


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 18th March 2019 at 7.30pm.

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

In attendance: Mrs Linda Goodyear (Clerk), County Councillor Wood, District Councillor D Rose and 3 Residents.

<p>HPC1903/01 Apologies Cllr Ball and Cllr Heir due to family commitments.</p>	
<p>HPC1903/02 Declarations of Interest: None.</p>	
<p>HPC1903/03 Public Forum: Babergh District Council: District Councillor Rose advised that the main concentration is the Elections, at present. He advised that the footings had been put in for the new phone mask at Alton Water and it is hoped that it will be in operation in early April. O2 will be the initial provider but there is room for more suppliers, once it is in operation. Suffolk County Council: County Councillor Wood had circulated his March Parish Report previously to all Councillors. He provided a summary for those present. He advised that the AONB consultation finishes next week and will then go to the Secretary for the Environment, to approve. The Cabinet discussed Sizewell C last week and the impact on AONB. He is still awaiting to hear from Suffolk County Council about the grant for the speeding sign and will chase again following the Election. A further discussion took place about the budget reductions and the impact on local services and the Suffolk Police Council Tax increase. Residents: None</p>	
<p>HPC1903/04 To consider and approve Minutes of the Parish Council meeting held on 18th February 2019: It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 18th February 2019, be approved. All were in favour.</p>	
<p>HPC1903/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: Cllr Ambrose went through the actions and updated the Council where applicable. He advised that he had still been unable to get Suffolk Highways to meet and discuss the street lamp in Jarvis Close and that the Internet Banking set-up, is nearly complete. The Clerk advised that the bins were separate on the agenda and a card had been bought and circulated for Dr Dineen. All other items remain outstanding. 5.02 To receive an update on the Reade Field Project. Cllr Ingleton advised that she had met with the Chair of the Executive Committee for Samford Valley Scout Group to discuss the pavilion project and he has gone away to obtain some drawings of the future site. 5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised there had been a successful public consultation event in the village hall and completed questionnaires had been received both electronically and in hard copy. The next stage will be the housing needs survey and it has been recommended by consultants and Babergh District Council that this is done by an external company, who have the skills and expertise. The Chairman of the group will obtain quotations and will bring them to the Council for approval. There has also been a request for potential plots of land to be put forward for consideration, as part of the plan. 5.04 To receive an update on the Parish Papers Project and Advertising Rates. Cllr Sawyer advised that the advertising rates are ¼ of a page £15, ½ page is £20 and a full colour page is £30. He advised that he will be meeting with the Editor this week and that the next edition of the Parish Papers will pay for itself and going forward may make a profit. A discussion took place about the positive response the Parish Papers had received from residents and the kind volunteers who had agreed to help with distribution.</p>	
<p>HPC1903/06 Correspondence received requiring a response and new business: 6.01. Update on Election Process. The Clerk advised that Election notices have gone up along with some posters on the noticeboards and around the village. It has also been included in the In-Touch magazine and the Parish Papers. The Clerk will hand deliver any completed</p>	

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nomination forms to Babergh District Council on Wednesday 20th March. The results will be notified on the 4th April.

6.02 Change of date for the Annual Parish Meeting – Tuesday 21st May 2019. Cllr Ambrose advised that the date had been changed due to the original date being during the Easter school holidays and the RHS being unable to attend.

6.3 Approval and adoption of the ICO Model Publication Scheme. The scheme had been circulated prior to the meeting for all to read. Approval and adoption was proposed by Cllr Sawyer and seconded by Cllr Ingleton. All were in favour.

6.04 Electoral Register Update. The Clerk advised that she had received an electronic version of the electoral register for Holbrook and the previous version has been deleted.

6.05 Litter and Dog Bin Review. The Clerk advised of four bins that were broken or damaged. She also advised of the costs of replacement. It was agreed that the Chairman would visit each location and to advise of the appropriate cause of action.

Clerk/Cllr
Ambrose

HPC1903/07 Finance:

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

7.02 To agree Insurance Renewal for the Pavilion. The Clerk advised that the new renewal had been received at a cost of £251.51, which is only a slight increase on last years premium. A discussion took place and it was decided that the renewal would be accepted but when the new pavilion is built, new quotations will be obtained. It was proposed by Cllr Peck and seconded by Cllr Abbott. All were in favour.

7.03 To agree Reade Field Lottery Fund Budget Heading for 2019/20. The Clerk advised that currently the income and expenditure for the Reade Field Lottery Fund is not very transparent. It is recommended that for the next financial year an additional line is added to the budget to reflect the income and expenditure for the lottery. The balance at year end can then be transferred to the Reade Field Bank Account. A discussion took place, and all were in agreement.

7.04 Payments to be authorised:

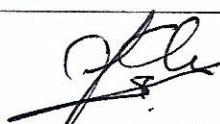
Payments for the following amounts were proposed to be made by Cllr Ingleton and seconded by Cllr Martin, approved by all present. The Clerk advised that the Annual Street Lighting invoice does not yet need to be paid.

