cutting of the hedgerows from All Seasons Landscaping, Mr Sam Barker and Countryside tree and garden services. The decision was made to proceed with All Seasons Landscaping, proposed Cllr Ingleton, seconded Cllr Martin, 1 abstention (Cllr Meekings) otherwise all in favour.  <b>05.03</b> To date 2 quotes have been received for the replacement of the felt on the Pavilion roof. One further quote is pending. The amounts involved may require that the Council has to use reserves to pay for the works. It was discussed whether this should go ahead given that there is an aspiration to replace the Pavilion in the relatively near future. This will be further discussed when the third quote has been received.  <b>Roads and Footpaths:</b>  <b>05.04</b> The new dog bin has been installed near the Cabin Club. It was noted that the bin at the end of the lane opposite Denmark Gardens was not</p>	<p><b>Clerk</b></p>

<p>properly fixed. Clerk to arrange for this to be fixed.</p> <p><b>05.05</b> Cllr Clement commented on the trees overhanging the footpath at the entrance to Denmark Gardens. Clerk to write to the owners of Pettwood to prompt actions.</p> <p><b>05.06</b> Cllr Meekings commented on the blocked drain at the corner of the Street and Ipswich Road. Clerk to report to SCC.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>HPC1509/06 Correspondence:</b></p> <p><b>06.01 Royal Mail re relocation of Post Box from Ipswich Road:</b> The Clerk had been experiencing difficulty in speaking to a representative from the Royal Mail but had written two letters and will continue to follow up this item.</p> <p><b>06.02 BDC consultation on Licensing Act Policy and Gambling Act Policy:</b> These will be circulated to all councillors. Any comments to be forwarded to the Clerk for collation.</p> <p><b>06.03 CAS Survey – Priority concerns:</b> The Chair led a discussion about the Parish Council’s response to the CAS survey. The most serious concerns were the traffic in The Street, better Broadband for all, maintenance and improvement of the Buzabout and commercial bus services and the replacement of the Reade Field pavilion. Capacity at the Surgery, the need for population increase to be gradual, the lack of land available for expansion, stable economic growth and maintaining the low crime rate were also concerns. Clerk to complete survey by 30<sup>th</sup> September.</p>	<p>Clerk</p> <p>All / Clerk</p> <p>Clerk</p>
<p><b>HPC1509/07 Finance:</b></p> <p><b>07.01 Current bank balance:</b> The current Lloyds account balance is £9,882.16. Notice received from BDC of upcoming payments for balance of precept (£11,000) and S106 grant for works on Reade Field (£7,000)</p> <p><b>07.02 Payments to be authorised:</b> Cheques for the following amounts were approved, proposed by Cllr Ingleton and seconded by Cllr Meekings, all in favour.</p> <p>Mrs F Rolfe (salary) £533.57, Earth Anchors Ltd (Dog bin and fixings) £237.54, Mrs F Rolfe (expenses) £65.08, BDC (Planning application) £55, SALC (Clerks training event) £18 and All Seasons Landscaping (installation of dog bin and grass cutting on Reade Field) £115.</p> <p>A payment was made to Playforce Ltd for £150 as deposit for works required on Reade Field as authorised at the meeting 17th August 2015.</p> <p><b>07.03 Change of signatories on NS&amp;I account:</b> It was resolved that Cllr Simon Page, Cllr Dave Meekings and Cllr Denise Martin would be appointed as signatories to the NS&amp;I savings account held by Holbrook Parish Council. This was proposed by Cllr Page, seconded by Cllr Ingleton and carried unanimously.</p>	
<p><b>HPC1509/08 Planning Matters:</b></p> <p><b>Decisions as notified by Babergh District Council:</b></p> <p>B/15/00674 Seaton, Harkstead Road, Lower Holbrook – Granted</p> <p>B/15/00744 7, The Council Houses, Ipswich Road, Holbrook - Granted</p> <p>B/15/00747 Alpha, Ipswich Road, Holbrook - Granted</p> <p>B/15/00857 Holbrook Post Office, Ipswich Road, Holbrook – Refused</p> <p>B/15/00881 Birchcroft, Alton Green, Lower Holbrook - Granted</p> <p>B/15/01019 2 Holm Oak, Denmark Gardens, Holbrook - Granted</p>	

<p><b>Considerations:</b>  B/15/01064 Vine House, The Street, Holbrook, IP9 2PX – Erection of single storey rear extension and additional garages. There were no objections to this application.</p> <p>The Clerk informed the meeting that it was no longer permissible to discuss applications which had been received after the agenda had been published however uncontroversial these were. It was a requirement to advertise to the public those applications being discussed. This means that unless an extension to the closing date can be agreed with BDC, a special meeting will have to be arranged and advertised.</p>	<p><b>Clerk</b></p>
<p><b>HPC1509/09 Matters raised by members present:</b>  Cllr Meekings informed the meeting that he had reviewed and updated the Emergency Plan. A copy will be placed on the website and circulated to all Councillors.</p> <p>Cllr Meekings, on behalf of the Village Hall Management Committee, asked whether the Parish Council intended to mark the official 90<sup>th</sup> birthday of the Queen next year. The VHMC are considering an event and do not want to clash with any others. It was agreed that the Parish Council was not considering organising an event but would support the VHMC and encouraged them to apply for a grant if this was required.</p> <p>Cllr Peck asked if there were any rules on lighting bonfires. It was believed that this was a by-law issue, any nuisance (smoke) should be reported to Environmental Health. District Councillor Rose said that he would investigate whether any by-laws applied.</p> <p>Cllr Martin had checked the speed limit signs along Church Hill and confirmed that these were obscured by overgrown vegetation. Clerk to report to SCC.</p>	<p><b>Clerk</b></p> <p><b>Cllr D Rose</b></p> <p><b>Clerk</b></p>
<p><b>Date of the next meeting:</b>  The next meeting will be on 19<sup>th</sup> October 2015 at 1930 in the Village Hall.</p> <p>The meeting closed at 2055.</p> <p>Chairman ..... Date .....</p>	