

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21st January 2019 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr S Ingleton, Cllr D Martin, Cllr Ball, Cllr S Peck, Cllr T Gray, Cllr C Sawyer, Cllr S Heir and Cllr G Abbott.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor D Rose and 7 Residents.

<p>HPC1901/01 Apologies: Cllr C Graham due to work commitments and County Councillor Wood due to family commitments.</p>	
<p>HPC1901/02 Declarations of Interest: None.</p>	
<p>HPC1901/03 Public Forum: Babergh District Council: District Councillor Rose advised that he is due to attend the full Council meeting tomorrow. They were due to discuss the Local Plan but this has been delayed until the Summer, following the elections. Confirmation that the Council Tax will rise this year and future years has been announced. On Friday there is a meeting with the new Chief Constable and the Police and Crime Commissioner, to discuss the increase in the Police proportion of the Council Tax. Cllr Sawyer asked if this money would be ring fenced for Suffolk Police and District Councillor Rose confirmed this was correct. Suffolk County Council: County Councillor Wood was not in attendance but had circulated his January Parish Report previously to all Councillors. Cllr Ambrose provided a summary to update residents. Residents: Henry Mayes who is the Chair of the 1st Samford Valley Scouts Committee spoke at the meeting to advise of the current lack of permanent accommodation for the Scouts and the possible redevelopment of the Pavilion, on the Reade Field. At this stage he was only seeking opinions and to explore the possible funding opportunities. A long discussion took place with many questions being asked and answered by Henry Mayes. It concluded with an overall opinion of support for the project. Henry Mayes will attend a later meeting of the Parish Council to provide an update and he asked that his contact details be circulated to all Councillors, in case they have any further questions.</p>	<p>Clerk</p>
<p>HPC1901/04 To consider and approve Minutes of the Parish Council meeting held on 10th December 2018: It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 10th December 2018, be approved. All were in favour.</p>	
<p>HPC1901/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: Cllr Ambrose gave a quick update on the outstanding items from the report and asked if there were any questions. There were none. 5.02 To receive an update on the Reade Field Project: Cllr Ambrose advised that the lottery is going well. He has had a recent telephone conversation with the new Grants Officer from Babergh District Council, to discuss the S106 funds available. The quotations for the new play equipment now need to be finalised. There is potential for other projects after this one is completed for example, updating of the tennis courts or pavilion. Further updates will be forthcoming. 5.03 To receive an update on the Neighbourhood Plan: Cllr Gray advised that the survey questions are currently with Planning Direct to verify. A public consultation has been planned for the 23rd February in the Village Hall and the Co-op have kindly agreed to provide the catering for the event. The completed survey will go out to all residents and there will be boxes available for them to be returned to. This will also include a request for possible development sites. The draft youth survey is currently with the RHS and the Academy for comments. Cllr Gray kindly provided more details on the plan going forward and Cllr Ball thanked him for all his hard work. A further update will be provided at the next meeting.</p>	


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HPC1901/06 Correspondence received requiring a response and new business:

6.01. To discuss recent water mains leak and note Anglian Water's attendance at February Meeting: Cllr Ambrose advised that notification had been received that Alton Water will be closed tomorrow so there maybe a reduction in water pressure, in the village. Cllr Ambrose discussed the issues surrounding Primrose Hill being closed prior to Christmas, due to a major leak. The Council discussed at length the communications and signage and what had worked well and what could have been improved. Following this event, the issues in Holbrook have been placed as a higher priority and Anglian Water Representatives have agreed to attend the next Parish meeting to provide an update on the plans, for the water infrastructure.

6.02 Update on GDPR Action Plan. The Clerk reminded the Council that the GDPR action plan had been started last year and some actions remain outstanding. A copy had been circulated to all prior to the meeting. There had been a kind offer from the Chief Executive of SALC to provide some training to the Council on GDPR and Data Protection. All were in agreement to accept this offer and for the Clerk to make the necessary arrangements. All dates on the action plan were reviewed.

6.03 Cllr Linda Holmes Resignation Letter. Cllr Ambrose advised that Cllr Holmes resignation had been received and this had been notified to Babergh District Council. There is no need to advertise the vacancy as it is within 6 months of the forthcoming election. Cllr Ambrose had sent a message of thanks to Cllr Holmes for all her hard work and commitment.

6.04 Approval of Internal Auditor for 2018/19-year end accounts. The Clerk provided the Council with quotations received for the undertaking of the Internal Audit for 2018/19. A discussion took place based on cost and previous experiences and it was agreed that Heelis and Lodge would be the appointed Internal Auditors. All were in favour. The Clerk will contact and arrange the date of the Audit for April 2019.

6.05 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.

6.06 To review and adopt the Financial Regulations. The Financial Regulations were discussed and reviewed. They were approved and adopted by the Council.

6.07 Review of the Register of Interests. The Clerk advised the Council that Babergh had requested that all Registers of Interest be reviewed and updated. It was agreed that the Clerk would re-send the link to all Councillors.

