


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 16th October 2017 at 8.15pm.

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

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose, County Councillor D Wood, 4 members of the public.

<p>HPC1710/01 Apologies: Cllr C Graham, Cllr D Martin, Cllr J Springall</p>	
<p>HPC1710/02 Declarations of Interest: None</p>	
<p>HPC1710/03 Public Forum: Babergh District Council: A Cabinet meeting approved the idea of pursuing a merger with Mid Suffolk District Council. This may be called in for scrutiny as there was not unanimous support. The Boundary Commission recommendations are available for consultation, with Holbrook, Stutton, Brantham and Tattingstone becoming one ward with two councillors. [HPC will debate this on 20th November.] Suffolk County Council: A new 40mph limit around the Freston crossroads area has been approved in principle and will hopefully be the first stage in improvement to the junction. Cllr Wood has been dealing with residents' concerns about the bus service changes. [See below] He will look into the shielding of the Belisha beacons on the Ipswich Road. Cllr Wood updated the meeting on school transport policy changes which have been called in for scrutiny and will be reconsidered by Cabinet after further work. The search for a new Chief Executive continues. There is a new procedure for Highways fault reporting for use by the public and the parish. [This will be put on the Parish Website]. A new Suffolk Observatory website has been launched which contains data about the county. The PCC Tim Passmore will not be pursuing plans to take control of Suffolk Fire and Rescue Service. The Fire and Rescue Service have launched an 'Escape Plan' campaign to allow residents to plan their escape from their home in the event of a fire. Consultation has been announced for the A12 four villages by pass. The extension to the AONB area consultation will begin in January. Residents: The Tree Warden gave a brief update on his role in the initial management plan meeting on Alton Green. [See below.]</p>	<p>Clerk</p>
<p>HPC1710/04 To approve Minutes of the Parish Council meeting held on 18th September 2017: It was proposed by Cllr Ingleton and seconded by Cllr Ball, that the minutes of the meeting held on Monday 18th September 2017 be approved. All were in favour.</p>	
<p>HPC1710/05 Business remaining from previous meetings: 5.01 Clerk's Vacancy: The Chairman was pleased to announce that following an interview process, Linda Goodyear had been appointed as the new Clerk from 20th November. Mrs Rolfe will continue to support the council and the new Clerk until a full hand-over has been completed. It was resolved that a lap top be purchased for the new Clerk to use for council business. Funds will be found from reserves. 5.02 Actions resulting from the Neighbourhood Planning meeting held 16/10/17: It was noted that the meeting had been very well attended and that the view of those attending was that a Neighbourhood Plan was required. A large number of people have volunteered to help with the plan. A small number of Councillors will set up a working group with the appropriate community support to progress this project. Council volunteers are Cllrs Gray, Holmes, Peck, Hehir and Ambrose. Dates for a first meeting will be arranged to decide the terms of reference etc. Cllr Ambrose will attend a peninsula parish chairs' meeting to discuss the potential for a peninsula wide plan but the feeling currently is that Holbrook should progress as a single parish. This will be one of the issues to be decided by the NP group.</p>	<p>Cllr Ambrose Cllr Ambrose</p>
<p>HPC1710/06 Correspondence received requiring a response and new business:</p>	

 25/10/17

6.01 Village Website hosting: It was resolved that the parish website should move to be hosted by Suffolk Cloud.

Clerk

6.02 Joint Local Plan: A discussion took place regarding the best way to produce a response given the importance of the document, the large number of questions to be answered and the desire to include the views of the public. It was agreed that a working group will draft a response and will be given the mandate to submit the response on behalf of the Council. Cllrs Gray, Sawyer and Ambrose to meet to draft the response.

6.03 Changes to bus services: The changes to the 98 and 98A services were noted and the Council resolved to contact Suffolk County Council to comment on the lack of consultation, the short notice given and the serious impact that this reduction in service will have to residents in outlying parts of the parish.

Clerk

HPC1710/07 Finance:

7.01 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions. The second instalment of the precept has been received. It will be necessary to set up telephone or online banking to pay PAYE to the HMRC from December as the facility to pay at the Post Office is being removed.

