HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 20th March 2017 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr T Gray, Cllr S Ingleton, Cllr D Martin, Cllr S Sawyer, Cllr J Springall.

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose, County Councillor D Wood (from 2000 to 2035), 1 member of the public.

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HPC1703/01 Apologies: Cllr B Ball, Cllr C Graham, Cllr S Hehir, Cllr S Peck, Cllr Holmes. Apologies were noted and accepted.	
HPC1703/02 Declarations of Interest: None.	
HPC1703/03 Public Forum:	
Babergh District Council: The increase in council tax was approved, as was the	
electoral reform proposal to reduce the number of councillors from 43 to 31. The	
Boundaries Commission would now look at how to rearrange the boundaries	
accordingly. There is no news on the progress of the mobile phone mast. Cllr Rose	
encouraged HPC to respond to the Open Spaces Study (6.08 below).	
Suffolk County Council: Cllr Wood spoke about speeding issues, (reported under	
5.05 below). Cllr Wood is still chasing repairs to Ipswich Road outside Denmark	
Gardens. Holbrook Academy goes from strength to strength with 107 of its 120	
possible places taken for the next academic year. Community transport provision is	
not meeting the needs of the peninsula. Cllr Wood will be working on a local	
solution with Community Action Suffolk once the purdah period is over. The AONB	
extension consultation is likely to occur in June/July, HPC is encouraged to support	
it.	
Mr Johns spoke in support of his planning application, reported at 8.02 below.	
HPC1703/04 To approve Minutes of the Parish Council meeting held on 20th	
February 2017: Cllr Springall noted that her surname was spelt incorrectly, this was	
rectified. It was proposed by Cllr Martin and seconded by Cllr Ingleton, that the	
minutes of the meeting held on Monday 20 th February 2017 be approved. Those	
who had attended that meeting were in favour.	
HPC1703/05 Business remaining from previous meetings:	
5.01 Reade Field Improvement Project: The Scouts had worked hard on the wildlife	
area, trimming lower branches and removing saplings. Cllr Ambrose had thanked	
them for their hard work, which will continue. Cllr Ambrose is meeting Fenland	
Leisure to discuss repairs and improvement works this week. A number of funding	
sources had been forwarded by Mr Simmonds. The Scouts did not appear to have been successful in their bid for a new building, so replacement of the pavilion would	
again be considered. It had been decided to not organise an Easter Egg hunt on the	
field for logistic reasons, but an event was being planned by Cllr Ingleton for late	
May.	
5.02 Alton Green: Cllr Ball had submitted a written update on the works at Alton	
Green and had been liaising with residents there. The culvert had been rebuilt, the	
temporary road removed and good soil laid down to encourage regrowth where the	
road had been across the Green. Repairs had been made to the road surface further	
up the Green as recently reported.	
5.03 Arrangements for the Annual Parish Meeting: Local organisations continue to	
respond positively, the Holbrook Society are trying to source a projector so that they	
can display photographs from last year's competition. The Holbrook Boat Owners	Cllr Ambrose
Association are considering whether to hold their AGM prior to the APM, this will	
have a small effect on start times. Cllr Sawyer offered to help with advertising flyers.	Clerk
5.04 Adoption of phone box in Clench Road: The contract has been returned signed	
by BT and a completion notice has been received. Cllr Sawyer will act as the	

Council's contact with Ms Shenton regarding what is required to establish the book	
exchange.	
5.05 Speeding issues: Cllrs Ambrose, Graham and Sawyer, together with the Clerk,	
had met Cllr Wood to discuss potential speed reduction options. Cllr Wood reported	
to the main meeting that he had requested that speed surveys take place to provide	
evidence, that an engineer assess where vehicle activated signs might be located	
and he also offered to contribute to a community speed watch project and to	
vehicle activated signs if these were agreed. Other measures were discussed but	
were not considered feasible. Cllr Ambrose suggested that this should be put on the	
agenda of the APM as community support and volunteers would be needed to	
enable these measures to be viable.	Clerk
HPC1703/06 Correspondence received requiring a response and new business:	
6.01 Litter and dog waste bins: A request had been received from a parishioner for	
an additional dog waste bin to be located on Alton Green. It was resolved that this	
was a good idea and that the Clerk should check on the process for adding a bin to	
the waste disposal contract and having a location approved; presuming that this was	
suitable, a bin should be purchased. It was resolved that a review of the condition of	Clerk
all the bins should be undertaken so that a replacement programme could be	
established, and that the Community Caretaker should be asked to carry this out	
during his work around the village.	Caretaker
6.02 To consider quotes received for grass cutting on the Reade Field: Only one	
quote had been received and to allow compliance with the Financial Regulations, it	
was agreed that the time limit should be extended so that further quotes could be	
obtained.	Clerk
6.03 Costa coffee advertising: Although there had not been a large rise in the	
quantity of litter arising from the Costa takeaway facility in the Co-op, it was	
resolved that Costa should be approached for information about community	
funding.	Clerk
6.04 Model publication scheme: It was resolved that the model publication scheme	
from The Information Commissioner's Office, and the Holbrook PC scheme, should	
be adopted and that the documents should be reviewed in March 2018.	
6.05 Neighbourhood Planning: Cllr Ambrose and the Clerk had attended a	
Neighbourhood Planning event where it had become evident that the legal standing	
of a Plan in the planning process would be a powerful way for the community to	
influence future planning decisions in Holbrook. The production of a plan follows a	
clearly-defined process and requires proper resourcing including the support and	
input of volunteers outside the Council. Councillors agreed that a plan would be a	
logical way forward, and that this should be featured at the Annual Parish Meeting	
to gauge the interest of parishioners.	Clerk
6.06 Street lights: A number of parishioners had approached councillors about	
saving energy by switching off street lights during the early hours. Clerk to ascertain	
whether the existing lights were controllable in this way.	Clerk
6.07 Housing White Paper: This item was deferred until the meeting in April to	
allow time to fully understand the very detailed and lengthy documents.	Clerk
6.08 Babergh DC Open Spaces Survey: It was resolved that the Clerk should	
complete the survey with reference to current plans and the results of the Reade	
Field survey responses.	Clerk
6.09 Parking outside the Primary School: Parking outside the Primary School and in	
other roads where parents wait for pupils is becoming more of a problem with	
driveways being regularly blocked and verges damaged. Cllr Ambrose has been	
liaising with the Primary School who have now started a Road Safety group with the	
help of Cllr Wood. It was resolved that Cllr Ambrose should continue to work with	
the Primary School and report back to the next meeting.	Cllr Ambrose
HPC1703/07 Finance:	
7.01 Financial report from Responsible Financial Officer: A report was presented by	
the RFO, there were no questions.	
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The Clerk has subsequently received an update from Babergh DC extending the trial of the Community Caretaker scheme until a full appraisal of the Public realm and Countryside service area has been completed, date unknown at present. BDC has also agreed to increase its contribution to cover an additional hour per week for the Caretaker, who had reported that the initial 5 hours was insufficient to cover the whole parish.

