

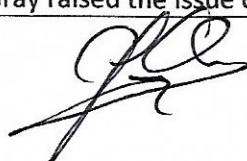
**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21<sup>st</sup> May 2018 at 7.30pm.**

**Present:** Cllr J Ambrose (Chair), Cllr B Ball, Cllr S Ingleton, Cllr D Martin, Cllr T Gray, Cllr S Hehir, Cllr C Sawyer, Cllr C Graham, Cllr S Peck, Cllr G Abbott and Cllr L Holmes.

**In attendance:** Mrs Linda Goodyear (Clerk), District Councillor D Rose, County Councillor D.Wood and 2 members of the public.

<p><b>HPC1805/01 Election of Chairman and receipt of Declaration of Office Form:</b> Cllr Ambrose was nominated for the position of Chairman by Cllr Ingleton, seconded by Cllr Sawyer, seven Councillors were in favour and three expressed no opinion. The Clerk received the signed Declaration of Office Form from Cllr Ambrose, who will continue as Chairman until May 2019.</p>	
<p><b>HPC1805/02 Election of Vice Chairman:</b> Cllr Sawyer was nominated for the position of Vice Chairman by Cllr Ingleton, seconded by Cllr Hehir, all were in favour, so Cllr Sawyer will take the role of Vice Chairman until May 2019.</p>	
<p><b>HPC1805/03 Apologises:</b> None</p>	
<p><b>HPC1805/04 Confirmation of appointment of representatives to outside bodies:</b> It was resolved that the representatives would be: Village Hall Liaison: Cllr Ambrose Alton Water User Group: Cllr Sawyer Emergency Planning: Cllr Sawyer SALC Liaison: Cllr Martin Shotley Peninsula Tourism Action Group: Cllr Hehir The Police and Parish forum will continue to be attended on a rotational basis.</p>	
<p><b>HPC1805/05 Formation of Sub Committees:</b> The current committees were considered to be suitable for the planned business of the Council in the next year: Budget Planning Committee – Cllr Ambrose, Cllr Sawyer, Cllr Peck and Cllr Holmes Reade Field Improvement Project Committee – All Councillors are members Planning Committee – All Councillors are members</p>	
<p><b>HPC1805/06 Consideration of payment of annual subscriptions:</b> It was resolved that decisions regarding annual subscriptions can be deferred until the budget setting meeting usually held in November.</p>	
<p><b>HPC1805/07 Declarations of pecuniary and local non-pecuniary interest:</b> <b>7.01 Declarations of interest:</b> Cllr Graham declared an interest in planning application DC/18/01725. <b>7.02 Requests for dispensations:</b> None</p>	
<p><b>HPC1805/08 Public Forum:</b> <b>Babergh District Council:</b> District Councillor Rose advised the Council that the Annual Council Meeting would be taking place tomorrow the 22<sup>nd</sup> May 2018. This meeting appoints all the Committees and Joint Committees and some changes to the Vice Chairs are expected. District Councillor Rose confirmed that he had chased again the parking on the Clench Road, but no answer has yet been received. <b>Suffolk County Council:</b> County Councillor David Wood had circulated his May Parish Report previously to all Councillors. He advised that he had included the matrix for selecting pothole repairs so that Councillors could see the criteria used, should they receive any questions from residents. He has chased the Speeding Survey and was advised that it had been completed. He will get this clarified with the Highways department as he has a meeting planned on the 24<sup>th</sup> May 2018. County Councillor Wood advised that at the SCC Annual Council Meeting the Administration voted out their leader. He is currently awaiting confirmation on who the replacement will be. Cllr Sawyer raised his concerns over cars and motorbikes speeding through the village in the evenings. County Councillor Wood advised that this was outside of his powers and should be reported to the police. Cllr Gray raised the issue of Stutton paying for their own</p>	<p style="text-align: center;">District Cllr Rose</p> <p style="text-align: center;">County Cllr Wood</p>




