## **HOLBROOK PARISH COUNCIL**

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 19<sup>th</sup> 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 (from 2100), approximately 100 members of the public.

HPC1707/01 Apologies: County Councillor D Wood (Conference, written report provided)	
HPC1707/02 Declarations of Interest: None.	
HPC1707/03 Public Forum:	
Babergh District Council: The first draft of the new Local Plan will be discussed at Council on 18 <sup>th</sup> July. This changes things like the number and definition of core villages, hinterland etc. It's proposed that Chelmondiston and Shotley also become core villages, but this change of definition may be more about housing development than the role of the village in the area. Suffolk County Council written report: The advertisement for a new CEO is out this week, we hope to have a new one in place by Christmas. New committees are being discussed at council this coming Thursday as well as councillor allowances; nothing for the average councillor just a hefty rise for the Leader and Cabinet! I see the road has been done correctly on Ipswich Road at long last; perseverance does pay. The pot hole in the Street should be repaired tomorrow.	
<b>Residents:</b> A number of members of the public spoke about the proposed planning development on Woodlands Road. The Chairman explained the situation to date and the Council's view that a Neighbourhood Plan was required. He further explained that the Council could not be seen to be making a decision on an application before it had been received. Residents' concerns and comments included:	
<ul> <li>New development being planned when the full impact of the TW site was not yet known.</li> <li>Rate of growth of the village was unsustainable.</li> <li>Impact of new development on infrastructure, particularly water supplies, traffic increases, the surgery's capacity and further across the peninsula e.g. at Freston crossroads.</li> </ul>	
<ul> <li>It was suggested that a view should be taken across the whole peninsula as the impact of the combined development affected everyone.</li> </ul>	
<ul> <li>There was some acknowledgement that housing is required and that objections should be considered against need, some people are in favour of development in general terms.</li> <li>There were some technical comments made about the method used to calculate the numbers published in Babergh's plan and whether the Parish Council should challenge these. [Advice would be sought.]</li> </ul>	
• It was felt that Babergh had let down the village through delaying the implementation of the new Local Plan which left developers in a strong position regardless of local opinion. The Chairman encouraged everyone to comment to Babergh individually and also to the Parish Council once any application was received. He said that HPC wants to represent the views of the village as a whole so needed feedback from all parts of the village.	
HPC1707/04 To approve Minutes of the Parish Council meeting held on 19 <sup>th</sup> June 2017: It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 19 <sup>th</sup> June 2017 be approved. All were in favour.	
HPC1707/05 Business remaining from previous meetings: 5.01 Reade Field Improvement Project: The swings are being refurbished and are currently	

fenced off. There are intentions to implement further improvements taking into account the

