


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 17th September 2018 at 7.30pm.

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

In attendance: Mrs Linda Goodyear (Clerk), County Councillor Wood, District Councillor D Rose and 7 Residents.

<p>HPC1809/01 Apologies: Cllr S.Heir due to family commitments.</p>	
<p>HPC1809/02 Declarations of Interest: Cllr Graham declared an interest in planning application DC/18/03759.</p>	
<p>HPC1809/03 Public Forum: Babergh District Council: District Councillor Rose advised that he had nothing to report on this occasion. Suffolk County Council: County Councillor Wood had circulated his September Parish Report previously to all Councillors but provided a summary to update residents. In addition, he advised that he had a meeting planned with Suffolk Highways in two weeks' time and he would be raising the issue of the speeding survey. District Councillor Rose said he would like to make a public thank you to County Councillor Wood for his kind contribution towards the new village hall lights, which had now been fitted. Residents: The lights of a specific house in Holbrook was raised in relation to their appropriateness and the potential safety issue, due to their brightness. District Councillor Rose agreed to investigate this matter further.</p>	<p>District Cllr Rose</p>
<p>HPC1809/04 To consider and approve Minutes of the Parish Council meeting held on 20th August 2018: It was proposed by Cllr Sawyer and seconded by Cllr Ball, that the minutes of the meeting held on Monday 20th August 2018, be approved. All were in favour.</p>	
<p>HPC1809/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: County Councillor Wood had already advised that the Speeding Survey would be discussed in two weeks with Suffolk Highways. The Clerk had contacted Taylor Wimpey about shields around the Belisha Beacons and had chased for a second time but had not yet received a response. The Clerk had chased the Contractor about the uncut grass on the Reade Field and it has since been cut. The site meeting to review the street lamp in Jervis Close, is still outstanding. Cllr Sawyer provided an update on his progress with the Beach Watch and had received some interest from residents. County Councillor Wood asked him to give him a call and he would help assist the project forward. With regards to the overgrown hedges, the Clerk advised that Suffolk Highways had now cut all those they were responsible for. The Clerk and Chair had written a letter and copies had been brought to the meeting. The Clerk kindly asked that Councillors take a handful and distribute to any residents that they have concerns about the condition of any overgrown or overhanging hedges etc. The tree warden report is currently outstanding. He has been in contact with the resident so is aware of the concerns and will be arranging a site meeting shortly. 5.02 To receive an update on the Reade Field Project: Cllr Ambrose advised that the 1st lottery draw had taken place and it is hoped that this will encourage others to join. He advised that new application forms had been printed and copies were available at the meeting, if Councillors wanted to take some to distribute. Cllr Ingleton advised that they had been working on a funding application which would be completed in the next few weeks and submitted. She also welcomed any donations of British Bluebell Bulbs and she would arrange for them to be planted.</p>	

 15/10/18

5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised that he attended a meeting with the Agent for the Greenwich Estate and the Bursar from the Royal Hospital School to discuss the plan, as they are a major land owner in the Parish. He also advised that a Government grant application had been made and if approved would cover the costs to employ the consultants to undertake the production of the plan. Cllr Ambrose also provided the Council with details about the process of creating the resident's questionnaire.

HPC1809/06 Correspondence received requiring a response and new business:

6.01 Anglian Water Presentation and Residents Questions: The Parish Council were pleased that Anglian Water agreed to attend the meeting and undertake a presentation to Councillors and Residents. The presentation was made by the Network Service Support Manager and the Network Service Manager and also in attendance were two members of the Media Team. They undertook a power point presentation outlining the recent events in June and August 2018. They provided a full explanation of the water bursts and leaks along with details on the repairs and the road closures. This included details on the why the road closures were extended, and they apologised to all residents for the delays and that they were using this meeting to take forward lessons learnt, to improve events in the future. The presentation also included diagrams and explanations of how the water infrastructure in Holbrook and the surrounding villages work so that there could be an understanding of where the pressure points and issues were. Throughout the presentation there were many questions raised by residents and Councillors, for example: What age are the mains pipes? Why was communication so poor? Why were diversion signs so vague? Why were the text messages inaccurate? These questions were all answered in detail by the Anglian Water representatives. The meeting concluded with a request by the Network Service Support Manager to provide the details of all key contacts within the Parish, who should be communicated with, should another event occur. The Clerk will provide these details. Cllr Ambrose thanked Anglian Water for taking the time to attend the meeting and for listening to the residents' concerns.

6.02 To review and approve the Community Engagement and Grant Scheme Policies

The Clerk advised that the Community Engagement Policy details all the methods that we use to communicate with Holbrook Residents and our commitment going forward. No amendments have been made. The Grant Scheme Policy details what organisations we provide grants to, how they apply and how we make decisions about who to support. This year decisions will be made at the Budget Meeting in December. No amendments have been made. Cllr Graham proposed that the policies be approved, and this was seconded by Cllr Sawyer. All were in favour.

