HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 15th May 2017 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr B Ball, Cllr C Graham, Cllr T Gray, Cllr S Hehir, Cllr Holmes, Cllr S Ingleton, Cllr D Martin, Cllr S Peck, Cllr S Sawyer, Cllr J Springall.

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose, 1 member of the public.

HPC1705/01 Election of Chairman: Cllr Ambrose was nominated for the position of	
Chairman by Cllr Ingleton, seconded by Cllr Hehir, all were in favour. The Clerk	
received the signed Declaration of Office Form from Cllr Ambrose who will continue	
as Chairman until May 2018.	
HPC1705/02 Election of Vice Chairman: Cllr Sawyer was nominated for the position	
of Vice Chairman by Cllr Ingleton, seconded by Cllr Ambrose, the majority were in	
favour so Cllr Sawyer will take the role of Vice Chairman until May 2018.	
HPC1705/03 Apologies: County Councillor D Wood (planning meeting in Stutton).	
HPC1705/04 Confirmation of appointment of representatives to outside bodies:	
It was resolved that the representatives would remain as currently i.e.	
Village Hall Liaison: Cllr Ambrose	
Alton Water User Group: Cllr Sawyer	
Emergency Planning: Cllr Sawyer	
SALC Liaison: Cllr Hehir/Martin	
Shotley Peninsula Tourism Action Group: Cllr Hehir	
The Police and Parish forum will continue to be attended on a rotational basis.	
HPC1705/05 Formation of Sub Committees:	
The current committees were considered to be suitable for the planned business of	
the Council in the next year. The terms of reference are to be reviewed against the	
new standing orders.	Clerk
HPC1705/06 Consideration of payment of annual subscriptions:	
It was resolved that decisions regarding annual subscriptions can be deferred until	
the budget setting meeting usually held in November.	Clerk
HPC1705/07 Declarations of pecuniary and local non-pecuniary interest:	
7.01 Declarations of interest: None	
7.02 Requests for dispensations: None	
7.03 Register of Interests: Councillors were reminded to check their entries on the	
Babergh DC website register.	All councillors
HPC1705/08 Public Forum:	
Babergh District Council: Babergh holds its AGM next Tuesday. A meeting on the	
outcome of the consultation on housing requirements across Suffolk, which was	
contributed to by all the Districts, will take place this week. There will also be an	
update on the local plan.	
Suffolk County Council: Cllr Wood had provided a written report. The make-up of	
Suffolk County Council following the election is Conservative (52), Labour (11), Lib	
Dem (5), Green (3) and Independent (4). Nothing else is known until the AGM on	
25 th May. Cllr Wood has requested speed checks on Ipswich Road and at the RHS	
and will report back on findings when they are received.	
HPC1705/09 To approve Minutes of the Parish Council meeting held on 24 th April	
2017: It was proposed by Cllr Martin and seconded by Cllr Ingleton, that the minutes	
of the meeting held on Monday 24 th April 2017 be approved. Those who had	
attended that meeting were in favour.	
HPC1705/10 Business remaining from previous meetings:	
10.01 Reade Field Improvement Project: Cllr Ingleton reported that a charity may	
take too long to set up, and that an organisation doesn't need to be a charity to set	

