

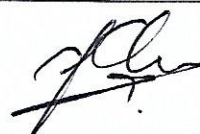
**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 19<sup>th</sup> November 2018 at 7.30pm.**

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

**In attendance:** Mrs Linda Goodyear (Clerk), County Councillor Wood, District Councillor D Rose and 4 Residents.


<p><b>HPC1811/01 Apologies:</b> Cllr D Martin due to family commitments.</p>	
<p><b>HPC1811/02 Declarations of Interest:</b> None.</p>	
<p><b>HPC1811/03 Public Forum:</b>  <b>Babergh District Council:</b> District Councillor Rose advised that all the Stakeholders in relation to the Shotley Pier met last week but as, yet he is not aware of the outcome. He notified the Council of an increase to the cost of litter and dog bin emptying next year, by Babergh District Council. The Clerk had been made aware and the overall expected increase would be £75, a year. District Councillor Rose advised that the precept for Holbrook will increase due to the additional homes on the Taylor Wimpey site.  <b>Suffolk County Council:</b> County Councillor Wood had circulated his November Parish Report previously to all Councillors but provided a summary to update residents. He advised that the budget had been released for scrutiny and the cuts planned are very serious. There will be impacts to villages in relation to grass and verge cutting. Parish Council's will be expected to take on the additional expenditure. At present County Councillor Wood is not aware of the details. He advised that he may not be able to attend the next meeting and he will try to get the funding for the new Speeding Sign completed as soon as possible but it may not be until the new year. Cllr Sawyer asked about the health and safety requirements if volunteers started to clean the village signs. Cllr Ambrose advised that full risk assessments will be undertaken.  <b>Residents:</b> None</p>	
<p><b>HPC1811/04 To consider and approve Minutes of the Parish Council meeting held on 15<sup>th</sup> October 2018:</b> It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 15<sup>th</sup> October 2018, be approved. All were in favour.</p>	
<p><b>HPC1811/05 Business remaining from previous meetings and ongoing projects:</b>  <b>5.01 To receive an update on the actions from the previous meeting:</b>  The Clerk advised that she had chased the contractor again about the covers on the Belisha Beacons and had been advised that they would be fitted in the next two weeks.  Cllr Ambrose advised that the meeting at Jervis Close remains outstanding.  Cllr Sawyer advised that the Beach Watch will most likely take place on Sunday 2<sup>nd</sup> December at 10am. All volunteers are welcome to meet at the Holbrook Creek Carpark and bags and litter pickers will be supplied.  The Clerk has reported the lights of a resident's home to Suffolk Highways and is currently awaiting a response.  Cllr Ambrose advised that there had been a new development with the Pavilion. He had attended a meeting with the Head of the Scouts Group who was looking for a permanent base. Discussions had begun about applying for funding for a new pavilion for the Scouts and the football teams. It may take some time, but he will keep us informed of any developments.  Further details on the maintenance work on the manholes in Ipswich Road was requested by the Clerk from Anglian Water, Unfortunately, no further details were received. A resident made a complaint to Suffolk County Council and received an apology and was advised to look at the website for details of all planned road closures. On the subject of road closures, Cllr Ambrose advised that Anglian Water have notified of a water mains disruption planned for January 2019. Details will be added to the website.  The Clerk has reported the poor grass and hedge cutting along with the condition of the pavements to Babergh District Council and is awaiting a response.  Confirmation has been received that the Royal British Legion are still cleaning the bus shelter.</p>	



