

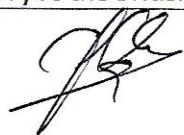
HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 19th February 2018 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr B Ball, Cllr C Graham, Cllr S Ingleton, Cllr D Martin, Cllr S Peck, and Cllr L.Holmes.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor D Rose, County Councillor D.Wood and four members of the public.

<p>HPC1802/01 Apologies: Cllr T Gray, Cllr S Hehir, Cllr C Sawyer</p>	
<p>HPC1802/02 Declarations of Interest: None</p>	
<p>HPC1802/03 Public Forum: Babergh District Council: District Councillor Rose advised the Council about the forthcoming District Council meeting taking place tomorrow, which the agenda includes the Budget for 2018/19. There will also be a change of roles and he expects to become a member of the Planning Committee but this has yet to be confirmed. District Councillor Rose also advised that he had received no notification on when the Woodlands Road Development would be scheduled for discussion, by the Planning Committee. Suffolk County Council: County Councillor David Wood had circulated his Parish January Report previously to all Councillors. He updated the Council on the situation regarding Stutton CEVC Primary School and its potential closure or possibility of being taken over by an Academy Trust. Further details will be known in the forthcoming week. He requested the support of all Councillors to the AONB drop in sessions, that have been advertised. He also kindly requested that the Natural England statutory consultation on Suffolk Coast & Heaths AONB Boundary Review be included on the Parish Councils next agenda. County Councillor David Wood also advised that he has had no update on the Speed Survey and he will ensure its chased again. Residents: A concern was raised about the increase in the number of cars parking in Clench Road, especially at school drop off and pick-up times. On many occasions they are parking on the grass area which is owned by Babergh District Council. District Councillor Rose agreed to speak to the Council and raise the issue.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">District Councillor Rose</p>
<p>HPC1802/04 To consider and approve Minutes of the Parish Council meeting held on 15th January 2018: It was proposed by Cllr Ball and seconded by Cllr Martin, that the minutes of the meeting held on Monday 15th January 2018 be approved. All were in favour.</p>	
<p>HPC1802/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the Reade Field Project: Cllr Ingleton advised that they hoped to hold a Village Barn Dance event in April/May to help raise funds. Cllr Ingleton is currently awaiting quotes for the required work and she will chase the suppliers again, for a response. 5.02 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised that the next meeting had been scheduled. The Committee are currently drafting the plan and looking for possible funding streams or grants. 5.03 To receive an update on the Councillor Vacancy Cllr Ambrose explained that we had received a note of interest in the vacancy from Gerald Abbott, who he kindly asked to say a few words to the Council. Gerald Abbott explained that he was a land owner within Holbrook and had lots of connections and links to the village. Cllr Ambrose asked for a vote on Gerald Abbott being co-opted onto the Council and it was proposed by Cllr Ingleton and seconded by Cllr Ball. All were in favour. Cllr Ambrose advised that Gerald Abbott would attend the next meeting formally and the Clerk will be in contact with the required forms to complete.</p>	<p style="text-align: center;">Cllr Ingleton</p> <p style="text-align: center;">Clerk</p>
<p>HPC1802/06 Correspondence received requiring a response and new business: 6.01 Samantha Lanier Report – War Memorial Research Samantha Lanier had produced a report that had been circulated to all Councillors prior to the meeting. She went onto summarise the main parts of the report regarding the names of the individuals who were missing from the war memorial. A detailed discussion took place on ‘who owned the war memorial?’, options maybe the British Legion, The Church or the Parish Council.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Samantha Lanier</p>



19/3/18

It was agreed that the Clerk should investigate further to find out the owner of the war memorial and then it would be put on the agenda for the next meeting. The Council asked Samantha Lanier to obtain a rough quote on the cost of adding new names to the memorial. Cllr Ball asked for a vote of thanks to Samantha Lanier for all her work and for presenting the details to the Council. It was agreed that it would take some time to resolve this issue but it would be a good idea to aim for completion by Armistice Day, in November.

6.02 Approval of Internal Auditor for 2017/18 year end accounts

The Clerk advised the Council that the Internal Auditors for last year were Heelis & Lodge and they can undertake the audit again for this financial year but there is a price increase to £180.00. It was agreed that this was still value for money and all were in agreement of adopting Heelis & Lodge as the official Internal Auditor for the 2017/18, year-end accounts. The Clerk will contact and arrange the date of the Audit for April 2018.

6.03 To review and adopt the Financial and Management Risk Assessment

The Financial and Management Risk Assessment was reviewed. It was approved and adopted by the Council.

6.04 To review and adopt the Financial Regulations

The Financial Regulations were discussed and reviewed. They were approved and adopted by the Council.

6.05 BBC Radio Suffolk Village of the year competition

The Council discussed the competition and the value and benefits it may bring to Holbrook. It was decided that on this occasion the offer of entering would be declined.

6.06 Information on Suffolk Highways Community Self Help Survey

The Council discussed the recent Survey that had been sent to the Council. It was agreed that in principle the Council agreed to the idea of supporting Suffolk Highways and would consider the use of volunteer groups but not a financial contribution. It was agreed that the Chair and Clerk would complete a formal response from the Council.