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up a 250 Club. It was resolved that another bank account		Clark
administer fundraising monies and keep this separate from Cou		Clerk
of setting up a charity should still be pursued as this can be h		
grants. The 'bring and share' tea on 3rd June is still progressing.	•	
been received for various items including fencing and repair of i		
considered by the Reade Field Committee and recommendatio	ns brought back to	Cllr Ingleton
the full Council.		
10.02 Alton Green update: Cllr Ball and Cllr Ambrose had met w		
previous owners of Vine Cottage to re-establish the boundary		
works and to discuss options for the reinstatement of the co		
resolved to organise a small working party to look at this in mor	e depth and bring a	
recommendation back to the full Council.		Cllr Ambrose
HPC1705/11 Correspondence received requiring a response and		
11.01 Matters arising from the Annual Parish Meeting: It w	-	
further action would be taken regarding Community Speedwatch		
the speed surveys have been received. It was agreed that a pu	•	
be arranged (in the early Autumn), with a speaker from Babergh		
help the community better understand the Neighbourhood	Plan idea and to	
measure support for the project.		Clerk
11.02 Standing orders: The revised standing orders were ap	proved and it was	
resolved to adopt them for the year ahead.		
11.03 Code of Conduct: The revised Code of Conduct was ap	•	
resolved to adopt it for the year ahead. Councillors were		
themselves familiar with the requirements of the Code, partic	ularly interests and	
dispensations.		
11.04 Programme of policy review: A programme of policy creat	tion and review was	
approved.	Clerk	
11.05 Brook Path HLF bid update: The Tree Warden (Mr Allinsor		
report on an idea suggested by the Holbrook Society as part		
Landscape project on the peninsula. This is to make improve		
known as the Brook Path and has been positively received by th Jenman. Investigations are underway regarding ownership.	e project officer wir	
11.06 Request to fish in Alton Green pond: A request to fish in	Alton Groon Bond	
was discussed and it was decided that this must be declined of		
works on the pond and other safety concerns. Further investigat		
regarding signage and safety equipment.		Clerk
HPC1705/12 Finance:		
12.01 Internal Auditor's report: The internal auditor's report wa	is reviewed and the	
recommendations made were approved.		
12.02 Approval of accounts for year ending 31 st March 2017	• The statement of	
accounts was presented for approval. It was approved and sign		
the Clerk/Responsible Financial Officer.	es sy the chair and	
12.03 Sections 1 and 2 of the annual return: Sections 1 and 2 of	of the annual return	
were presented for approval. They were duly approved and then		
and the Clerk/Responsible Financial Officer.	5	
12.04 Financial report from Responsible Financial Officer: A re	port was presented	
by the RFO, there were no questions.		
12.05 Payments to be authorised: Payments for the follow	ing amounts were	
approved, proposed by Cllr Hehir and seconded by Cllr Martin, al		
7 19/04/2017 SALC (membership)	£ 611.29	
8 07/05/2017 Eon (Pavilion Electricity Bill)	£ 8.68	
9 10/05/2017 Naomi Shenton (shelves for phone box)	£ 29.40	
10 15/05/2017 Mrs F Rolfe (Clerk's salary)	£ 544.28	
11 15/05/2017 Mr P Goodchild (Caretaker's salary)	£ 163.30	
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12 15/05/2017 Post Office Ltd (HMRC PAYE)	£ 40.80	
HPC1705/13 Planning matters:		
Update on the status of planning applications, appeals, enforcem	ent referrals and	
plans previously reviewed:		
B/17/00160 Listed building consent for refurbishment and alterat	ions at the Royal	
Hospital School, Holbrook IP9 2RX: Granted		
8.02 Consideration of planning applications received:		
None.		
HPC1705/14 Councillors Reports:		
14.01: Councillors activities since the last meeting:		
Cllr Ambrose has met with the Swan PH to discuss the use of the	Reade Field for a	
fundraising event. Subject to the correct insurance being in p	Clerk/RFIP Committee	
agreement being developed and agreed, this was approved.		CIERN REIP COmmittee
Cllr Ambrose had met with the Clerk and carried out an employme	ent appraisal, this	
was positive and no issues had been raised.		
Cllr Ball had attended the Police/Parish Forum and AGM on 10 th Ma	, ,	
carried out by type of incident rather than by location so the	response may be	
different for different types of issues.		
Cllr Hehir had attended the Shotley Peninsula Tourism Action	Group and gave	
details of the Arthur Ransome celebrations.		
14.02: Reports from Councillors relating to the Parish:		
Cllr Peck noted that the Phone Box book exchange was a very goo	-	
contact details for the Taylor Wimpey site as there had been exe	cessive noise and	
lights on during the night. Cllr Martin commented on the excellent condition of the footpaths	across the fields	
behind Brook Farm, particularly compared to others around the particularly		
Cllr Graham suggested that the whole council should visit Alton Gr		
themselves with the area. This was agreed.		Clerk
It was noted by the meeting that the burst water main in The Stre	et was the fourth	
in a short period of time and that this was extremely disappointing		
HPC1705/15 Items for future agenda: None.		
HPC1705/16 Date of the next meeting:		
The next meeting of the Parish Council will be on 19th June 201	7 at 1930 in the	
Village Hall.		
The meeting closed at		
Chairman Date		