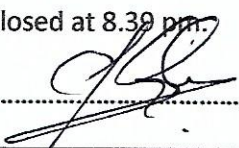
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<p>A discussion took place regarding the barriers on Admirals Quarter and the concerns over safety. It was agreed that the Clerk should contact the Planning Department and Suffolk Highways.</p> <p>The Clerk advised that letters had been delivered to the properties concerned over the overgrown hedges and plants.</p> <p><b>5.02 To receive an update on the Reade Field Project:</b> Cllr Ambrose advised that there has been another lottery draw with three luck winners. Cllr Ingleton advised that there is nothing to report on the project at present.</p> <p><b>5.03 To receive an update on the Neighbourhood Plan:</b></p> <p>Cllr Gray advised that the last meeting had been very good, and a lot of work had been completed. He advised that he had prepared a youth questionnaire that had been passed to students at Holbrook Academy, for feedback. He hoped to have all questionnaires completed by the end of the year following input from Planning Direct on the suitability of their content. He also hoped to consult with local groups and clubs and a public forum will be arranged to raise awareness and hear questions. Cllr Gray also advised that they are looking for further small development sites, if anyone is aware of any. A discussion took place regarding possible smaller plots and that local farmers will be approached.</p>	Clerk																											
<p><b>HPC1811/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01. To discuss the consultation on the Draft Suffolk Minerals &amp; Waste Local Plan.</b></p> <p>County Councillor Wood advised that this plan does not affect Holbrook and therefore would see no reason to comment. No discussion took place.</p> <p><b>6.02 To agree the arrangements for the Budget Planning Meeting</b></p> <p>Cllr Ambrose requested volunteers to attend the budget planning meeting for 2019/20. Cllr Gray and Cllr Sawyer volunteered to join the Clerk and Chairman to draft the new budget, which will be presented at the next meeting. The date and time will be arranged by the Clerk.</p> <p><b>6.03 To agree and adopt the following policies Sickness and Absence, Staff Appraisal, Discipline and Grievance.</b> Cllr Ambrose gave an overview of the policies and a short discussion took place. It was proposed by Cllr Ball to approve the documents and seconded by Cllr Holmes. All were in favour.</p>																												
<p><b>HPC1811/07 Finance:</b></p> <p><b>7.01 Financial report from Responsible Financial Officer:</b> A financial report was presented by the RFO, there were no questions. Cllr Ambrose advised that a transfer to the Reade Field account will be undertaken for the lottery income collected and paid into the main account. He also advised that the funding received for the Neighbourhood Plan will be spent by year end.</p> <p><b>7.02 To agree the process to be adopted for Internet Banking</b></p> <p>Prior to the meeting the Clerk had circulated the guidance from SALC on Internet Banking. Cllr Ambrose outlined the guidance and the reasons why this method would bring benefits to the Council, in terms of saving time and reducing actual visits to the bank. A detailed discussion took place regarding the importance of having two councillor's set-up, just as we have two signatories for cheques. Another Councillor would be required to check and verify transactions on a regular basis and evidence this task. It was proposed by Cllr Heir that Cllr Ingleton be set-up for internet banking along with the Chairman and Cllr Sawyer and Cllr Graham under the periodic checks. This was seconded by Cllr Gray. All were in favour. Cllr Ambrose will arrange for all the forms to be completed.</p> <p><b>7.03 Payments to be authorised:</b></p> <p>Payments for the following amounts were proposed to be made by Cllr Ball and seconded by Cllr Sawyer, approved by all present.</p>																												
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19/11/2018	M&D Cordle Contractors (Lower Holbrook Grass)	£204.00	
19/11/2018	Holbrook Village Hall	£195.00	
19/11/2018	John Stebbings 1 <sup>st</sup> Prize Lottery Winner	£ 46.00	
19/11/2018	Tim Crosbie– 2 <sup>nd</sup> Prize Lottery Winner	£ 27.60	
19/11/2018	Pam Jones– 3 <sup>rd</sup> Prize Lottery Winner	£ 18.40	
<b>HPC1811/08 Planning Matters:</b> <b>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b> <b>DC/18/03759</b> -Planning Application. Erection of a boat store and workshop for the storage and repair of the Royal Hospital Schools boats and the on-site training of students. The Royal Hospital School Royal Hospital School Holbrook Ipswich Suffolk IP9 2RX <b>Granted</b> <b>DC/18/03907</b> - Householder Planning Application - Erection of first floor and single storey front extension. 13 Mill Rise Holbrook Ipswich Suffolk IP9 2QH <b>Granted</b> <b>DC/18/04232</b> - Householder Application. Insertion of dormer windows to front elevation. 1 Alton Green Holbrook Ipswich Suffolk IP9 2RN. <b>Awaiting Decision</b>  8.02 To consider planning applications received: <b>None</b>			
<b>HPC1811/09 Councillors Reports:</b> <b>9.01: Councillors activities since the last meeting:</b> Cllr Ambrose advised that the Willow Trees along the pathway between the Church and the Treatment works had been taken down to ground level. The Tree Warden is aware of the situation. He advised that he attended the Remembrance Day service at the Church and was honoured to lay a wreath and make a reading. Afterwards at 7pm the lighting of the village beacon took place and he was delighted with the level of attendance. He thanked Cllr Ingleton for obtaining all the items for the beacon. The question of a permanent beacon for the village may need to be considered. Cllr Ambrose also assisted with putting up of the poppies on the lamp posts, which may now become an annual event. Cllr Ball advised that the grass had been cut on Alton Green and the bonfire had taken place. Cllr Sawyer advised that the first edition of the Parish Paper is nearly ready. He advised that from January the income from advertising will cover all publication costs. The first edition will go out by the end of November and he requested volunteers for distribution. The Clerk will circulate the editor's details for any future news items. <b>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</b>			<b>Clerk</b>
<b>HPC1811/10 Items for future agenda: None</b>			
<b>HPC1811/11 Date of the next meeting:</b> The next meeting of the Parish Council will be on 10 <sup>th</sup> December 2018 at 1930 in the Village Hall.  The meeting closed at 8.39 pm.  Chairman .....  ..... Date ..... 10/12/18 .....			