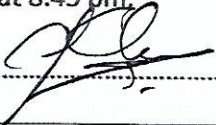
16/03/2019	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
18/03/2019	Mr P Goodchild – Community Caretaker Salary	£ 163.30
18/03/2019	HMRC – PAYE	£ 40.80
18/03/2019	Mrs L Goodyear – Clerks Expenses	£ 43.41
18/03/2019	Tuddenham Press – Parish Papers	£ 154.00
18/03/2019	Zurich Insurance - Pavilion	£ 251.51
18/03/2019	Cicero Communications – Neighbourhood Plan Questionnaires	£ 665.40
18/03/2019	Mr J Ambrose – Quarter 4 Chairmans Allowance	£ 62.50
18/03/2019	Cicero Communications – Neighbourhood Plan	£ 495.00
18/03/2019	M.Pawlewski – Neighbourhood Plan Consultation Event	£ 285.92
18/03/2019	Mr P Goodchild – Community Caretaker Expenses	£ 57.99
18/03/2019	Wave – Pavilion Water	£ 39.42
18/03/2019	R.Abbott - Reade Field Labour and Materials	£ 914.92
18/03/2019	E-ON – Pavilion Electricity	£ 11.73
18/03/2019	Stutton & Holbrook First Responders - Grant	£ 50.00
18/03/2019	Sandra Robertson - 1 st Prize Lottery Winner	£ 51.75
18/03/2019	Matthew Graham - 2 nd Prize Lottery Winner	£ 31.05
18/03/2019	Peter Cann - 3 rd Prize Lottery Winner	£ 20.70

HPC1903/08 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. 17 Clench Road, Holbrook, Ipswich, Suffolk IP9 2PP. **Granted**

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<p>DC/19/00432 - Householder Planning Application. Erection of a single storey rear extension. 4 Firebronds Road, Holbrook, Ipswich, Suffolk IP9 2TP. Granted</p> <p>DC/19/00195 - Application for Listed Building Consent. Erection of a single storey extension. Browns Farm, The Street Holbrook, Ipswich, Suffolk IP9 2PX. Granted</p> <p>DC/19/00194 - Householder Planning Application. Erection of a single storey extension. Browns Farm, The Street Holbrook, Ipswich, Suffolk IP9 2PX. Granted</p> <p>08.02 To consider planning applications received:</p> <p>DC/19/00770 - Planning Application. Change of use of existing annex to a holiday let. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. Cllr Ambrose provided and outline of the application. A discussion took place and it was resolved to recommend approval of this application. Proposer Cllr Ingleton and Seconded by Cllr Sawyer. All were in agreement.</p> <p>DC/19/00776 - Application for a Notification for Prior Approval for a Proposed Larger Home Extension - Erection of a single storey flat roofed extension to replace existing conservatory. 20 Heathfield Road Holbrook Ipswich Suffolk IP9 2QJ. Cllr Ambrose provided and outline of the application. A discussion took place and it was resolved to recommend approval of this application. Proposer Cllr Ingleton and Seconded by Cllr Sawyer. All were in agreement.</p> <p>DC/19/00719 - Listed Building Consent - Installation of a 12KW solar PV array to the roof of the store building. The Royal Hospital School Royal Hospital School Holbrook Ipswich Suffolk IP9 2RX. Cllr Ambrose provided and outline of the application. A discussion took place and it was resolved to recommend approval of this application. Proposer Cllr Peck and Seconded by Cllr Sawyer. All were in agreement.</p> <p>DC/19/01143 - Planning Application - Erection of a single storey side and rear extension following demolition of existing garage and conservatory. 19 Mill Rise, Holbrook, Ipswich, Suffolk IP9 2QH. Cllr Ambrose provided and outline of the application. A discussion took place and it was resolved to recommend approval of this application. Proposer Cllr Sawyer and Seconded by Cllr Graham. All were in agreement.</p> <p>08.03 Appeal APP/D3505/W/18/3206195 - Full Planning Application. Erection of dwelling and garage. Foxgloves, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk. Awaiting Decision</p>	
<p>HPC1903/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ingleton raised her concerns over the notification that the East of England Co-op were extending their opening hours to 11pm, for a six-month trial. Cllr Gray advised that he had received an anonymous letter from a resident also raising concern about the new opening hours. A discussion took place and the Chairman also invited the views of member of the public present. It was agreed that the Clerk contacts the East of England to ascertain the details of the changes and to express concern of the lack of consultation.</p> <p>Cllr Gray advised that he along with other Councillors had attended a meeting at the Holbrook Academy to hear about the issues around being at student capacity, the need to expand and the need for additional funding. A discussion took place and the details were noted by all.</p> <p>Cllr Peck raised the issue of the missing daffodil bulbs from the Ipswich Road and also the lights on Admirals Quarter and Bernard's Field remaining on all night. It was agreed that the Clerk should contact Taylor Wimpey to find out the latest plans for the lights and if they can go on a timer.</p> <p>Cllr Ambrose advised that the winner of the Reade Field Lottery last month had been in contact and kindly donated the winnings back to the Parish Council and therefore the cheque would not be banked.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p>Clerk</p> <p>Clerk</p>
<p>HPC1903/10 Items for future agenda:</p>	
<p>HPC1903/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 15th April 2019 at 1930 in the Village Hall. The meeting closed at 8.45 pm.</p> <p>Chairman  Date 15/4/2019.</p>	