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<p>Speeding Sign. County Councillor Wood advised that SCC will not fund speed reduction signs, but they will provide the pole and installation. A detailed discussion took place and it was agreed that the Council would wait to hear the results of the Speeding Survey and at that point consideration for a speeding sign could be made.</p> <p><b>Residents:</b> None</p>																													
<p><b>HPC1805/09 To consider and approve Minutes of the Parish Council meeting held on 16<sup>th</sup> April 2018:</b> It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 16<sup>th</sup> April 2018, be approved. All were in favour.</p>																													
<p><b>HPC1805/10 Business remaining from previous meetings and ongoing projects:</b></p> <p><b>10.01 To receive an update on the actions from the previous meeting:</b> The Clerk had produced a letter to residents highlighting the disposal of garden waste on the Reade Field. A number of Councillors volunteered to hand deliver the letters to local residents.</p> <p><b>10.02 To receive an update on the Reade Field Project:</b> Cllr Ingleton advised that she had obtained a quote from Mr Abbott to cut down the Hedges on the Reade Field that needed attention quickly. They are close to cables and the public footpath. The quote was £680.00 and following a discussion it was agreed that the work should be completed. Cllr Ambrose advised that the Play Area Inspection had been booked and the report will be brought to the next meeting.</p> <p><b>10.03 Update on GDPR and Data Protection Bill:</b> The Clerk handed out copies of the GDPR Action Plan (as recommended by SALC), which was completed, and all electronic and hardcopy records had been reviewed for compliance. The Clerk will update the Council each month on progress against the Action Plan.</p> <p><b>10.04 To receive an update on the Neighbourhood Plan:</b> Cllr Ambrose advised that the meeting took place last week and progress is being made nicely. The group are currently investigating how best to do the survey with residents. All minutes will be put on the Holbrook Parish Council Website and anyone is welcome to attend. A newsletter to all residents is being drafted which will be hand delivered. The referendum is planned for September 2019.</p> <p><b>10.05 To receive and approve the Terms of Reference for Neighbourhood Planning Group:</b> Cllr Ambrose advised that they hadn't been finalised so would be brought to the next meeting.</p>																													
<p><b>HPC1805/11 Correspondence received requiring a response and new business:</b></p> <p><b>11.01 Standing orders:</b> The revised standing orders were approved, and it was resolved to adopt them for the year ahead.</p> <p><b>11.02 Code of Conduct:</b> The revised Code of Conduct was approved, and it was resolved to adopt it for the year ahead. Councillors were reminded to make themselves familiar with the requirements of the Code, particularly interests and dispensations.</p> <p><b>11.03 Programme of policy review:</b> A programme of policy creation and review was approved.</p>																													
<p><b>HPC1805/012 Finance:</b></p> <p><b>12.01 Financial report from Responsible Financial Officer:</b> The first financial report for 2018/19 was presented by the RFO, there were no questions.</p> <p><b>12.02 Approval of accounts for year ending 31<sup>st</sup> March 2018:</b> The statement of accounts was presented for approval. It was approved and signed by the Chair and the Clerk/Responsible Financial Officer.</p> <p><b>12.03 To receive a report from the Responsible Officer for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018:</b> The Responsible Officer provided a summary of the year and highlighted any significant variations. There were no questions raised. The Accounts are now with the Internal Auditor for review.</p> <p><b>12.04 Payments to be authorised:</b> Payments for the following amounts were proposed to be made by Cllr Ball and seconded by Cllr Graham, approved by all present.</p>																													
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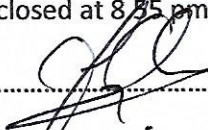