6.08 Update on the Election Process. The Clerk advised that she had attended an Election update course at SALC today. A copy of the presentation had been circulated to all Councillors prior to the meeting. The Clerk advised that the process will follow that as undertaken four years previously but ran through was expected. All councillors stand down on the 7th May 2019 and if they wish to be elected, they must complete a Nomination Pack. Regular updates will be provided at future meetings.

Clerk

Clerk

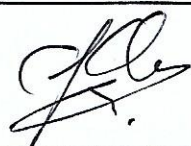
HPC1901/07 Finance:

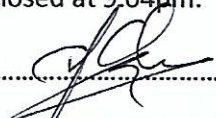
7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO, there were no questions. The Clerk had prepared the precept paperwork and the Chairman, Clerk and two Councillors signed the request for £28,250.00, as agreed at the December 2018 meeting.

7.02 Payments to be authorised:

Payments for the following amounts were proposed to be made by Cllr Martin and seconded by Cllr Sawyer, approved by all present. Cllr Ambrose advised that the cheque for Swarco had been signed in advance, due to the need to order the speeding sign.

16/01/2019	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
21/01/2019	Mr P Goodchild – Community Caretaker Salary	£ 163.30
21/01/2019	HMRC – PAYE	£ 40.80
21/01/2019	Mrs L Goodyear – Clerks Expenses	£ 72.59
21/01/2019	Swarco Traffic Ltd – Speeding Sign	£3,374.29
21/01/2019	E-on – Pavilion Electricity	£ 14.20
21/01/2019	Suffolk Wildlife Trust - Subscription	£ 38.00
21/01/2019	Mr R Abbott – Reade Field Hedge Cutting	£ 680.00
21/01/2019	J.Rose - 1 st Prize Lottery Winner	£ 50.00

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21/01/2019	Mrs Cowling - 2 nd Prize Lottery Winner	£ 30.00	
21/01/2019	M Graham - 3 rd Prize Lottery Winner	£ 20.00	
21/01/2019	Planning Direct - Workshop Neighbourhood Plan	£ 48.00	
21/01/2019	SALC - Election Training	£ 30.00	
21/01/2019	J Ambrose - Chairman's Allowance	£ 62.50	
HPC1901/08 Planning Matters: 8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: DC/18/05262 - Householder Planning Application. Erection of a two-storey side extension and extension of existing dropped kerb. 17 Clench Road, Holbrook, Ipswich, Suffolk IP9 2PP. <i>Awaiting Decision</i> DC/18/05228 - Outline Planning Application. Erection of 7 No. dwellings. Location: Land East Of, Ipswich Road, Holbrook, IP9 2QT. <i>Awaiting Decision</i> 08.02 To consider planning applications received: None 08.03 Appeal APP/D3505/W/18/3206195 - Full Planning Application. Erection of dwelling and garage utilising shared vehicular access. Location: Foxgloves, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk. <i>Awaiting Decision</i>			
HPC1901/09 Councillors Reports: 9.01: Councillors activities since the last meeting: Cllr Ambrose advised that the loose manhole in Clifton Woods had been repaired. He confirmed that the new speeding sign had been ordered and he advised on the location of the posts. Cllr Sawyer advised that the next issue of the Parish Papers is being collated and will be delivered at the end of February. The advertising income generated will cover the costs of publication. He expressed concern over the pathway on Admirals Quarter as it is not fit for purpose. The Clerk will resend the link to Suffolk Highways to raise concerns. Cllr Sawyer also raised the issue of the postbox on the Ipswich Road which would be better placed by the layby, rather than on the bend. Clerk to look back at the records to ascertain what decision had been made and then report as required. He was also concerned about the Clench Road pathway that runs between houses 31-33. It has overgrown hedges and the pathway is broken and fills with water. The Clerk will investigate and report. Cllr Gray raised the issue of ensuring that all residents receive a copy of the Parish Papers, as some people were missed. Cllr Ambrose advised that he had a list of every resident and this be used for the next delivery. Cllr Abbott raised the issue of the parking outside the Surgery and that the cones had been removed and cars were parking on the bend. He also raised the issue of consideration to the village hall carpark being open during the Christmas period. District Councillor Rose will raise at the next Village Hall Meeting. Cllr Martin advised that she had received several positive comments from residents on the Parish Papers. Cllr Ball advised that AONB can apply for grants to have overhead network cables buried underground. The cables that run from the RHS across the fields to the land at the top of Alton Green, should be considered. The Clerk will investigate further. 9.02: Reports from Councillors relating to the Parish: As 9.01 above.			Clerk Clerk Clerk District Councillor Rose Clerk
HPC1901/10 Items for future agenda: Anglian Water attendance.			
HPC1901/11 Date of the next meeting: The next meeting of the Parish Council will be on 18 th February 2019 at 1930 in the Village Hall. The meeting closed at 9.04pm. Chairman  Date 18/2/19			