


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 15th October 2018 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr S Ingleton, Cllr Sawyer, Cllr L Holmes, Cllr D Martin, 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 2 Residents.

<p>HPC1810/01 Apologies: Cllr Graham due to work commitments. Cllr Ball due to family commitments.</p>	
<p>HPC1810/02 Declarations of Interest: None.</p>	
<p>HPC1810/03 Public Forum: Babergh District Council: District Councillor Rose advised that he had taken up the concerns over the lights on a specific home in Holbrook with the Planning Department, at Babergh District Council. They confirmed that there were no planning restrictions placed on that building. County Councillor Wood advised that it could be raised with Suffolk Highways as a safety matter. It was agreed that the Clerk should contact Suffolk Highways. Suffolk County Council: County Councillor Wood had circulated his October Parish Report previously to all Councillors but provided a summary to update residents. He advised that the budget planning process for 2019/20 had begun and it was announced that a further £25 million of cuts will be made. The first quarterly budget report for 2018/19 had revealed a projected overspend of £8.6 million. County Councillor Wood advised that there will be a public consultation on where the cuts should be made. The Leader of the Council is currently looking for additional funds to fill the gap. Residents: None</p>	<p>Clerk</p>
<p>HPC1810/04 To consider and approve Minutes of the Parish Council meeting held on 17th September 2018: It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 17th September 2018, be approved. All were in favour.</p>	
<p>HPC1810/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: County Councillor Wood advised that he had been told that the Speeding Survey had been completed. It was agreed that this wouldn't be pursued now that the speeding sign had been approved. The Clerk advised that she had circulated the email response from the main contractor for the Taylor Wimpey site, stating the Shields for the Beacons had been ordered and would be fitted once they were received. Clerk to monitor the situation. The Street light in Jervis close site meeting is still outstanding. Cllr Sawyer advised that he had organised a team of volunteers who would be happy to be involved in a Beach Watch event. He is just waiting to confirm the dates. The Clerk advised that the Tree Warden had completed his report on the Trees in Jervis Close and this had been sent onto Babergh District Council for consideration. The Clerk will monitor the situation. The Clerk advised that all contact details had been sent to Anglian Water. Cllr Peck advised that some residents had received letters about maintenance of drain covers on the Ipswich Road, with no specific dates. She requested that this be investigated by the Clerk to find out additional details. Cllr Ambrose advised that volunteers would be organised by him to clean the Church Green Sign in advance of the Remembrance Service on the 11th November 2018. No further action required. The issue over users of the Pavilion being contacted remains outstanding.</p>	<p>Clerk Cllr Ambrose Cllr Sawyer Clerk Clerk Cllr Ingleton and Cllr Ambrose</p>

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5.02 To receive an update on the Reade Field Project: Cllr Ambrose advised great progress was being made with the lottery and there are now 175 entries. The total cost of the Reade Field project is £29,000 and the S106 contribution is hoped to be £16,000. Cllr Ambrose provided an outline of the equipment that is intended to be purchased by the project. Cllr Gray asked about the timeline for the work and Cllr Ambrose advised that he hoped that the groundwork would be undertaken in the Autumn/Winter and then the equipment to be fitted in the Spring. Cllr Sawyer advised that additional income maybe generated by charging for company advertising in the newsletter.

5.03 To receive an update on the Neighbourhood Plan: Cllr Gray provided the Council with the latest update on the plan. This included timescales, details about the questions to be collated to create the resident's questionnaire and the support provided by the company Planning Direct. In addition, Cllr Gray advised that an event will need to be organised to advise the residents about what is happening, and a housing needs assessment will be required. Cllr Ambrose advised that previously they had thought the £9000 would be required as a funding request to pay for the neighbourhood plan but some items were going to be free of charge, so the successful government bid was for £5,500. Which is be paid directly into Council Bank Account.

HPC1810/06 Correspondence received requiring a response and new business:

6.01 Condition of footpaths and grass cutting in Samford Close and Jervis Close.

Cllr Ingleton advised that she had received concerns from some of the residents from Samford Close and Jervis Close over the condition of the footpaths and the extensive weeds and overgrown hedges. There are several elderly residents living in these roads and the current conditions are dangerous and are a potential trip hazard. Cllr Sawyer advised that he had been to look at the paths and had taken pictures, which had been circulated to Councillors prior to the meeting and these highlights the poor conditions. County Councillor Wood advised that there are no-longer the funds to do these extra works. A lengthy decision took place about what action should be taken and the possibility of a Holbrook Volunteer Group to go around the village doing these extra tasks. Cllr Martin raised the issue about needing Insurance. County Councillor Wood agreed to find out more when he visits Suffolk County Council on Thursday. It was also agreed that the Clerk would raise with Babergh District Council the issues regarding who is responsible for poor grass cutting, weeds and hedges and the condition of the footpaths.

6.02 To review and approve the Health and Safety and Equality Procedures

A discussion took place regarding the content of both procedures. It was proposed by Cllr Ingleton to approve the documents and seconded by Cllr Sawyer. All were in favour.

HPC1810/07 Finance:


7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO, there were no questions. Cllr Ambrose advised that he had been approached by P3 Group who do a great role in the Community to see if the Parish would purchase a new shed for them. This was discussed and agreed. It was estimated that the cost would be between £300 and £400.