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17	18/05/2018	Wave (Pavilion Water)	£ 32.51	
18	18/05/2018	Mr O.Abbott (Field Maintenance)	£100.00	
<p><b>HPC1805/013 Planning Matters:</b></p> <p><b>13.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b></p> <p><b>DC/17/06037</b> – Erection of 30 Dwellings. Land to the North of Woodlands Road, Holbrook, Ipswich, IP9 2PS. <i>Pending Decision</i></p> <p><b>DC/18/01256</b> -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. <i>Pending Decision</i></p> <p><b>DC/18/01119</b> - Householder Application. Erection of single storey side and two storey rear extension. Rendering of existing brickwork facade. Lowlands Ipswich Road Holbrook Ipswich Suffolk IP9 2QT. <i>Granted</i></p> <p><b>13.02 To consider planning applications received:</b></p> <p><b>DC/18/01386</b> - 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). Cllr Ambrose gave an outline of the application and a detailed discussion took place. Cllr Gray raised that the Acoustic Fence is a key part of the application and should remain. Councillors <b>resolved to recommend rejection</b> of non-compliance with Condition 22 (Acoustic Fence) but <b>recommended approval</b> to Condition 25 and 29. It was proposed by Cllr Gray and seconded by Cllr Holmes. All were in favour.</p> <p><b>DC/18/01725</b> - Solway, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RU. Erection of a single storey extension and the erection of a detached cart lodge. Cllr Ambrose gave an outline of the application and Cllr Sawyer provided further clarification to the Councillors. After a detailed discussion the Councillors (excluding Cllr Graham) <b>recommended approval</b>. It was proposed by Cllr Sawyer and seconded by Cllr Ingleton. All were in favour.</p> <p><b>DC/18/01994</b> - Land on The East Side of Ipswich Road Holbrook Suffolk. Discharge of Conditions Application for B/14/01288 - Condition 10 (Archaeological Works). Clarification on the details of a Discharge of Conditions was provided by District Councillor Rose. Cllr Holmes advised that she had visited the site and had seen the small items located. Councillors <b>recommended approval</b>. It was proposed by Cllr Hehir and seconded by Cllr Gray. All were in favour.</p>				
<p><b>HPC1805/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b></p> <p><b>Cllr Ambrose</b> – As a member of the Management Committee for the Village Hall he advised that there is deep concern about the current vacancy for Secretary and Bookings Secretary. They are struggling to fill these volunteer posts and if the situation cannot be resolved then the Hall may not continue to operate. District Councillor Rose explained the membership make-up and the need for more residents to become part of the village and help support the running of the Hall as a Community Resource. A further discussion took place regarding possible solutions and concerns. Cllr Ambrose will keep the Council updated.</p> <p><b>Cllr Graham</b> – Raised his concern about the new Aqua Park that was due to open in July at Alton Water. He believes they have signed a five-year contract to provide the facility and was concerned about the increase in traffic this would bring through the Village. Cllr Sawyer advised that he attended the last Alton Water Meeting and there was no mention of it and he has found the plans and it is enormous. District Councillor Rose will investigate the matter further. Cllr Ambrose is also meeting with the Chair from Stutton Parish Council and will discuss and attempt to invite someone from Alton Water to attend one of the Parish Meeting to explain what is planned.</p>				<p><b>District Councillor Rose</b></p> <p><b>Cllr Ambrose</b></p>



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<p><b>Cllr Abbott</b> – Raised concerns over the hedges in Ipswich Road that are very over grown. It is believed that the landowners are Suffolk County Council. They should be contacted and asked to action.</p> <p><b>Cllr Ball</b> – Advised that he had been contacted by a concerned resident about a flooding issue in Lower Holbrook. The resident has asked if the Council would consider putting a grill over the pipe that's seems to be causing the issue to prevent it getting blocked. A lengthy discussion took place amongst the Councillors and it was agreed that Cllr Ball would contact the Environmental Agency for guidance on the matter.</p> <p><b>Cllr Gray</b> – He had kindly provided the Council with minutes from the meeting with MP James Cartledge to discuss the importance of Neighbourhood Plans. Cllr Gray advised that the MP would be happy to attend a Parish Meeting if required.</p> <p><b>9.02: Reports from Councillors relating to the Parish:</b> As 9.01 above.</p>	<p><b>Clerk</b></p> <p><b>Cllr Ball</b></p>
<p><b>HPC1805/10 Items for future agenda:</b> Update on the War Memorial</p>	
<p><b>HPC1805/11 Date of the next meeting:</b> The next meeting of the Parish Council will be on 18<sup>th</sup> June 2018 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.55 pm</p> <p>Chairman .....  ..... Date ..... 18/6/2018 .....</p>	