

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 24<sup>th</sup> February 2020 at 7.30pm.**

**Present:** Cllr J Ambrose (Chair), Cllr G Abbott, Cllr S Ingleton, Cllr C Sawyer, Cllr D Martin, Cllr M Holmes, Cllr C Holmes, Cllr Peck, Cllr C Graham, Cllr Fisk and Cllr Allinson.

**In attendance:** Mrs Linda Goodyear (Clerk), District Councillor M McLaren, County Councillor D Wood and 6 Residents.

<b>HPC2002/01 Apologies:</b>	
<b>HPC2002/02 Declarations of Interest: None</b>	
<p><b>HPC2002/03 Public Forum:</b></p> <p><b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. No questions were raised.</p> <p><b>Suffolk County Council:</b> County Councillor Wood had circulated his Parish Report previously to all Councillors. He raised the issue of the budget increase this year and that the additional funds will be going straight into reserves, which is causing him concern. The Northern Bypass and the Orwell Crossing projects are not going ahead. The Cabinet will be setting up a task group to promote the increase use of sustainable transport.</p> <p><b>Residents:</b> A resident raised concern regarding the mobile phone mast and that it is limited to Vodaphone and O2 usage only. The local MP is promoting the use of technology and he wonders if he is aware of the limitations for Holbrook residents. A discussion took place and it was agreed that the Clerk would write to the MP to make him aware of the issue. Another resident raised the issue of the Lower Holbrook carpark and anti-social behaviour and the possibility that Babergh may close it at night. A discussion took place about who controls the barrier and what times it may close. It was decided that both the Clerk and District Councillor McLaren would contact Babergh District Council to establish the facts of the situation.</p>	<p align="center">Clerk</p> <p align="center">District Cllr McLaren</p>
<p><b>HPC2002/04 To consider and approve Minutes of the Parish Council meeting held on 20<sup>th</sup> January 2020:</b> It was proposed by Cllr Ingleton and seconded by Cllr C. Holmes, that the minutes of the meeting held on Monday 20<sup>th</sup> January 2020, be approved. All were in favour.</p>	
<p><b>HPC2002/05 Business remaining from previous meetings and ongoing projects:</b></p> <p><b>5.01 To receive an update on the actions from the previous meeting:</b> The Clerk advised that the Community Self Help Scheme was on the agenda separately and quotations for tree works had been requested. Cllr Sawyer advised that he had received only minimal feedback about the emergency planning document. It was agreed that Cllr Sawyer would arrange a meeting with a group of Councillors to update the document and bring it back to a future meeting.</p> <p><b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ingleton advised there was nothing to report at this time.</p> <p><b>5.03 To receive an update on the Neighbourhood Plan:</b> The Chairman from the Neighbourhood Planning group was in attendance and provided a detailed update on the position of the plan. He advised that Holbrook have met its housing requirements and the questionnaires completed by residents reflect that no further large housing developments are wanted. The assessment completed on possible sites has resolved that there are no suitable sites for development. A discussion took place and various questions raised, which were answered in detail. This included the timescale for the plan to be completed which will hopefully be the end of March 2020. Cllr Ambrose advised that the Neighbourhood Planning Group received a grant from Groundworks UK to help produce the plan and the money has not all been spent. It is required to be refunded and is included in this meetings payments.</p> <p><b>5.04 To receive an update on the Community Self Help Scheme:</b> The Chairman of the group John Williams was in attendance and gave an update on the Scheme progress, to date. He advised that last Wednesday a meeting took place in the Swan Public House with potential volunteers. Since then he has also handed out leaflets to the Holbrook Society and tonight to residents and councillors inviting them to volunteer. Discussions have taken place on suitable</p>	<p align="center">Cllr Sawyer</p>

*[Handwritten Signature]* 16/3/20



areas to start work but he advised there are constraints on what can be undertaken. Risk assessments will be completed and suitable Personal Protective equipment worn. He will keep the Parish Council updated on progress.

**HPC2002/06 Correspondence received requiring a response and new business:**

**6.01 To consider dedicated mailboxes for Councillors:** The Clerk had circulated information from Suffolk Cloud on the recommendation to have dedicated mailboxes. The matter was discussed at length and included councillor's opinions on the positives and negatives of changing to dedicated mailboxes. It also raised many questions. It was agreed that the Clerk would find out more about the process, how to make changes and the on-going costs.

**6.02 Request from Freston Parish Council regarding a permanent site for the Tiffers Project:** - Cllr Ambrose gave an overview of the request from Freston Parish Council and a discussion took place about possible sites. Residents also raised questions and concerns about where the project should be based. County Councillor Wood was able to clarify the situation and to answer questions about the project itself. It was decided that no suitable location was available in Holbrook and that the Clerk should reply to Freston Parish Council.

**6.03 Funding request from Holbrook Academy to support a new Recording Studio:** The Finance Officer and Head of Music from Holbrook Academy attended the meeting to request possible funding from the Parish Council for a new Recording Studio. The Clerk had circulated details of the project and a breakdown of costs prior to the meeting. A detailed explanation was provided along with the benefits that it would bring to both pupils and the local community. Many questions were raised, and all responded in detail. There was a concern that all Parish Councils in the peninsula should be contacted to support the project. It was agreed that once other Parish Councils had been approached and committed to funding then a decision will be made on the contribution from Holbrook Parish Council. Cllr Ambrose thanked the Academy for attending the meeting.