6.07 New Website address <http://holbrook.suffolk.cloud>

The Clerk advised the Council on details of the new website and the fact that more work is still required, which would be actioned shortly.

6.08 Review of Register of Interests

The Clerk advised the Council that Babergh had requested that all Registers of Interest be reviewed and updated. The Clerk had sent an email to all Councillors with a link to update the register. At present, only Cllr Ambrose and Cllr Graham's forms had been completed. It was agreed that the Clerk would re-send the link to all Councillors.

6.09 To discuss arrangements for the Annual Parish Meeting

Cllr Ambrose explained the process that would be followed for the Annual Parish Meeting. He confirmed that Boat Owners Club would have their AGM at 7pm, followed by the Village Hall Management Committee AGM at 7.15pm. The Annual Parish Meeting would start at 7.30pm on the 18th April. The Clerk has invited the Headteacher from the Royal Hospital School and the Head Boy and Girl. The Clerk will invite all local Organisations to attend and speak or to have a display.

Clerk

Chair & Clerk

Clerk

Clerk

Clerk

HPC1802/07 Finance:

7.01 Financial report from Responsible Financial Officer:

A report was presented by the RFO, there were no questions. The Clerk advised the Council that the precept for 2018/19 had been accepted and will be paid in two instalments throughout the year.

7.02 Payments to be authorised:

Payments for the following amounts were proposed to be made by Cllr Ingleton and seconded by Cllr Peck, approved by all present.

Cllr Ingleton raised the issue of the Reade Field Q4 Cutting and questioned had it been cut this quarter. The Clerk will refer to the contract to ascertain the agreement made prior to payment being released.

Clerk

Clerk

94	19/02/2018	Mrs L. Goodyear (Clerks Salary) Standing Order	£544.26
95	19/02/2018	Mr P. Goodchild (Community Caretaker)	£163.30
96	19/02/2018	HMRC PAYE	£ 40.80
97	19/02/2018	Suffolk.Cloud	£200.00

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98	19/02/2018	Mrs L.Goodyear (Clerks Expenses)	£ 12.99
99	19/02/2018	Mr O. Abbott (Installation of Bins)	£150.00
100	19/02/2018	Eon (Pavilion Electricity Bill)	£ 13.08
101	19/02/2018	Suffolk Wildlife Trust (Membership)	£ 38.00
102	19/02/2018	Vertas (Reade Field Q4 Cutting)	£190.69
103	19/02/2018	SALC (Clerks Training)	£ 30.00

HPC1802/08 Planning Matters:

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:

DC/17/06037 – Erection of 30 Dwellings. Land to the North of Woodlands Road, Holbrook, Ipswich, IP9 2PS. *Pending Decision*

DC/17/05819 – Erection of Dwelling and garage utilising shared vehicular access. Foxgloves, Harkstead Road, Lower Holbrook, Ipswich, IP9 2RJ. *Pending Decision*

DC/17/06264 – Erection of a two-storey extension and porch. 1 Alton Green, Holbrook, Ipswich, Suffolk, IP9 2RN. *Granted*

DC/17/06266 – Erection of a two-storey extension. 2 Alton Green, Holbrook, Ipswich, Suffolk, IP9 2RN. *Granted*

8.02 To consider planning applications received:

DC/18/00122 - Barn Cottage, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Erection of 1 no. three bedroom dwelling with basement, garage and parking (following demolition of existing stables). Deadline 20th February 2018.

A discussion took place regarding this application and it was resolved to recommend approval of this application. Proposer Cllr Graham and Seconded by Cllr Ingleton. All were in agreement.

DC/18/00254 - Romney Lodge, Alton Green, Holbrook, Ipswich Suffolk IP9 2RN. Erection of single storey side extension and porch extension (following removal of existing conservatory). Deadline 5th March 2018.

A discussion took place regarding this application and it was resolved to recommend approval of this application. Proposer Cllr Ball and Seconded by Cllr Holmes. All were in agreement.

HPC1802/09 Councillors Reports:

9.01: Councillors activities since the last meeting:

Cllr Peck had attended the Neighbour Hood Planning Meeting.

Cllr Ball had met with Neal Lister from the AONB and it had been arranged that volunteers from BT would be working on Alton Green tomorrow. He will report back at the next meeting what had taken place. Cllr Ball also raised the issue of grass cutting on the Green and should the cuttings be taken away. It was agreed that Cllr Ball would enquire about the cost of having the grass cuttings being taken away.

Cllr Martin raised the issue of the broken light on the pathway and Cllr Ambrose advised that this had already been reported.

9.02: Reports from Councillors relating to the Parish: As 9.01 above.

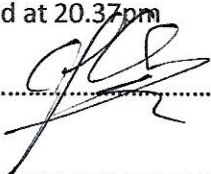
Cllr Ball

Cllr Ball

HPC1802/10 Items for future agenda: As discussed during the meeting above.

HPC1802/11 Date of the next meeting:

The next meeting of the Parish Council will be on 19th March 2018 at 1930 in the Village Hall. The meeting closed at 20.37pm

Chairman  Date 19/3/18