

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 18<sup>th</sup> September 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 S Peck, Cllr S Sawyer, Cllr J Springall.

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose (from 2015), 5 members of the public.

<p><b>HPC1709/01 Apologies:</b> Cllr D Martin, County Councillor D Wood</p>	
<p><b>HPC1709/02 Declarations of Interest:</b> Cllr Ambrose declared a private interest in planning application DC/17/04118. This was recorded in the interests register and Cllr Ambrose took no part in this item.</p>	
<p><b>HPC1709/03 Public Forum:</b> <b>Babergh District Council:</b> The next council meeting has been cancelled as apparently there is nothing to discuss. Following a major disagreement between BDC and the unions over the move to Endeavour House, all BDC staff have been served with a 90 day notice of redundancy and will have to reapply for their jobs. A full merger with MSDC is still possible. A local resident has been talking to a company about a temporary trial communications mast, any such exercise would require planning permission which has not yet been sought. The mobile phone mast at Alton Water has been delayed due to changes to the design. <b>Residents:</b> A resident asked about progress on the development at Woodlands Road. It was confirmed that this remains a proposal only until such time as a planning application has been made.</p>	
<p><b>HPC1709/04 To approve Minutes of the Parish Council meeting held on 21<sup>st</sup> August 2017:</b> It was proposed by Cllr Ingleton and seconded by Cllr Holmes, that the minutes of the meeting held on Monday 21<sup>st</sup> August 2017 be approved. All were in favour.</p>	
<p><b>HPC1709/05 Business remaining from previous meetings:</b> <b>5.01 Clerk's Vacancy:</b> Five applications have been received to date, it is anticipated that a shortlist will be able to be drawn up from these applications. The closing date is 29<sup>th</sup> September and interviews will take place on 11<sup>th</sup> October. <b>5.02 The Swan PH asset of community value:</b> Confirmation of the intention to bid has been received from Babergh District Council and the full moratorium has been triggered. Cllr Ingleton has spoken to a local marketing specialist and has passed on details of 'The Pub is The Hub' and other useful contacts. Cllr Ambrose confirmed that the Parish Council would not be purchasing The Swan, but would be supporting any community bid that emerged and that Cllr Ingleton was facilitating this. <b>5.03 Dog and litter bins:</b> It was resolved that two Earth Anchors Beau 42 litre litter bins and four HGN 45 dog bins would be purchased. Additionally a Wybone post mounted bin would be purchased to replace the bin on Heathfield Road if this is approved by SCC. Funds would be taken from reserves to make this significant purchase.</p>	Clerk
<p><b>HPC1709/06 Correspondence received requiring a response and new business:</b> <b>6.01 Policies and procedures:</b> Policies and procedures relating to: the grant scheme, community engagement, health and safety, equality and diversity were approved and adopted. Hard copies to be distributed to Councillors. <b>6.02 Asset register:</b> The asset register was reviewed and approved. The condition of the bench on Alton Green was discussed, this is the responsibility of the family who installed it but local residents may be able to help with improvements. <b>6.03 Joint Local Plan:</b> Cllr Peck will now attend the meeting on 21<sup>st</sup> September with Cllr Ambrose as Cllr Graham is unable to attend on 16<sup>th</sup> October and continuity is preferred. Cllr Ambrose confirmed that the purpose of the meeting 16<sup>th</sup> October is twofold: to gain residents' views on the local plan prior to the Parish Council response being submitted and to gain support for the Neighbourhood Plan to shape Holbrook's future. Councillors are</p>	Clerk  Cllr Ball



16/10/17



encouraged to attend the public meeting to contribute and to listen to the public's views. It was agreed that a hard copy of the map of potential sites for development should be put on the noticeboard for those without access to the internet. Representatives from the surgery and the Primary School will be attending (or reports submitted), Clerk to check with the Academy. The question of whether to formally invite the landowners concerned was debated. It was not clear what the purpose of this invitation would be but it was felt that they should be informed of the meeting in any case.

There had been approaches from Chelmondiston and Tattingstone Parish Councils about the idea for a peninsula wide neighbourhood plan. Stutton are also interested in this. There are advantages and disadvantages of this idea. It was agreed that the Clerk would write to all the Parish Councils suggesting a meeting of the Chairmen after the public meeting on 16<sup>th</sup> October.

