


## HOLBROOK PARISH COUNCIL

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 17<sup>th</sup> June 2019 at 7.30pm.**

**Present:** Cllr J Ambrose (Chair), Cllr S Ingleton, Cllr S Peck, Cllr T Gray, Cllr Sawyer, Cllr C Holmes and Cllr M Holmes.

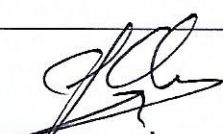
**In attendance:** Mrs Linda Goodyear (Clerk), County Councillor Wood, District Councillor M McLaren and 5 Residents.

<b>HPC1906/01 Apologies</b> Cllr D Martin due to family commitments. Cllr G Abbott due to work commitments.	
<b>HPC1906/02 Declarations of Interest:</b> None.	
<b>HPC1906/03 Public Forum:</b> <b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. She went on to provide a summary, for all those present. She advised that Babergh District Council held its Annual Council Meeting with its newly elected Councillors. At this meeting the Chairman and Vice Chairman were elected. At the end of the meeting a presentation of Awards for Councillors who had served their communities and David Rose (Retired Councillor for Harkstead and Holbrook) received a long service award in appreciation of 16 years representing the two villages. Cllr Ambrose raised the issue of the lack of connection of the mast at Alton Water. District Councillor McLaren advised that she had spoken to the Head of the Council but was advised that they had no influence over the companies concerned. She will continue to raise the issue. <b>Suffolk County Council:</b> County Councillor Wood had circulated his June Parish Report previously to all Councillors. He provided a summary for those present. He also advised that the telephone mast cannot be connected until after the camping season is complete. As they have to dig through the site. It is private land. <b>Residents:</b> Cllr Ambrose advised that members of the public wished to raise concerns over the replacement of the Pavilion on the Reade Field. He gave each resident the opportunity to speak and raise their concerns but highlighted that it is only at proposal stage and a full public consultation will take place before any decisions are made. In summary residents' concerns were around increasing the amount of traffic entering the village, exacerbate the existing parking problems in the village centre, noise and disruption to residents living near the site and the potential for increased antisocial behaviour. A detailed discussion took place where the residents were allowed to ask questions about the intentions of the new pavilion and why alternative sites could not be found. Cllr Ambrose provided a comprehensive reply which included clarification that this was not an attempt to replace the village hall or to compete. The Village Hall is currently fully utilised and there is no opportunity of the Scouts to use the facility on a regular basis or to store their equipment. He advised that he expect that the Scouts would use the facility two evenings a week and any other hiring's would be managed closely by the Parish Council. He agreed that parking is an issue but the use of the car park is not always due to visitors to the Reade Field and he would hope that the Scouts would be local children. He also advised that the Football Association had revised their rules and standards for changing facilities so if we want to support the local football teams then the current facilities would need investment. He acknowledged the residents concerns and advised that the proposal will go through a number of stages and residents will have the opportunity to comment, which will include a public consultation. He thanked residents for taking the time to attend the meeting as it is important that the Parish Council hear residents' views.	
<b>HPC1906/04 To consider and approve Minutes of the Parish Council meeting held on 20<sup>th</sup> May 2019:</b> It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 20 <sup>th</sup> May 2019, be approved. All were in favour.	



