

5.02 To receive an update on the Reade Field Project and the Equipment Safety Survey: Cllr Ambrose provided a summary of the Play equipment survey recently completed. He went through the recommendations and his summary of the costs involved. He described the possible funding routes and possible match funding requirements. It was proposed by Cllr Gray that the zipwire be replaced straight away so that the children could use it during the summer period. This was seconds by Cllr Sawyer. All were in favour. The rest of the work would hopefully be scheduled to be completed in the Autumn. Cllr Ambrose advised that the Holbrook Lottery had been started and will be an additional fund raiser for the Reade Field project.

5.03 To receive an update on the Neighbourhood Plan and note the Terms of Reference: Cllr Ambrose had circulated the Terms of Reference for the Neighbourhood Planning Group prior to the meeting for noting by Councillors. Ged Gora from the group gave an update on the situation to date and the plan going forward. Members of the group had a table at the recent Village Fete to raise awareness of the plan and its importance to the future of Holbrook. He recently attended a Neighbourhood Planning Seminar and Planning Specialists were present who offer services to Parish Councils and can apply for funding to support the cost of them managing the process. They will be providing a free workshop to the group in the future.

5.04 To review the draft Privacy Policy: The Clerk gave details of the requirement of the policy in relation to GDPR. It will be placed on the website for the public to view. It was proposed for approval by Cllr Ingleton and Seconded by Cllr Sawyer.

5.05 receive an update on the GDPR Action Plan: The Clerk provided an update on the progress against the action plan to date.

5.06 To receive an update on the drainage issue in Lower Holbrook: Cllr Ball provided an update to the Council on the Environment Agency taking no action and that the Suffolk Highways Drainage Team were aware but restricted due to limited finances. Cllr Ambrose provided details of his and Cllr Balls site visit and the outcome. At present, no further action could be taken. Cllr Ambrose thanked Cllr Ball for all his work in trying to get action for this matter.


HPC1806/06 Correspondence received requiring a response and new business:

6.01 To receive an update on the War Memorial: Cllr Ambrose circulated a report prior to the meeting detailing the results of his meeting with Sam Lanier and the British Legion. A discussion took place and there was support for an additional stone, but funding would have to be considered in the next financial year. There may also be additional names that the British Legion maybe aware of that should be considered adding. Cllr Ambrose advised that the report was just for noting at this stage.

6.02 To review and approve the Document Retention and Dispensations Policies: The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Ball and Seconded by Cllr Sawyer. All were in favour.

6.03 To discuss and consider a Speed Awareness Sign: Cllr Ambrose circulated a report prior to the meeting with details of his visit to Chris Leach (Chairman Stutton PC) to discuss their experience of having a speed awareness sign. Cllr Ambrose outlined the requirements and costs of a similar sign for Holbrook. Cllr Sawyer advised that he has great concerns about the speeding in the Village and his support for such a sign. A resident also spoke of an incident he had had running and he and other residents at the meeting expressed their support for the sign and that they would be happy to help with the charging of the battery. Cllr Ball proposed that the Parish Council purchase the speed awareness sign, and this was seconded by Cllr Sawyer. All were in favour. It was agreed that Cllr Ambrose, Cllr Sawyer and Cllr Gray undertake a review of the best location for the sign and the posts.

6.04 To discuss the possibility of a village beacon for the 11th November Remembrance Day: Cllr Ambrose advised that the RHS will be having a beacon in their grounds for 11/11/18 and the question was raised about their being a beacon for the Village. Cllr Ambrose advised that the British Legion would be support this item and it could be a very simple beacon, used for that event only. All Councillors were in favour of the beacon and Cllr Ambrose agreed to undertake the risk assessment nearer the time.

 16/07/2018

HPC1806/07 Finance:

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

7.02 To review the Internal Audit Report and Action Plan: Prior to the meeting the Clerk had circulated the Internal Audit Report. She went through the recommendations and the action that would be taken.

7.03 To fulfil the External Audit Requirements and approval of the AGAR Statements: The Clerk had circulated all the documents prior to the meeting. They were proposed for approval by Cllr Hehir and Seconded by Cllr Ball. The statements were signed in front of the Council by the Chairman and RFO.

7.04 Payments to be authorised:

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

	16/06/2018	Mrs Goodyear (Clerk's Salary)	£544.28
	18/06/2018	Mr P Goodchild (Community Caretaker salary)	£122.48
	18/06/2018	HMRC PAYE	£30.60
	18/06/2018	Clerks Expenses	£55.58
	18/06/2018	Cllr Gray Expenses	£15.50
	18/06/2018	Mr O. Abbott (Reade Field Maintenance)	£100.00
	18/06/2018	Heelis & Lodge (Internal Audit)	£128.00
	18/06/2018	Playquip Inspection	£192.00
	18/06/2018	Data Protection Fee	£35.00
	18/06/2018	Open Spaces Subscriptions	£45.00
	18/06/2018	Babergh Licensing Team	£20.00

HPC1806/08 Planning Matters:

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:

DC/17/06037 – Erection of 30 Dwellings. Land to the North of Woodlands Road, Holbrook, Ipswich, IP9 2PS. *Withdrawn*

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. *Pending Decision*

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*


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. *Pending Decision*

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). *Pending Decision*

08.02 To consider planning applications received:

DC/18/02341 - Erection of side and rear extensions. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. Cllr Ambrose gave an outline of the application. Cllr Ball advised that he did not believe that it impacted on any areas of natural beauty and that the impact directly on the property and no others. Councillors **recommended approval**. It was proposed by Cllr Ball and seconded by Cllr Gray. All were in favour.

DC/18/02342 - Application for Listed Building Consent - Erection of side and rear extensions. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. Comments were the same as above as relate to the same property. Councillors **recommended approval**. It was proposed by Cllr Hehir and seconded by Cllr Gray. All were in favour.

 16/07/2018