The Community Action Suffolk membership renewal is due. There is no charge but donations are requested for the charity in lieu. It was resolved that the Clerk should arrange for a £30 donation to be made in line with the budget agreed for 2017/18.

7.02 Payments to be authorised: Payments for the following amounts were

Clerk

Clerk

7.02 Payments to be authorised: Payments for the following amounts were					
proved, proposed by Cllr Martin and seconded by Cllr Gray, all in favour.					

10	06	16/02/2017	SCC Streetlights	£	4,203.89
10	07	23/02/2017	BDC Litter bin emptying	£	1,212.04
10	80	02/03/2017	Vertas (Reade Field cutting)	£	281.92
10	09	20/03/2017	Mr J Ambrose (Chairman's allowance)	£	62.50
1	10	20/03/2017	Mrs F Rolfe salary	£	538.88
1	11	20/03/2017	Mr P Goodchild salary	£	135.89
1	12	20/03/2017	Post Office (HMRC PAYE)	£	34.20
1	13	02/03/2017	Mr J Ambrose (travel expenses)	£	42.30
1	14	20/03/2017	Mrs F Rolfe expenses	£	107.35
1	15	05/03/2017	Eon (Pavilion electric bill)	£	8.81
1	16	09/03/2017	SALC Training Course	£	180.00
1	17	09/03/2017	Business Services at CAS (Insurance)	£	204.55

HPC1703/08 Planning Matters:

8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:

B/17/00040 Fishpond House, Fishponds Lane, Holbrook IP9 2QZ: Granted

B/17/00042 Solarium, Ipswich Road, Holbrook IP9 2QT: Granted

B/17/00049 Classic House, Ipswich Road, Holbrook IP9 2QR: Granted

B/17/00057 1, Alton Hall Cottages, Hyams Lane, Holbrook IP9 2QF: Granted

B/17/00161 16 HaPenny Field, Holbrook IP9 2TS: Granted

8.02 Consideration of planning applications received:

B/17/00141 Hedgerows, Ipswich Road, Holbrook IP9 2QT: Erection of two storey rear and side extension, following removal of existing garage. **Recommend Approval** B/17/00160 The Royal Hospital School, Holbrook IP9 2RZ: Listed building consent for the refurbishment and alteration (including changes to internal layout) of Drake and Nelson boarding houses. **Recommend Approval**

Clerk

Clerk

B/17/00197 Vine House, The Street, Holbrook IP9 2PX: Erection of single storey side extension to form entrance lobby. **Recommend Approval**

Clerk

An application has been received which requires a response before the next meeting. It was agreed to hold the meeting on 3rd April at 2030 in the Village Hall.

Clerk

HPC1703/09 Councillors Reports:

9.01: Councillors activities since the last meeting:

Cllr Sawyer had attended the Police/Parish forum which had been very useful in terms of information about speeding in other parishes. The forum looks for venues to be provided around the area – Clerk to contact the Chairman. The new Police Sergeant for the area was at the meeting and is very positive about her new role. Cllr Ingleton had attended a 'Pub is the Hub' event with the Clerk. It had been very

Clerk

useful regarding the potential for applying to make The Swan an asset of community	
value.	
9.02: Reports from Councillors relating to the Parish:	
Cllr Ambrose said that it had been suggested that since there had been such a	
change in councillors over the last year or so, that time was taken for Councillors to	
introduce themselves outside the formal meeting. It was agreed that this was a	
good idea and could be done after one or more Council meetings.	
HPC1703/10 Items for future agenda:	
April: Housing White Paper consultation response.	Clerk
HPC1703/11 Date of the next meeting:	
The next meeting of the Parish Council will be on 24 th April 2017 at 1930 in the	
Village Hall.	
The meeting closed at 2120.	
The meeting closed at 2120.	

