

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 19th July 2017 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr B Ball, Cllr C Graham, Cllr T Gray, Cllr S Hehir, Cllr L 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, County Councillor D Wood, 1 member of the public (until the end of item 6.02).

<p>HPC1706/01 Apologies: None.</p>	
<p>HPC1706/02 Declarations of Interest: None.</p>	
<p>HPC1706/03 Public Forum: Babergh District Council: BDC will be implementing pre-application fees for planning applications which will bring them in line with most other councils. A further meeting about boundary changes will be held with the Chief Executive on 30th June. The Cabinet members have been appointed, details are available on the BDC website. One member from Sudbury resigned over the appointments made. Suffolk County Council: Following the election, there is a Conservative majority and Cllr Noble remains the leader. There is an enlarged Cabinet. Committees are being set up to advise and scrutinise the Cabinet areas and ensure that all councillors have an opportunity to directly contribute, albeit only Cabinet will make decisions. Cllr Wood remains the SCC representative on the SCH AONB board and will continue to chair the organisation for the next four years. The AONB boundary change has been delayed because of the general election, it is likely that consultation will begin around September. Holbrook is on the list for speed surveys, and remedial works to the stretch of Ipswich Road are planned, as are new markings for outside the Primary School. Cllr Wood has tentatively asked for Holbrook to be included in the scheme for temporary siting of speed warning signs, to be sited on a temporary basis. Cllr Ambrose confirmed that HPC would support this suggestion.</p>	
<p>HPC1706/04 To approve Minutes of the Parish Council meeting held on 15th May 2017: It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 15th May 2017 be approved. Those who had attended that meeting were in favour.</p>	
<p>HPC1706/05 Business remaining from previous meetings: 5.01 Reade Field Improvement Project: Cllr Ambrose had removed the larger swing seats as the wooden supports had rotted through. He had obtained some replacement beams and these will be fitted shortly by Mr Abbott so that the swings can be put back into safe use. Cllr Ingleton reported that despite a disappointing turnout, £72 had been raised at the 'bring and share' tea which will be added to the Improvement funds. The terms of reference of the RFIP committee have been reviewed against the newly adopted standing orders and need to be amended to reflect the requirement of a quorum of 3. This was approved. 5.02 Establishment of lottery for fundraising: Councillors approved the £40 initial cost and £20 annual renewal of a lottery registration, which will be taken from the funds raised to date, and noted the administrative processes required. This will be dealt with by the RFIP Committee councillors. 5.03 Alton Green update: The members of the council who had met at Alton Green provided an update on the remedial works to date. The boundary of the Green has been established and agreed. A discussion took place regarding the area of land previously hedged in, it was resolved that further research on the powers and duties of HPC in relation to common land was required before a definitive solution could</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllrs Ambrose, Ingleton and Holmes.</p>

