

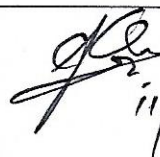
HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 20th November 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 C Sawyer.

In attendance: Mrs F Rolfe (Clerk), Linda Goodyear (New Clerk), District Councillor D Rose and one member of the public.

<p>HPC1711/01 Apologies: County Councillor D Wood and Robert Allinson</p>	
<p>HPC1711/02 Declarations of Interest: None</p>	
<p>HPC1711/03 Public Forum: Babergh District Council: District Councillor Rose will be attending the Babergh Council meeting on the 21st November. The agenda includes a discussion on 'Working Together' Between Babergh and Mid Suffolk District Councils. An update following that discussion will be brought to the next Parish Council meeting. Suffolk County Council: District Councillor Rose advised that the new 40mph limit around the Freston crossroads has been approved. Funding has yet to be secured and therefore a timescale for implementation has not been provided and could be some considerable time. A request was made for an update on the Speeding Survey. The Chair agreed to obtain an update from County Councillor Wood. Residents: Parking outside the Doctors Surgery was raised especially relating to parking on the junction. A discussion took place amongst the Parish Council and it was agreed that the Clerk should raise the issue with the Highways Department who previously reviewed the area some years ago and a report was completed but no action taken. In addition, the Clerk must kindly contact the Practice Manager about concerns over the parking around the surgery and to consider sending a polite notice to residents.</p>	<p style="text-align: center;">Cllr Ambrose</p> <p style="text-align: center;">Clerk</p>
<p>HPC1711/04 To approve Minutes of the Parish Council meeting held on 16th October 2017: It was proposed by Cllr B Ball and seconded by Cllr S Ingleton, that the minutes of the meeting held on Monday 16th October 2017 be approved. All were in favour.</p>	
<p>HPC1711/05 Business remaining from previous meetings: 5.01 To receive an update on the Reade Field Project: Several items of equipment are now required and at present one quote has been received and further quotes are still required. This item will be included as an Agenda Item for the next meeting. Cllr Ambrose advised that a Sub Bank Account has been set-up for the Reade project and went on to advise the Parish Council how this account would work, going forward. The bulb planting on the Reade Field, has also begun. 5.02 To receive an update on the streetlight report: An update and apology has been received from SCC which explains that the promised report into the condition of the street lights and whether they can be turned off on a timer has not been produced due to workload issues. A technician will take closer look to gather further information. Once there is a clear picture of the needs the works will be priced and forwarded to the Parish Council with recommendations and options. There is no timescale attached to this piece of work at the moment. This was noted by all in attendance and the Parish Council awaits the report in due course. The Clerk is to set a reminder to chase the report at the beginning of January 2018.</p>	<p style="text-align: center;">Cllr Ingleton</p> <p style="text-align: center;">Clerk</p>


11/12/17

HPC1711/06 Correspondence received requiring a response and new business:**6.01: The resignation of Cllr Springall and the subsequent casual vacancy process:**

The notice of casual vacancy will expire on the 23rd November. If no election has been called for by residents, the vacancy can be advertised on a co-option basis.

6.02 Local Government Boundary Commission draft recommendations for ward boundary changes: Cllr Ambrose provided an update to the Parish Council on the ward boundary changes and the existing concerns. Cllr Rose advised that he had provided a formal response outlining concerns over the size of the area allocated and that two wards would be best split with single member wards adopted with core villages. Holbrook and Stutton are a better affiliation and place Brantham and Tattingstone together. These views were also shared by Cllr Gray and Cllr Ambrose. Clerk and Cllr Ambrose to submit proposal.

6.03 The Data Protection Bill: The Clerk had attended a training session on the new changes to the Data Protection Act as of the 25th May 2018. She provided the Parish Council with an outline of what she had learnt and the possible implications to the records that are currently retained. It was agreed that the Clerk should undertake a review of the type of records and personal information held and review in line with the Retention Policy. A small budget allocation for 2018/19 should be allocated in order to meet any changes required as further clarity is provided.

6.04 Policies on Sickness and Absence, Staff Appraisal, Discipline and Grievance:

Cllr Ambrose explained the annual rolling policy review adopted by the Parish Council. Adoption of the policies was proposed by Cllr Ball and seconded by Cllr Hehir, approved by all present.

Cllr Ambrose
& Clerk

Clerk

HPC1711/07 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 Ball and seconded by Cllr Gray, approved by all present.