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**HPC1709/07 Finance:**

**7.01 Financial report from Responsible Financial Officer:** A report was presented by the RFO, there were no questions. The annual return including the external auditor's report and certificate were approved and accepted. Cllr Ambrose thanked the Clerk for her work on the accounts.

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

45	22/08/2017	BDO LLP (External audit)	£ 240.00
46	03/09/2017	Eon (Pavilion Electricity Bill)	£ 9.12
47	06/09/2017	Mr O Abbott (Reade Field)	£ 100.00
48	18/09/2017	Miss S Ingleton (travel expenses)	£ 35.73
49	18/09/2017	Mrs F Rolfe (Clerk's salary)	£ 544.28
50	18/09/2017	Mr P Goodchild (Caretaker's salary)	£ 163.30
51	18/09/2017	Post Office Ltd (HMRC PAYE)	£ 40.80
52	18/09/2017	Mr J Ambrose (Chairman's allowance)	£ 62.50

**HPC1709/08 Planning Matters:**

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

DC/17/03231 Pettwood, Ipswich Road, Holbrook, IP9 2QT: has been granted.

DC/17/03232 Pettwood, Ipswich Road, Holbrook, IP9 2QT: has been granted.

DC/17/03614 10 Mill Rise, Holbrook, IP9 2QH: has been granted.

**8.02 Consideration of planning applications received:**

DC/17/04118 The Alders, 3 Broomhill, The Street, Holbrook: Erection of 2½ storey rear extension and dormer; insertion of 2 roof lights to front elevation. Cllr Sawyer chaired the meeting for this item. It was **resolved to recommend refusal** based on over-development of the site and the scale and impact of the works.

DC/17/03780 Classic House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR: Change of use of Class A1 (hairdressers) to residential as additional accommodation for Classic House and alterations to front window. It was **resolved to recommend approval** of this application with the comment that it should see a reduction in parking on Ipswich Road at the junction with The Street.

DC/17/04463 Little Orchard House, Holbrook, Ipswich, Suffolk IP9 2NR: Shape and reduce height to 15ft 4 no. Holly trees (T3, T4, T6, T7) and remove 1 no. oak tree covered by Tree Preservation Order BT285. It was **resolved to recommend approval** in line with the report which had been received from the Tree Warden.

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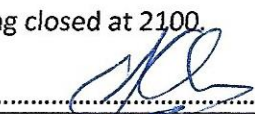
**HPC1709/09 Councillors Reports:**

**9.01: Councillors activities since the last meeting:**

Cllr Hehir had attended the Tourism Action Group meeting. It is becoming quite Shotley-centric. Cllr Hehir to continue to attend whilst there are items of interest for Holbrook.

Cllr Sawyer had attended the Police Parish Forum on 30<sup>th</sup> August. Minutes to be circulated by



<p>the Clerk. Next meeting is at Stutton on 26<sup>th</sup> October.  Cllr Sawyer had attended a social media training session at SALC on 18<sup>th</sup> September. This was very useful and he will pass details on to the Chairman and Clerk.</p> <p><b>9.02: Reports from Councillors relating to the Parish:</b>  Cllr Graham reported that there was damage to the railings alongside the road at the Mill corner.</p> <p>Cllr Ball had circulated a letter about the Alton Green management plan with the Local Plan flyers. He had spoken to SCH AONB about the pond, they recommended further clearance of reed mace to aid water flow. Cllr Ball to liaise with Cllr Graham about the potential for RHS students to carry out voluntary work on the pond. It was resolved that this would be welcomed as long as the appropriate health and safety issues were considered and that there was minimal cost to the council following its significant outlay earlier this year. Cllr Ball was thanked for his work on the management plan to date and <b>it was agreed</b> that a sub group of Cllr Ball, Cllr Sawyer, Mr Allinson and local residents would be formed to develop the plan further.</p> <p>Cllr Ingleton commented on the poor standard of grass cutting in Jervis Close. Cllr Rose to look into this.</p> <p>Cllr Ambrose thanked Cllr Sawyer for printing the leaflets about the Planning Meeting/Clerk vacancy at no cost to the council, and to all those who had distributed the leaflets.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Ball</p>
<p><b>HPC1709/10 Items for future agenda:</b>  None.</p>	
<p><b>HPC1709/11 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 16<sup>th</sup> October 2017 at 2000 in the Village Hall.</p> <p>The meeting closed at 2100.</p> <p>Chairman .....  ..... Date ..... 16/10/17 .....</p>	