

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 16th July 2018 at 7.30pm.

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

In attendance: Mrs Linda Goodyear (Clerk), District Councillor D Rose and County Councillor D Wood

<p>HPC1807/01 Apologies: Cllr C Graham due to work commitments. Cllr Martin and Cllr Sawyer due to family commitments.</p>	
<p>HPC1807/02 Declarations of Interest: None</p>	
<p>HPC1807/03 Public Forum: Babergh District Council: District Councillor Rose advised that the increase in Councillors Allowances had been approved by Babergh District Council, at their last meeting and will be back dated to April 2018. At the same meeting the initial plans were approved to build homes on the Hadleigh Headquarters site, subject to planning permission. District Councillor Rose also advised that details on the areas included in the five-year housing plan will be forthcoming and reminded the Council of the land that had been put forward within Holbrook. Cllr Gray asked if there had been any news on the Boundary Review, but District Councillor Rose was not aware of any at this stage. Suffolk County Council: County Councillor David Wood had circulated his July Parish Report previously to all Councillors but did also provide a summary at the meeting. He advised that he had been re-elected. He also reminded the Council that he has a locality budget for which local projects can apply for funding. Cllr Gray raised the question of the outstanding speeding survey results and County Councillor Wood advised that he had been notified that it had been completed but had seen no results. He will be raising it with the new portfolio holder for Highways this Thursday. A discussion took place regarding the application for a speeding sign for Holbrook and a possible request for a contribution from the Locality Budget. Residents: None</p>	<p>County Councillor Wood</p>
<p>HPC1807/04 To consider and approve Minutes of the Parish Council meeting held on 18th June 2018: It was proposed by Cllr Ball and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 18th June 2018, be approved. All were in favour.</p>	
<p>HPC1807/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: Cllr Sawyer had investigated the printing costs for the Holbrook Newsletter and these were shared with the Council. Cllr Ambrose advised that he had received some interest for the editors post for the Bi-monthly Newsletter and he will investigate further. The grass at Alton Green has now been cut and the invoice is due to be approved later in this meeting. The Clerk has contacted both Taylor Wimpey and Anglian Water and is awaiting a response. 5.02 To receive an update on the Reade Field Project: Cllr Ingleton advised that the fence around the play area has now been completed and the zipwire carriage has also been replaced. Work has also been done to re-seed some of the grass areas. The Holbrook Lottery fund has had many new sign-ups and funds raised will go towards the Reade Field Project. Cllr Ambrose provided clarification over the S106 monies available and the concern over the October deadline for applications. He is in regular contact with the Grant Officer and has resolved the issue over the land owner, as there is enough time left on the lease. The Council will not have to match fund but will need to financially contribute to apply for grants. 5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised that a workshop took place last week with a company called Planning Direct. They may assist with producing and submitting the plan and help apply for funding to cover their costs. This has been done by other Parish Councils, but Cllr Ambrose will contact a selection to find out more information. A report will be presented at the August Parish meeting for approval.</p>	<p>Clerk</p>

[Handwritten signature] 20/8/18

HPC1807/06 Correspondence received requiring a response and new business:

6.01 To consider a request by Suffolk Constabulary to jointly fund a PCSO for Holbrook:

The Clerk advised the Council that we had been approached by Suffolk Constabulary to see if we would consider funding a PCSO. A full time PCSO would be £34,000 and a police vehicle would be an additional £3,300. A long and detailed discussion took place and it was felt that at this time, the Council did not have suitable funds to support a PCSO.

6.02 To review and approve the Draft Charging Policy for the Reade Field: Cllr Ambrose advised that a business had requested to use the Reade Field and upon investigation and reviewing the lease agreement, it stated that Trade Business is not permitted. This was also checked with the Agent who confirmed it to be correct. To allow a business to use the Reade Field an application to change the lease would be required and would come at a financial cost to the Council. A detailed discussion took place and it was agreed that the lease would not be amended and that businesses would not be permitted to use the Reade Field.

Cllr Ambrose advised that this highlighted the need to have a charging policy for the use of the Reade Field and Pavilion. The Reade Field Committee undertook some investigation on local charges by other sports providers and a proposal had been sent round prior to the meeting. The charges were discussed in depth and were approved. All were in favour. The Clerk will incorporate the charges into the 'Application for Hire Form' and will add it to the website for transparency.

6.03 To review and approve the Complaints Procedure, Training and Development and Travel and Expenses Policy: The Clerk advised that only minor changes had been made to the policies. She also reminded the Councillors of the value in attending the 'Induction Course for Councillors' training. The policies were proposed for approval by Cllr Ball and seconded by Cllr Holmes. All were in favour.

6.04 To acknowledge the Period for the Exercise of public rights: The Clerk advised that all records are now with external audit for approval. Part of the process and to allow transparency we have to offer the public the right to view the accounts. Dates have been placed on the notice boards and website. The dates run from the 26th June to the 6th August 2018.

Clerk

HPC1807/07 Finance:

7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO, there were no questions.

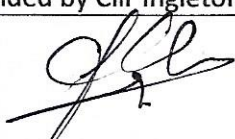
7.02 Payments to be authorised:

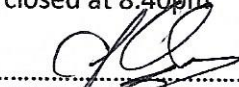
Payments for the following amounts were proposed to be made by Cllr Hehir and seconded by Cllr Ball, approved by all present.