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<p><b>HPC1906/05 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 Mr Abbott had advised that two bin liners were required to the damaged bins. It was agreed that the Clerk should arrange the purchase and fitting. With regards to the removal of the trees on the Reade Field, the Clerk advised that she had instructed three companies to provide quotations.</p> <p><b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ingleton advised that she is currently still awaiting for all quotations to be received.</p> <p><b>5.03 To receive an update on the Neighbourhood Plan:</b> Cllr Gray advised that the group met last Thursday and at present the results from the survey are still in the process of being input. The Chairman and Vice Chairman had just completed the ACOM forms for additional funding. The call for sites information is being collated and the next stage is to start looking at the sites in detail. At present, all information is confidential. Cllr Ambrose provided clarification on the Housing Needs Assessment.</p>	
<p><b>HPC1906/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01 To agree and approve a Tree Policy:</b> The Clerk advised that the production of the policy was a recommendation by the Tree Warden at last month's meeting. He also kindly provided the majority of the wording. The policy was discussed, and Cllr Sawyer proposed that it be agreed, and this was seconded by Cllr M. Holmes. It was agreed to be adopted by all.</p> <p><b>6.02 Parking concerns in the village:</b> Cllr Ambrose advised that we had already heard about parking concerns directly from residents. He advised that Ipswich Road and the main village there are real concerns, especially with parking on the pavement. This has been raised many times in the past but no real solution found. County Councillor Wood advised that responsibility and enforcement is trying to get passed out to districts by the Police, currently. A long discussion took place about possible options and the issue with out of catchment parents. County Councillor Wood advised that the schools would not survive without out of catchment pupils and the same parking issues exist in most towns and villages. He highlighted the current lack of parking restrictions in the village, yellow lines could be put in but the Parish Council would have to pay for them. In conclusion, it was agreed the Cllr M. Holmes would draft an article on parking to go in the Parish Papers.</p> <p><b>6.03 Anglian Water Volunteering Opportunity:</b> The Clerk advised that after chasing Anglian Water for an update they had come back with a volunteering opportunity offer, which had been circulated prior to the meeting. Councillors wanted to accept the offer but required further information on the timescale they had planned and more details on the arrangements. It was agreed that the Clerk would go back to Anglian Water and request more information.</p> <p><b>6.04 To discuss the role of the P3 Footpath Group:</b> Cllr Ambrose advised that he been approached by the P3 Group as they have lost all their direct support. They were originally part of the Rights of Way Team but this has now been withdrawn. The Parish Council currently provides insurance cover for their equipment, but could this be extended to cover liability. It was proposed by Cllr Ambrose that the P3 Group be adopted by the Parish Council and include them within our Insurance Policy. This was seconded by Cllr M.Holmes. All were in agreement. The Clerk will arrange cover at the next renewal in September.</p> <p><b>6.05 To review and approve the Document Retention and Dispensations Policies:</b> The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Ingleton and Seconded by Cllr C.Holmes. All were in favour.</p>	<p>Cllr M. Holmes</p> <p>Clerk</p> <p>Clerk</p>
<p><b>HPC1906/07 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.</p>	

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**7.02 To review the Internal Audit Report and Action Plan:** Prior to the meeting the Clerk had circulated the Internal Audit Report. She went through each of the recommendations and the Parish Council agreed the following actions:

Recommendation	Agreed Action	Completion Due Date
To update Standing Orders to incorporate reference to the Public Contracts Regulations 2015	Clerk to make amendment.	End of June 2019
To include reference to GDPR in the Council's Risk Assessment	Clerk to make amendment.	End of June 2019
To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept	Clerk to make amendments at the next insurance renewal	September 2019
The amount set as the precept should be minuted with the decision	This has already been actioned in the 19/20 minutes.	Complete
When applicable, the council's response to the Internal Audit Recommendations should be contained in the minutes of the meeting	Clerk to ensure included in minutes	End of July 2019

**7.03 To fulfil the External Audit Requirements and approval of the AGAR Statements:** The Clerk had circulated all the documents prior to the meeting. They were proposed for approval by Cllr Sawyer and Seconded by Cllr Ingleton. The statements were signed in front of the Council by the Chairman and RFO.

**7.04 Payments to be authorised:**

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

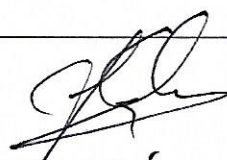
17/06/2019	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
17/06/2019	Mr P Goodchild – Community Caretaker Salary	£ 170.86
17/06/2019	HMRC – PAYE	£ 40.80
17/06/2019	Mrs L Goodyear – Clerks Expenses	£ 85.72
17/06/2019	Holbrook PCC - Grant	£ 400.00
17/06/2019	Wave – Pavilion Water	£ 38.26
17/06/2019	Tuddenham Press – Parish Newsletter	£ 169.00
17/06/2019	M&D Cordle – Alton Green Cutting	£ 204.00
17/06/2019	ICO – Data Protection Fee Renewal	£ 35.00
17/06/2019	SALC – Councillor Training	£ 55.20
17/06/2019	Tuddenham Press – Parish Paper	£ 145.00
17/06/2019	Playeqip – Playgroup Safety Inspection	£ 192.00
17/06/2019	EON – Pavilion Electricity	£ 9.25
17/06/2019	Babergh District Council – Lottery License	£ 20.00
17/06/2019	1 <sup>st</sup> Prize Lottery Winner	£ 52.75
17/06/2019	2 <sup>nd</sup> Prize Lottery Winner	£ 31.65
17/06/2019	3 <sup>rd</sup> Prize Lottery Winner	£ 21.10