7.02 Notice of the External Audit and right to inspect the Annual Return: The Clerk advised that the public have 30 days from the 30th September to view the records supporting the annual return and audit certificate. She also advised that the External Audit Certificate had been received today and there were no actions or recommendations. A copy was circulated.

7.02 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.

16/10/2018	Mrs L Goodyear – Parish Clerk Salary	£555.16
15/10/2018	Mr P Goodchild – Community Caretaker Salary	£163.30
15/10/2018	HMRC – PAYE	£ 40.80
15/10/2018	Mrs L Goodyear – Clerks Expenses	£ 30.60
15/10/2018	Vertas (Grounds Maintenance)	£251.42
15/10/2018	Harkstead & Lower Holbrook GNS	£ 65.50
15/10/2018	Suffolk Accident Rescue Service	£ 25.00
15/10/2018	Doms Fund	£ 50.00

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15/10/2018	Holbrook Village Hall	£400.00
15/10/2018	Holbrook Parish Church Committee	£350.00
15/10/2018	Holbrook Academy	£ 30.00
15/10/2018	Royal British Legion – Poppy Appeal Wreath	£ 50.00
15/10/2018	Royal British Legion	£200.00
15/10/2018	PKF Littlejohn LLP	£240.00
15/10/2018	Eon (Pavilion Electricity)	£ 9.27
15/10/2018	Cllr Ambrose -Q2 Payment	£ 62.50
15/10/2018	Fay Farrow 1 st Prize Lottery Winner	£ 43.25
15/10/2018	Diane McKenzie– 2 nd Prize Lottery Winner	£ 25.95
15/10/2018	Maggie Goode– 3 rd Prize Lottery Winner	£ 17.30

HPC1810/08 Planning Matters:

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

DC/18/03370 - Householder Planning Application - Erection of front and infill side extension. The Moorings, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk. **Granted**

DC/18/03531 - Householder Planning Application - Installation of air source heat pump to side elevation. 20 Jervis Close Holbrook Ipswich Suffolk IP9 2RR. **Granted**

DC/18/03759 - 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 **Decision Pending**

DC/18/03907 - Householder Planning Application - Erection of first floor and single storey front extension. 13 Mill Rise Holbrook Ipswich Suffolk IP9 2QH **Decision Pending**

8.02 To consider planning applications received:

DC/18/04232 - Householder Application. Insertion of dormer windows to front elevation. 1 Alton Green Holbrook Ipswich Suffolk IP9 2RN. Cllr Ambrose provide an outline of the application, which was discussed in detail. Councillors recommended approval. It was proposed by Cllr Sawyer and seconded by Cllr Ingleton. All were in favour.

HPC1810/09 Councillors Reports:

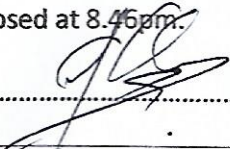
9.01: Councillors activities since the last meeting:

Cllr Ambrose advised that he had completed a grant application towards the cost of the Reade Field project to the Planning Team at Babergh District Council. The purchase of the speeding sign is making good progress. He met with Babergh representatives to decide on suitable locations, which have now been agreed. He also consulted on behalf of the Council with the property owners who would be affected, and no objections were raised. The request has now been submitted into the programme of works to have the poles installed, which has no financial implications for the Council. Cllr Wood has kindly agreed to contribute towards the cost of the sign and Cllr Ambrose will put forward a formal request to him this week. Then the request for purchase can be made. Cllr Ambrose has investigated the restrictions on village beacons for the Remembrance Day on the 11th November 2018 and confirmed there are none on the amount you can have. The Clerk has registered the village beacon to be lit on the Village Green. At 5.30pm there will be a village tea and posters detailing the people who lost their lives. There will be a poppy trail on the lamp posts and the beacon will be lit at 7pm. Cllr Ambrose advised that we had been notified of two new neighbourhood plan applications for Sutton and Woolverstone.

Cllr Sawyer advised that an editor for the newsletter had been found who is very experienced and has met with Cllr Ambrose. The newsletter will be bi-monthly and will be specific to Holbrook and a copy will be hand delivered to every resident. Cllr Sawyer advised that he had attended the Suffolk Police Forum and advised that more budget cuts are planned, resulting in PSCO redundancies. He advised of specific villages with drug issues and speeding is still an issue. Suffolk Police will be starting a new speeding awareness campaign and are taking the issue very seriously.

Cllr Peck raised concerns over the vehicles parked along a specific stretch of the Ipswich Road. A discussion took place about it only being short term while building work is carried out. County

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<p>Councillor Wood advised that it is dangerous and could be reported to the Police but as no yellow lines in place there is limitations on what can be done.</p> <p>Cllr Abbott raised the issue of the pathways with barriers at Admirals Quarter and the hedges being overgrown. County Councillor Wood also agreed to obtain an opinion from Suffolk Highways on the matter and should it be blocked.</p> <p>Cllr Martin advised that the letters issued to residents with overgrown hedges had resulted in one success. Concerns were raised about two residents and it was agreed that the Clerk would issue specific letters, as a next stage.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p>County Councillor Wood</p> <p>Clerk</p>
<p>HPC1810/10 Items for future agenda: Budget Planning – November Meeting</p>	
<p>HPC1810/11 Date of the next meeting: The next meeting of the Parish Council will be on 19th November 2018 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.46pm.</p> <p>Chairman  Date 19.11.18,</p>	