**6.04 To discuss arrangements for the Annual Parish Meeting:** The Clerk advised that the Annual Parish Meeting will take place on the 22<sup>nd</sup> April at 7.30pm in the Village Hall. The Clerk will send out invitations to local organisation and it will follow the same format as in previous years.

Clerk

Clerk

**HPC2002/07 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 the Grounds Maintenance Contract for 2020/21:** The Clerk had circulated a copy of the Vertas Grounds Maintenance contract prior to the meeting. A discussion took place on the quality of work and number of cuts. It was proposed by Cllr Ingleton to agree the contract and seconded by Cllr Sawyer. All were in favour.

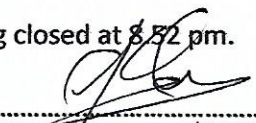
**7.03 Payments to be authorised:**

Payments for the following amounts were proposed to be made by Cllr M.Holmes and seconded by Cllr c. Graham, approved by all present.

17/02/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
24/02/2020	Mr P Goodchild – Community Caretaker Salary	£ 170.86
24/02/2020	HMRC – PAYE	£ 42.60
24/02/2020	Mrs L Goodyear – Clerks Expenses	£ 30.60
24/02/2020	Suffolk Wildlife Trust - Membership	£ 38.00
24/02/2020	Holbrook Village Hall - Hirings	£ 208.00
24/02/2020	Tuddenham Press – Parish Papers	£ 155.00
24/02/2020	Suffolk Cloud (Website Hosting)	£ 100.00
24/02/2020	Vertas – Grounds Maintenance	£ 70.70
24/02/2020	Groundwork UK – Neighbourhood Plan Grant Refund	£ 2,095.50
24/02/2020	1 <sup>st</sup> Prize Reade Field Lottery February	£ 32.50
24/02/2020	2 <sup>nd</sup> Prize Reade Field Lottery February	£ 19.50
24/02/2020	3 <sup>rd</sup> Prize Reade Field Lottery February	£ 13.00
24/02/2020	E-ON – Pavilion Electricity	£ 13.46

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<p><b>HPC2002/08 Planning Matters:</b></p> <p><b>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b>  <b>DC/20/00107</b> - Application for Prior Notification of Agricultural or Forestry Development Proposed Building. Erection of a potato storage building. Woodlands Farm, Woodlands Road, Holbrook, Ipswich, Suffolk, IP9 2PT. <i>Formal approval not required</i></p> <p><b>08.02 To consider planning applications received:</b>  <b>DC/20/00181</b> - Householder Planning Application - Erection of single storey side extension. Vine House, The Street, Holbrook, Ipswich Suffolk IP9 2PX. Cllr Ambrose provided an outline of the application, which was discussed, and Councillors recommended approval. It was proposed by Cllr Graham and seconded by Cllr M.Holmes. All were in favour.  <b>DC/20/00493</b> - Householder planning Application - Installation of Air Source Heat Pump to rear of garage. Hope Cottage, The Street, Holbrook, Ipswich, Suffolk, IP9 2PZ. Cllr Ambrose provided an outline of the application, which was discussed, and Councillors recommended approval. It was proposed by Cllr Sawyer and seconded by Cllr Ingleton. All were in favour.</p>	
<p><b>HPC2002/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b>  <b>Cllr Ambrose</b> advised that prior to the start of the meeting he had received the Clerks resignation. The Clerk gave an explanation of her reasons for leaving and thanked everyone for their kind support. She notified that she was happy to stay in post until a suitable replacement had been found and a handover had taken place. Cllr Ambrose advised that he had fixed the Belisha Beacon on the Ipswich Road that had come loose. He told the Council that the Speed sign is currently situated on the Ipswich Road and the last report had been circulated. He was disappointed to note that there are still speeding cars. He had also been invited by the Holbrook Academy to become a trustee as the Chairman of the Parish Council and will be attending a forthcoming meeting. There had been an update from Anglian Water which he had circulated and added to the public forums.  <b>Cllr Sawyer</b> advised that he had attended the Parish and Police Forum and they were very disappointed with the speed figures. He reminded everyone of the changes to parking enforcement from the 6<sup>th</sup> April 2020.  <b>Cllr Allinson</b> advised that he was in the final stages of the tree planting project and advised of the areas left to be planted.  <b>Sarah Peck</b> advised that she had attended the Shotley Peninsular TAG meeting.  <b>Cllr Abbott</b> raised the issue of the Hedges along the Ipswich Road need attention. It was agreed that the Clerk would send a follow-up letter.</p> <p><b>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</b></p>	
<p><b>HPC2002/10 Items for future agenda:</b></p>	
<p><b>HPC2002/11 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 16<sup>th</sup> March 2020 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.52 pm.</p> <p>Chairman .....  ..... Date 16/3/20</p>	<p>m</p>