30	16/07/18	Playquip – Supply and Install Aerial Runway	£ 432.48
31	16/07/18	Mrs L Goodyear – Parish Clerk Salary	£ 544.28
32	16/07/18	Mr P Goodchild – Community Caretaker Salary	£ 163.30
33	16/07/18	HMRC - PAYE	£ 40.80
34	16/07/18	Mrs L Goodyear – Clerks Expenses	£ 22.38
35	16/07/18	Mr O Abbott – Reade Field Maintenance	£ 100.00
36	16/07/18	E-on – Pavilion Electricity	£ 8.95
37	16/07/18	Vertas – Reade Field Grounds Cutting	£ 231.78
38	16/07/18	M&D Cordle – Alton Green Grass Cutting	£ 192.00
39	16/07/18	Mr R Abbott – New Fence Reade Field	£1,630.54
40	16/07/18	Mr Ambrose - Chairman's Allowance Q1	£ 62.50

7.03 To note three-year Fixed Price Plan from E-on, for the Pavilion Electricity Supply: The Clerk advised that E-on had advised that the current fixed period was due to end and had offered a new fixed contract. The fixed price plan was considerably cheaper than the variable rate. A discussion took place and it was agreed that the fixed contract would be accepted.

7.04 Consider HMRC Home Working Allowance for Parish Clerk: Prior to the meeting the Clerk had circulated details of the Home Working Allowance that can be provided to Parish Clerks. This is a contribution towards electricity, lighting and internet cost etc in providing an office from home. It is also included with the Clerks Contract of Employment. A discussion took place and it was agreed that the Clerk could claim £18 per month as her Home Working Allowance. This was proposed by Cllr Ball and seconded by Cllr Ingleton. All were in favour.

 20/8/18

<p>HPC1807/08 Planning Matters:</p> <p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</p> <p>DC/18/01256 -Outline Planning Application (Access to be considered) - Erection of 4No. dwellings and vehicular access. Land Adjacent to Church Green Cottages Church Hill Holbrook IP9 2QP. Outline Planning Permission has been granted</p> <p>DC/18/01386 - Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk Application under Section 73 of the Town and Country Planning Act - The full and partial demolition of buildings associated with the redevelopment, without compliance with Condition 22 (Acoustic Fence) Condition 25 (Anson Building) and Condition 29 (Faith, Hope and Charity Steps). Pending Decision</p> <p>DC/18/01725 - Solway, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RU. Erection of a single storey extension and the erection of a detached cart lodge. Granted</p> <p>DC/18/01994 - Land on The East Side of Ipswich Road Holbrook Suffolk. Discharge of Conditions Application for B/14/01288 - Condition 10 (Archaeological Works). Granted</p> <p>DC/18/02341 - Erection of side and rear extensions. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. Pending Decision</p> <p>DC/18/02342 - Application for Listed Building Consent - Erection of side and rear extensions. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. Pending Decision</p> <p>8.02 To consider planning applications received:</p> <p>DC/18/02775 - Notification of works to trees protected under Tree Preservation Order BT112 - Oak (T1) Crown thin by 10-15% and Tip prune out heavy end growth by approximately 1-1.5 metres. 13 Denmark Gardens Holbrook Ipswich Suffolk IP9 2BG. Cllr Ambrose advised that prior to the meeting a report from the local Tree Warden had been provided. The report was discussed, and Councillors recommended approval. It was proposed by Cllr Ingleton and seconded by Cllr Ball. All were in favour.</p> <p>DC/18/02691 - Householder Planning Application - Erection of a single storey rear extension. Woodmere Royal Hospital School Holbrook Ipswich Suffolk IP9 2RU. Cllr Ambrose gave an outline of the application to the Council. A discussion took place and Councillors recommended approval. It was proposed by Cllr Holmes and seconded by Cllr Ball. All were in favour.</p> <p>DC/18/03013 - Non-Material Amendment to application B/17/00145 - Addition of Velux window to North elevation Orchard Lea Ipswich Road Holbrook Ipswich Suffolk IP9 2QT. Cllr Ambrose gave an outline of the amendment to the Council. A discussion took place and no concerns were raised and therefore Councillors recommended approval. It was proposed by Cllr Gray and seconded by Cllr Peck. All were in favour.</p>	
<p>HPC1807/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ball advised that the Water company had visited Alton Green and reviewed the leak and the issue is now resolved. He added that a small water leak is still visible.</p> <p>Cllr Abbott raised the issue of the uncut grass on the Church Green. This will be investigated by the Clerk. Cllr Abbott also raised the issue of the Cycling Events going through the village and concern over a possible accident. A discussion took place and County Cllr Wood advised that they should have requested approval and he will make enquiries to clarify the matter.</p> <p>Cllr Peck advised that she attended the RHS Speech Day which was very good. She had received concerns about the Belisha Beacons and could shields be placed around them. Clerk to contact Taylor Wimpey.</p> <p>Cllr Holmes thanked the Clerk for all her work and supports all the good work of the Neighbourhood Planning Group.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">County Councillor Wood</p> <p style="text-align: center;">Clerk</p>
<p>HPC1807/10 Items for future agenda: None</p>	
<p>HPC1807/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 20th August 2018 at 1930 in the Village Hall. The meeting closed at 8.40pm</p> <p>Chairman  Date 20/8/18</p>	