Cllr Gray carried out an independent review of the bank reconciliation.

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

53	20/09/2017	SALC (training course)	£	33.60
54	21/09/2017	SCC (SID advert)	£	60.00
55	16/10/2017	RBL (wreath)	£	50.00
56	16/10/2017	Stutton and Holbrook 1st Responders	£	50.00
57	16/10/2017	RBL (bus shelter donation)	£	200.00
58	16/10/2017	Holbrook Academy (donation)	£	30.00
59	16/10/2017	Holbrook PCC (donation)	£	350.00
60	16/10/2017	SARS (donation)	£	25.00
61	16/10/2017	Holbrook Village Hall (donation)	£	400.00
62	16/10/2017	Dominic Barker Trust (donation)	£	50.00
63	16/10/2017	HLH GNS (donation)	£	65.50
64	16/10/2017	Mrs F Rolfe (Clerk's salary)	£	543.08
65	16/10/2017	Mr P Goodchild (Caretaker's salary)	£	163.30
66	16/10/2017	Post Office Ltd (HMRC PAYE)	£	42.00
67	16/10/2017	Mrs F Rolfe (Clerk's expenses)	£	155.54
68	04/10/2017	Eon (Pavilion Electricity Bill)	£	5.78
69	22/09/2017	CAS (Insurance)	£	530.52
70	07/10/2017	Mr O Abbott (Reade Field)	£	100.00

HPC1710/08 Planning Matters:

8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:


DC/17/04118 The Alders, 3 Broomhill, The Street, Holbrook: has been granted.

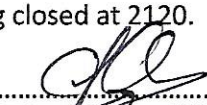
DC/17/04463 Little Orchard House, Holbrook, Ipswich, Suffolk IP9 2NR: has been granted.

8.02 Consideration of planning applications received:

DC/17/04918 Land adjacent to Church Green Cottages, Church Hill, Holbrook, Suffolk IP9 2QP: Outline Planning Application (some matters reserved) - Residential development of 4 detached dwellings with approval of means of access. Following a discussion and having listened to the views of two members of the public it was resolved to recommend refusal of this application on the following grounds: That it is outside the settlement boundary both current and as proposed in the Joint Local Plan. That there was a potential for overlooking of the neighbouring properties and of the new properties because of the situation on the

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<p>hillside. That parking was insufficient and could lead to parking on Church Hill which would be dangerous. Due to adverse impact on nature conservation and conservation areas as the site is within the AONB (National Planning Policy Framework para 115).</p>	
<p>HPC1710/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting: Cllr Sawyer had attended the Alton Green meeting with Cllr Ball. Cllr Ball: Mr Allinson, Cllr Sawyer and Cllr Ball have met to consider the first stage of the management plan for Alton Green. This was followed by a session of reed mace clearance from the pond which had been discussed with the AONB team and which involved some 16 members of the local community. The Chairman has received thanks from a local resident for the works carried out and thanked Cllr Ball for organising the event. Further advice on improving the ecology of the pond will be sought from the Suffolk Wildlife Trust. Cllr Ambrose and Cllr Peck had attended the Local Plan meeting on 21st September.</p> <p>9.02: Reports from Councillors relating to the Parish: Cllr Ambrose reported that the seat of the aerial runway was broken. A report will be made to the next meeting about urgent playground repairs. Cllr Sawyer will attend the next Police/Parish forum at Stutton on 26th October. Apologies will be made for the SALC AGM. Cllr Sawyer will represent the Council at the Remembrance Day service on 11th November, and Cllr Ambrose on 12th November. Cllr Ambrose will host the budget setting workshop, Cllrs Holmes, Sawyer and Peck volunteered to attend.</p>	<p>Clerk</p>
<p>HPC1710/10 Items for future agenda: Local Government Boundary Commission consultation 20th November. Playground repairs report 20th November.</p>	
<p>HPC1710/11 Date of the next meeting: The next meeting of the Parish Council will be on 20th November 2017 at 1930 in the Village Hall.</p> <p>The meeting closed at 2120.</p> <p>Chairman  Date 20/11/17</p>	