be agreed. Clerk to write to the residents concerned to provide an update.	Clerk																																																				
<p>HPC1706/06 Correspondence received requiring a response and new business:</p> <p>6.01 Adoption of policies: Policies for Dispensations, Document retention, Data protection, Reporting at meetings, Media, Freedom of information, and a Protocol for dealing with pre-application discussions were approved for adoption by the Council. Hard copies will be circulated to all councillors.</p> <p>6.02 Presentation re proposed development of land north of Woodlands Road: Mr P Wells gave a presentation to the meeting regarding a proposed development on a site north of Woodlands Road identified in the latest BDC Call for sites as HOL1. Indicative proposals included plans for up to 30 dwellings, to include 10 affordable dwellings, to be accessed by a single entrance on Woodlands Road. The hedge would be maintained along Ipswich Road. Councillors had the opportunity to look at proposed site plans and to comment informally on the ideas presented. Mr Wells was keen to know how the site fitted into the village, footpaths etc. He expects to submit for planning permission in 8-12 weeks. Mr Wells will make information available to HPC which can be published for public comment with the caveat that this is prior to any permission being sought. Clerk to advertise as widely as possible and if there is a demand, to invite Mr Wells back to a public meeting.</p> <p>6.03 Update on changes to Planning consultation process: BDC will no longer be sending paper copies of all planning applications to the Clerk, but will automatically notify by email. HPC comments can be made directly into the planning system. Paper copies will be supplied for large or unusual schemes, and for others on a request only basis. After some discussion about the best way to deal with this, it was resolved that HPC would trial all councillors accessing the system and bringing comments to the meeting for the next applications received, before committing to the purchase of a lap top and projector.</p> <p>6.04 Maintenance of footpath 19 (The Cut): Although the hedges along footpath 19 (The Cut) are not the responsibility of HPC, it was agreed that action needed to be taken for the benefit of all residents using the path. Some of the neighbours in Denmark Gardens maintain their stretch of hedge as it is clear in their deeds that this is their responsibility. Others do not have that obligation. Clerk to write to all properties neighbouring the path to outline proposals for a working party to cut back overhanging vegetation.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																				
<p>HPC1706/07 Finance:</p> <p>7.01 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions. A direct debit to pay annual fees to the Information Commissioner was approved.</p> <p>7.02 Payments to be authorised: Payments for the following amounts were proposed to be made by Cllr Sawyer and seconded by Cllr Gray, this was approved by 10 votes to 1.</p> <table border="1" data-bbox="172 1563 1102 2054"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>13</td> <td>22/05/2017</td> <td>SLCC Membership</td> <td>£108.00</td> </tr> <tr> <td>14</td> <td>30/05/2017</td> <td>Mr B Ball (travel expenses)</td> <td>£13.50</td> </tr> <tr> <td>15</td> <td>30/05/2017</td> <td>Mr O Abbott (Reade Field)</td> <td>£100.00</td> </tr> <tr> <td>16</td> <td>22/05/2017</td> <td>Shrubland Woodland Products</td> <td>£146.69</td> </tr> <tr> <td>17</td> <td>04/06/2017</td> <td>Eon (Pavilion Electricity Bill)</td> <td>£8.68</td> </tr> <tr> <td>18</td> <td>07/06/2017</td> <td>Information Commissioner</td> <td>£35.00</td> </tr> <tr> <td>19</td> <td>11/06/2017</td> <td>Open Spaces Society</td> <td>£45.00</td> </tr> <tr> <td>20</td> <td>01/06/2017</td> <td>Mr J Ambrose (travel expenses)</td> <td>£11.70</td> </tr> <tr> <td>21</td> <td>19/06/2017</td> <td>Mrs F Rolfe (Clerk's salary)</td> <td>£544.28</td> </tr> <tr> <td>22</td> <td>19/06/2017</td> <td>Mr P Goodchild (Caretaker's salary)</td> <td>£113.10</td> </tr> <tr> <td>23</td> <td>19/06/2017</td> <td>Post Office Ltd (HMRC PAYE)</td> <td>£28.20</td> </tr> <tr> <td>24</td> <td>19/06/2017</td> <td>Mr J Ambrose (Chairman's allowance)</td> <td>£62.50</td> </tr> </tbody> </table>					13	22/05/2017	SLCC Membership	£108.00	14	30/05/2017	Mr B Ball (travel expenses)	£13.50	15	30/05/2017	Mr O Abbott (Reade Field)	£100.00	16	22/05/2017	Shrubland Woodland Products	£146.69	17	04/06/2017	Eon (Pavilion Electricity Bill)	£8.68	18	07/06/2017	Information Commissioner	£35.00	19	11/06/2017	Open Spaces Society	£45.00	20	01/06/2017	Mr J Ambrose (travel expenses)	£11.70	21	19/06/2017	Mrs F Rolfe (Clerk's salary)	£544.28	22	19/06/2017	Mr P Goodchild (Caretaker's salary)	£113.10	23	19/06/2017	Post Office Ltd (HMRC PAYE)	£28.20	24	19/06/2017	Mr J Ambrose (Chairman's allowance)	£62.50	Clerk
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	26	15/06/2017	M&D Cordle (Alton Green cutting)	£120.00	
	27	19/06/2017	Mr T Gray (travel expenses)	£17.10	
HPC1706/08 Planning Matters: 8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: B/17/00908 Wisteria House, Ipswich Road, Holbrook IP9 2QR: Granted 8.02 Consideration of planning applications received: None.					
HPC1706/09 Councillors Reports: 9.01: Councillors activities since the last meeting: Cllr Hehir had attended the SALC Babergh Liaison meeting which discussed the move to Endeavour House and the Cabinet structure, and at which the new Chief Executive was introduced. She had also attended the Shotley Peninsula TAG meeting which covered the Arthur Ransome festival, Suffolk Day and the Education Partnership. Clerk to circulate minutes. Cllr Gray had attended a meeting about the Boundary Review. He explained the reasons for the change and will provide an introductory report to the Clerk for circulation with the consultation documents. This will be discussed at the next full meeting. 9.02: Reports from Councillors relating to the Parish: Cllr Martin had received an enquiry regarding impingement by power cables on the road repair works on Ipswich Road, but this will not be an issue as a full resurfacing is not being carried out. Cllr Peck asked that a microphone be used at next year's Annual Parish Meeting. Cllr Ball raised a concern that there was a lack of public attendance at this meeting which might have been expected given the proposed planning application being on the agenda. A discussion took place regarding the best way to reach residents who may have an interest or opinion, how to advertise the agenda to reach more people and so on. It was agreed that any methods used must present the Council in a professional and positive manner, and must be in line with the media policy and Code of Conduct. An official HPC Facebook page will be considered.					Clerk Cllr Gray/Clerk
HPC1706/10 Items for future agenda: July: Boundary Commission electoral review of Babergh wards. Sam Lanier presentation about the War Memorial.					Clerk
HPC1706/11 Date of the next meeting: The next meeting of the Parish Council will be on 17 th July 2017 at 1930 in the Village Hall. Councillors were issued with a revised calendar of meetings to reflect a change to December's meeting date. The meeting closed at 2120. Chairman Date					