survey responses but these will take time and money. A separate bank account for the Improvement Project has been set up and a lottery licence to allow fundraising obtained. There are plans for a 'back to school BBQ' in the last weekend of the summer holiday. 5.02 Alton Green: Given the complexity of law about Command Land and the restrictions on changes being made, it was decided to leave the area of land adjacent to Vine Cottage to return to nature for the time being. The boundary had been agreed between the garden and the green, and the householder appeared to be happy with the situation. The creation of a Clerk management plan for Alton Green will be considered at the next meeting. HPC1707/06 Correspondence received requiring a response and new business: **6.01 War memorial project presentation:** Samantha Lanier gave a brief update on the work that she has carried out regarding villagers who served in the military during the First World War and the anomalies between the rolls of honour and the war memorial. She will continue Clerk to research this and will come to a future meeting with proposals. Costs for alterations to the war memorial and a new roll of honour may be met by a grant through the University of Essex. Over 300 people had attended the launch of the Poppy Trail in conjunction with the Primary School. Sam is now the Village Recorder and so representatives of local organisations are requested to send copies of important documents or events to her for reporting and archival at the Records Office. 6.02 Adoption of policies: Policies for Complaints, Training and Development and Travel and Expenses were approved for adoption by the Council. Hard copies will be circulated to all councillors. 6.03 Local Government Boundary Commission electoral review: There were differing ideas about how the local boundaries could be redefined as the on-line tool did not allow for accurate numbers of electors to be calculated, but Councillors were in agreement that Holbrook should not be subsumed into Berners or Alton Ward as it's an important location in its own right and (until the new Local Plan is implemented at least) is the only core village in the area. It is the hub of the peninsula and needs to be recognised with its own councillor, albeit as part of a larger ward. A form of words is to be circulated to Councillors for comment before being sent to the LGBCE. Clerk 6.04 Recruitment process for new Clerk: The Chairman noted the Clerk's resignation and explained the timeline for her replacement. It was agreed that Cllrs Ambrose, Holmes and Sawyer would shortlist and interview candidates, and that they were empowered to appoint to the vacancy as this would have to be done before the next meeting of Council. Closing date 10<sup>th</sup> August, interviews the following week. 6.05 Arrangements for Neighbourhood Plan public meeting: The Chairman explained the Council's view on the need for a Neighbourhood Plan to the residents present, those who commented were supportive of this. He said that it was a serious commitment in terms of time and resources but would ensure that Holbrook had a say about how the parish developed in the future. Dates for a public meeting with officers from Babergh's community planning department were being arranged for September/October. Volunteers with varied skills and experiences would be required as the Council would not be able to carry out this project without help and support from the community. Clerk HPC1707/07 Finance: 7.01 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions. 7.02 Payments to be authorised: Payments for the following amounts were proposed to be made by Cllr Graham and seconded by Cllr Ingleton, approved by all present. 15/06/2017 Anglian Water (pavilion) 27a 45.38 Vertas (Reade Field Q1) £ 28 23/06/2017 190.73 29 22/06/2017 Eon (Pavilion Electricity Bill) £ 11.76 £ 30 28/06/2017 SALC (training course) 19.20 31 03/07/2017 Mr O Abbott (Reade Field) £ 100.00

07/07/2017

Village Hall Hire

32

£

195.00

22 47/27/2017	5 D 16 (6) 11 1 1		E 4 4 2 2			
	s F Rolfe (Clerk's salary)	£	544.28			
34 17/07/2017 Mr	P Goodchild (Caretaker's salary)	£	163.30			
35 17/07/2017 Pos	st Office Ltd (HMRC PAYE)	£	40.80			
36 09/07/2017 Eon	n (Pavilion Electricity Bill)	£	5.38			
HPC1707/08 Planning Matte						
8.01 Update on the status						
plans previously reviewed:						
8.02 Consideration of planning applications received:						
DC/17/02496 Brook House, Harkstead Road, Lower Holbrook IP9 2PJ: Erection of single storey						
garage extension and insertion of dormer window and roof light. It was resolved to						
recommend approval of this application as it would be an improvement to the area.					Clerk	
HPC1707/09 Councillors Reports:						
9.01: Councillors activities si	ince the last meeting:					
Cllr Ambrose: Cllr Ambrose informed the meeting that the bid to have The Swan PH						
registered as an Asset of Con	mmunity Value had been successful.					
Cllr Peck gave a report on the	ne Babergh East Police and Parish For	um of	5 <sup>th</sup> July. Minւ	ites to be		
circulated. She had also had	l a telephone meeting with the site	nanag	er of the TW	site. The	Clerk	
development will not be com	Cierk					
9.02: Reports from Councillors relating to the Parish:						
None.						
The Chairman thanked all the members of the public for attending and encouraged them to						
sign up to help with the Neighbourhood Plan.						
Concerns had been raised during the meeting that people do not read the agenda and that						
many had responded to a leaflet drop organised by a resident. This will be further discussed						
at September's meeting when a community engagement policy will be implemented.						
HPC1707/10 Items for future	•	:4:	t:	t:		
<b>August:</b> Alton Green Management Plan, Litter and dog bin condition report, confirmation of						
new Clerk, Consideration of Junior Parish Council (Cllr Ingleton).					Clerk	
October/November: War memorial update (S. Lanier)						
HPC1707/11 Date of the next meeting: The next meeting of the Parish Council will be on 21 <sup>st</sup> August 2017 at 1930 in the Village Hall.						
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The meeting closed at 2124.						
Chairman						