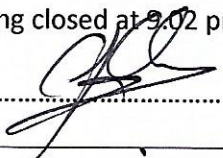
**HPC1906/08 Planning Matters:**

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

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**DC/19/01606** -Householder Planning Application - Erection of single storey side and rear extensions. Rowans, The Street Holbrook Ipswich Suffolk IP9 2PZ. **Granted**

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<p><b>DC/19/01769</b> - Application for Listed Building Consent - Refurbishment and minor internal alteration to the library. The Royal Hospital School, Holbrook Ipswich Suffolk IP9 2RX. <b>Granted</b></p> <p><b>DC/19/02201</b> - Planning Application. Use of existing garden shed as ancillary accommodation. 2 Mill Cottages, Church Hill, Holbrook, Ipswich Suffolk IP9 2QN. <b>Awaiting Decision</b></p> <p>08.02 To consider planning applications received:</p> <p><b>DC/19/02408</b> - Listed Building Consent Application. Erection of single storey extension. Browns Farm, The Street, Holbrook, Ipswich, Suffolk, IP9 2PX. Cllr Ambrose provided an outline of the application. Councillors <b>recommended approval</b>. It was proposed by Cllr M Holmes and seconded by Cllr Sawyer. All were in favour.</p> <p><b>DC/19/02670</b> - Planning Application. Erection of front porch. Gwenhurst, Heathfield Road, Holbrook, Ipswich Suffolk IP9 2QB. Cllr Ambrose provided an outline of the application. Councillors <b>recommended approval</b>. It was proposed by Cllr Gray and seconded by Cllr Sawyer. All were in favour.</p> <p>08.03 <b>Appeal APP/D3505/W/18/3206195</b> - Full Planning Application. Erection of dwelling and garage. Foxgloves, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk. <b>Granted</b></p>	
<p><b>HPC1906/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b></p> <p><b>Cllr Ambrose</b> advised of concerns around the infiltration pond on the Taylor Wimpey site. It was agreed that these concerns should be raised by the Clerk. There are also a number of litter and dog bins on the site and it is unclear who these are emptied by or the responsibility for in the long term. Clerk to investigate. Cllr Ambrose advised that he attended a meeting of the PCC to discuss the current grant provision. It was agreed to pay this year's allocation early to help them improve their cash flow. The cutting of the green was then discussed and the Parish Councils responsibilities. It was agreed that Cllr M Holmes and Cllr C Holmes to investigate the matter further and present findings to a future meeting.</p> <p><b>Cllr Gray</b> requested clarification on the documentation retention for surveys. It was agreed that the Clerk would investigate this matter. He also advised that he had received requests from residents to reinstate benches for the elderly, especially on Ipswich Road and the Corner of Denmark Gardens. It was agreed that the Clerk would investigate and find prices for new benches.</p> <p><b>9.02: Reports from Councillors relating to the Parish:</b> As 9.01 above.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr M Holmes &amp; Cllr C Holmes Clerk</p> <p>Clerk</p>
<p><b>HPC1906/10 Items for future agenda:</b> None</p>	
<p><b>HPC1906/11 Date of the next meeting:</b></p> <p>The next meeting of the Parish Council will be on 15<sup>th</sup> July 2019 at 1930 in the Village Hall.</p> <p>The meeting closed at 9.02 pm.</p> <p>Chairman .....  ..... Date ..... 15/7/2019 .....</p>	