6.03 To review and approve the HPC Asset Register: A discussion took place regarding the content of the asset register. It was proposed by Cllr Ingleton to approve the document and seconded by Cllr Sawyer. All were in favour.

Clerk

HPC1808/07 Finance:

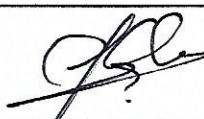
7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO, there were no questions.

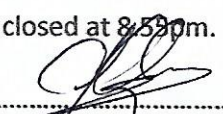
7.02 To consider and Approve the Zurich Insurance Quotation: The Clerk advised that the new quotation has been received and it had remained the same cost as last year. The cover also includes the recommendations made by Internal Audit. Cllr Graham proposed accepting the quotation and this was seconded by Cllr Ball. All were in favour.

7.02 Payments to be authorised:

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

16/09/2018	Mrs L Goodyear – Parish Clerk Salary	£555.16
17/09/2018	Mr P Goodchild – Community Caretaker Salary	£163.30
17/09/2018	HMRC - PAYE	£ 40.80
17/09/2018	Mrs L Goodyear – Clerks Expenses	£ 47.07
17/09/2018	E-ON – September Pavilion	£ 7.84
17/09/2018	Mr D Walker - 1 st Prize Lottery Winner	£ 38.75
17/09/2018	K. Powell – 2 nd Prize Lottery Winner	£ 23.25
17/09/2018	M. Offord – 3 rd Prize Lottery Winner	£ 15.50
17/09/2018	Zurich Insurance	£530.52

 15/10/18

<p>HPC1808/08 Planning Matters:</p> <p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</p> <p>DC/18/02342 - Application for Listed Building Consent - Erection of side and rear extensions. Mill House Church Hill Holbrook Ipswich Suffolk IP9 2QN. <i>Granted</i></p> <p>DC/18/03370 - Householder Planning Application - Erection of front and infill side extension. The Moorings, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk. <i>Pending Decision</i></p> <p>DC/18/02729 - Planning Application - Erection of external air source heat pump. 10 Jervis Close Holbrook Ipswich Suffolk IP9 2RR. <i>Granted</i></p> <p>DC/18/03537 - Non-Material Amendment to Application DC/18/01119 - Alterations to fenestration including omission of vertical boarding for render, addition of roof window to single storey side element and addition of high level roof window to landing. Lowlands Ipswich Road Holbrook Ipswich Suffolk IP9 2QT. <i>Granted</i></p> <p>DC/18/03531 - Householder Planning Application - Installation of air source heat pump to side elevation. 20 Jervis Close Holbrook Ipswich Suffolk IP9 2RR. <i>Pending Decision</i></p> <p>DC/18/03385 - Non-Material Amendment to DC/17/06264 - Addition of dormer windows to front elevation. 1 Alton Green Holbrook Ipswich Suffolk IP9 2RN. <i>Refused</i></p> <p>08.02 To consider planning applications received:</p> <p>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. Cllr Ambrose provided an overview of the application and a discussion followed. Councillors recommended approval. It was proposed by Cllr Ball and seconded by Cllr Sawyer. Ten were in favour and one abstained due to declaration of interests.</p> <p>DC/18/03907 - Householder Planning Application - Erection of first floor and single storey front extension. 13 Mill Rise Holbrook Ipswich Suffolk IP9 2QH. Cllr Ambrose provided the Council with an overview of the application and in his opinion, it was in keeping with the surroundings. A discussion took place regarding the application which concluded with Councillors recommended approval. It was proposed by Cllr Ingleton and seconded by Cllr Martin. Nine were in favour and two abstained.</p>	
<p>HPC1809/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Graham raised the issue of the Community Beacon for 11.11.18. He advised that the RHS will be holding an evening of celebration along with music and a light display. They are very keen to make this a Community Event and wished to know the situation regarding the village beacon and if two events were required. Cllr Ambrose advised that this was discussed at a previous meeting and it was agreed that a Community event in the centre of the village was supported. The event was being organised by the British Legion and not the Parish Council.</p> <p>Cllr Martin raised the issue of a footpath obstruction that had been brought to her attention by residents. It was agreed that one of the letters regarding maintaining hedges etc should be put through the resident's door.</p> <p>Cllr Ingleton raised the issue of the sign on the Church Green was very dirty. Consideration to a volunteer group required.</p> <p>Cllr Holmes asked for an update on the Pavilion and if any renovations were planned. Cllr Ambrose advised that the current users should be asked to help with maintenance.</p> <p>Cllr Sawyer advised that posters had been produced to help find a volunteer editor for the newsletter. He is currently working on the printing and design.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Ambrose & Cllr Ingleton</p>
<p>HPC1808/10 Items for future agenda: None</p>	
<p>HPC1808/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 15th October 2018 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.59pm.</p> <p>Chairman  Date <u>15/10/18</u></p>	