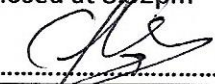
71	17/10/2017	Vertas (Reade Field Q3)	£	190.69
72	17/10/2017	SP Society	£	30.00
73	20/10/2017	Earth Anchors	£	1,636.80
74	23/10/2017	Holbrook Village Hall Hire	£	50.00
75	05/11/2017	Eon (Pavilion Electricity Bill)	£	10.08
76	07/11/2017	M&D Cordle (Alton Green Cutting)	£	120.00
77	08/11/2017	Anglian Water (Pavilion)	£	46.11
78	20/11/2017	Mrs L Goodyear (Clerk's Salary)	£	199.57
79	20/11/2017	Mr P Goodchild (Caretakers Salary)	£	163.10
80	20/11/2017	Post Office Ltd (HMRC PAYE)	£	41.00
81	15/11/2017	Mr J Ambrose (Laptop)	£	496.23
82	14/11/2017	Mr O Abbott (Reade Field)	£	100.00

HPC1711/08 Planning Matters:**8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:**

It was proposed by Cllr Holmes and Seconded by Cllr Hehir, that the minutes of the Planning Committee meeting of the 15th November 2017 be approved. All those attended were in favour.

DC/17/03404 Wisteria House, Ipswich Road, Holbrook IP9 2QR. A separate meeting took place on the 15th November to review this planning application. Councillors discussed the planning application and resolved to recommend refusal on the grounds of overdevelopment, contaminated land not investigated, overlooking neighbouring properties and concern over the vehicle access to the site (which may require reversing onto the road).

Clerk

<p>DC/17/03780 Classic House, Ipswich Road, Holbrook IP9 2QR: Granted</p> <p>8.02 Consideration of planning applications received:</p> <p>DC/17/05459 16 Firebronds Road, Holbrook, Ipswich, Suffolk, IP9 2TP: Erection of two storey rear extension (following demolition of conservatory). Following a detailed discussion by the Parish Council it was agreed that planning permission should be granted. It was proposed by Cllr Peck and Seconded by Cllr Sawyer. All those attended were in favour.</p> <p>DC/17/05448 Oak Lodge, Harkstead Road, Lower Holbrook, IP9 2RJ: Removal of pitched roof to rear extension and form roof terrace. Following a detailed discussion by the Parish Council it was agreed that planning permission should be granted. It was proposed by Cllr Ball and Seconded by Cllr Hehir. All those attended were in favour.</p>	<p>Clerk</p> <p>Clerk</p>
<p>HPC1711/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ambrose represented the Parish Council at the Church Remembrance Service. He advised that the New Residents Welcome Pack has now been produced and he had reviewed the draft copy. It will be sent out to all new residents. Cllr Ambrose had also personally bought daffodil bulbs and these were being planted by the Primary School and Pre-School Children. The Tree Charter have also kindly donated an Oak Tree to the Parish Council and this will be planted as a Legacy Tree, in memory of all the young people who had lost their lives from the area. Cllr Ambrose was invited to meet John Taylor, who is the Manager from Alton Water about the New Campsite and site plan, for which work has already started. Details of the plans will be circulated to all. Cllr Ambrose has also responded on behalf of the Parish Council to the Joint Local Plan and will advise when further details of the next stage are released. Tomorrow, the 21st November there is a meeting of the Neighbourhood Planning Group to start work on the plan.</p> <p>Cllr Sawyer had attended the Babergh Police Forum and minutes were circulated prior to this meeting. He also kindly attended the Remembrance Service at the Holbrook Church on behalf of the Parish Church.</p> <p>Cllr Holmes advised that the Preschool enjoyed planting the daffodil bulbs.</p> <p>Cllr Ball assisted with the annual pond clearance which was very successfully and had resulted in a large pile of reeds, which he will arrange the removal of. He also advised that the bench at the top of the hill had been pressure washed and oiled. He raised a concern regarding a blocked drain and it was agreed that the Clerk should contact the Highways Department to request that it is flushed through. Cllr Ball will be attending the Suffolk Wildlife Trust Meeting on the 27th November 2017.</p> <p>Cllr Hehir attended the Shotley Peninsula Tourism Action Group and advised of the current projects and their success.</p> <p>9.02: Reports from Councillors relating to the Parish: Please refer to comments in 9.01 above.</p>	<p>Clerk</p>
<p>HPC1711/10 Items for future agenda:</p> <p>Samantha Lanier War Memorial report will now be at the January Meeting.</p> <p>Budget Reporting</p>	
<p>HPC1711/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 11th December 2017 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.52pm</p> <p>Chairman  Date 11/12/2017</p>	