


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 20<sup>th</sup> January 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 and Cllr C Graham.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren and 7 Residents.

<p><b>HPC2001/01 Apologies:</b> County Councillor D Wood due to family commitments.</p>	
<p><b>HPC2001/02 Declarations of Interest:</b> None</p>	
<p><b>HPC2001/03 Public Forum:</b>  <b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. She advised that there had recently been lots of press releases regarding the proposed Council Tax increase of 3%. The proposed budget will go to full Council in February for approval.  <b>Suffolk County Council:</b> County Councillor Wood had circulated his Parish Report previously to all Councillors.  <b>Residents:</b> None</p>	
<p><b>HPC2001/04 To consider and approve Minutes of the Parish Council meeting held on 18<sup>th</sup> December 2019:</b> It was proposed by Cllr Abbott and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 18<sup>th</sup> December 2019, be approved. All were in favour.</p>	
<p><b>HPC2001/05 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 the Internet banking had now been set-up. It will be limited to just undertaking transfers of money between accounts and not online payments. The Clerk advised that the trees on the Reade Field had also been removed.  <b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ingleton advised that a cheque for £300 had been kindly received from the Co-operative Society under their green token scheme.  <b>5.03 To receive an update on the Neighbourhood Plan:</b> Cllr Ambrose advised that the last meeting had been cancelled but it had been agreed that the Chairman of the group will attend the Parish meeting to provide an update on the plan.  <b>5.04 To receive an update on the Community Self Help Scheme:</b> Cllr Ambrose advised that John Williams update report had been circulated prior to the meeting. He also advised that he had signed the Suffolk Highways approval form on behalf of the Parish Council, in order to move the project forward. John Williams will attend the next Parish meeting to provide a further update and the first public meeting had been planned for Wednesday 19<sup>th</sup> February. It is hoped that this will help direct the next step and what areas require attention first. Clerk is required to check the Insurance Provision for the Scheme.</p>	<p>Clerk</p>
<p><b>HPC2001/06 Correspondence received requiring a response and new business:</b>  <b>6.01 To receive data from the Speeding Sign:</b> Cllr Ambrose had circulated the latest figures prior to the meeting. Cllr Sawyer will take the information to the next Police and Parish Forum. He also asked if he could refer to it in the Parish Papers. It was discussed and it was agreed that this information may be reassuring to residents and therefore should be included.  <b>6.02 Approval of Internal Auditor for 19/20 year-end accounts:</b> The Clerk advised that we normally use a company called Heelis and Lodge and they will charge £180 for the annual Internal Audit in April 2020. SALC can provide the service at a cost of £235. The Clerk has been satisfied with their performance to date. A discussion took place based on cost and previous experiences and it was agreed that Heelis and Lodge would be the appointed Internal Auditors. All were in favour. The Clerk will contact and arrange the date of the Audit for April 2020.</p>	<p>Cllr Sawyer</p>

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**6.03 To review and adopt the Financial and Management Risk Assessment:** The Clerk advised that there was only one minor change relating to internet banking for virements only. The Financial and Management Risk Assessment was reviewed. It was approved and adopted by the Council.

**6.04 To review and adopt the Financial Regulations:** The Clerk advised that there had been no changes. The Financial Regulations were discussed and reviewed. They were approved and adopted by the Council.

**6.05 To review the Register of Interests:** - The Clerk advised that it is the Councillors responsibility to ensure that their Register of Interest is kept up to date. She advised that any change in circumstances must be updated. The Clerk can resend the link to anyone who may need it.

**6.06 To review and update the Emergency Plan:** Cllr Sawyer provided an overview of the current Emergency Plan and circulated copies to all Councillors to review. He requested that all Councillors read the document and provide their comments. If necessary, a small group may need to meet to undertake the amendments required. It will be included on the March agenda.

**6.07 To receive a report on the Oak tree on the Reade Field:** The Tree Warden's report was circulated prior to the meeting. He was in attendance and kindly provided an overview for the Councillors. The report was discussed in detail and questions made to the Tree Warden. In conclusion, it was agreed that the crown reduction should be undertaken. This was proposed by Cllr Ingleton and seconded by Cllr Sawyer. All were in favour. The Clerk will contact the resident and will arrange for three quotations for the work to be undertaken.

**6.08 To consider expression of interests to fill the casual Councillor vacancies:** - Cllr Ambrose advised that there had been four expressions of interest for the two vacancies. Information from each person had been circulated prior to the meeting but Cllr Ambrose invited those present to say a few words. Each Councillor was provided with a ballot paper and were asked to confidentially select two individuals. Following the meeting the Clerk collated the votes and notified all that the successful candidates were Robert Allinson and Roy Fisk.

Cllr Sawyer

Clerk

**HPC2001/07 Finance:**

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

**7.02 To sign the Precept Upon Charging Authority Form:-** The Clerk had prepared the precept paperwork and the Chairman, Clerk and two Councillors signed the request for £30,000, as agreed at the December 2019 meeting.

**7.03 Payments to be authorised:**

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


16/01/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
20/01/2020	Mr P Goodchild – Community Caretaker Salary	£ 170.86
20/01/2020	HMRC – PAYE	£ 42.80
20/01/2020	Mrs L Goodyear – Clerks Expenses	£ 41.98
20/01/2020	E-on (Pavilion Electricity)	£ 12.25
20/01/2020	J.Williams (Travel Expenses)	£ 30.60
20/01/2020	Heellis and Lodge (Internal Audit)	£ 180.00
20/01/2020	1 <sup>st</sup> Prize Reade Field Lottery January	£ 32.50
20/01/2020	2 <sup>nd</sup> Prize Reade Field Lottery January	£ 19.50
20/01/2020	3 <sup>rd</sup> Prize Reade Field Lottery January	£ 13.00

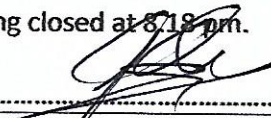
**HPC2001/08 Planning Matters:**

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

**DC/19/05135** – Application for Listed Building Consent, Installation of new ensuite bathroom at first floor, Browns Farm, The Street, Holbrook, Ipswich Suffolk IP9 2PX. **Granted**

**DC/19/05562** - Householder Planning Application, Erection of front, rear and side extensions to outbuilding. Greenshaw House, Harkstead Road, Holbrook, Ipswich, Suffolk, IP9 2RQ. **Granted**

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<p><b>08.02 To consider planning applications received:</b>  <b>DC/20/00107</b> - Application for Prior Notification of Agricultural or Forestry Development Proposed Building. Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6 - Erection of a potato storage building. Woodlands Farm, Woodlands Road, Holbrook, Ipswich, Suffolk, IP9 2PT. Cllr Ambrose provided an outline of the application, which was discussed, and Councillors <b>recommended approval</b>. It was proposed by Cllr Graham and seconded by Cllr Martin. All were in favour.</p>	
<p><b>HPC2001/09 Councillors Reports:</b>  <b>9.01: Councillors activities since the last meeting:</b>  Cllr Sawyer advised that he had attended the last Police and Public Forum.  Cllr Ambrose advised that as he had already mentioned he had met with John Williams to discuss the Community Self Help Scheme. He would also be meeting with Babergh District Council regarding the Reade Field grant application.  <b>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</b></p>	
<p><b>HPC2001/10 Items for future agenda: Emergency Planning for the March Meeting.</b></p>	
<p><b>HPC2001/11 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 24<sup>th</sup> February 2020 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.18 pm.</p> <p>Chairman .....  ..... Date <u>24/02/2020</u></p>	