

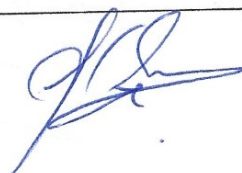
HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 16th March 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 S. Peck, Cllr R. Fisk and Cllr R. Allinson.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren, County Councillor D Wood and 2 Residents.

HPC2003/01 Apologies: Cllr C Graham due to work commitments.	
HPC2003/02 Declarations of Interest: None	
<p>HPC2003/03 Public Forum:</p> <p>Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. There were no questions. The Clerk thanked the District Councillor for the work she conducted on the carpark in Lower Holbrook.</p> <p>Suffolk County Council: County Councillor Wood had circulated his Parish Report previously to all Councillors. There were no questions. He went onto remind everyone about the 50th Anniversary of AONB and that further celebration events were planned but may be subject to cancellation. The latest copies of the AONB newsletter were passed round. The planned extension to the area classed as AONB on the peninsula should be signed off in the near future. He also advised that he had some useful information regarding AONB and the Neighbourhood Plan. If a member of the group could contact him directly.</p> <p>Residents: None</p>	Neighbourhood Planning Group/Clerk
<p>HPC2003/04 To consider and approve Minutes of the Parish Council meeting held on 24th February 2020: It was proposed by Cllr Allinson and seconded by Cllr Peck, that the minutes of the meeting held on Monday 24th February 2020, be approved. All were in favour.</p>	
<p>HPC2003/05 Business remaining from previous meetings and ongoing projects:</p> <p>5.01 To receive an update on the actions from the previous meeting: The Clerk advised that Royal Mail had been contacted regarding a dedicated post box outside the Co-op and was awaiting a response. Letters had also been sent regarding the uncut hedges on the Ipswich Road. The Clerk had contacted Freston Parish Council regarding the Tiffers Project.</p> <p>5.02 To receive an update on the Reade Field Working Group: Cllr Ingleton advised that there was nothing to add regarding the project at this time. There is currently an issue with the Pavilion roof and she has asked a local company to review the situation and provide a quotation for the work required. She advised that the Pavilion may need a small amount of investment this year to keep it going. Cllr Fisk asked what the latest position was regarding the replacement of the Pavilion. Cllr Ingleton and Cllr Ambrose gave the background to the proposed ideas by the local Scouts group, but this had not progressed any further. All plans for the Pavilion have to be approved by the Parish Council, prior to being submitted.</p> <p>5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised that the last meeting took place virtually and they are trying to keep the plan moving forward.</p> <p>5.04 To receive an update on the Community Self Help Scheme: John Williams the Chairman of the scheme was in attendance and he advised that some additional volunteers had come forward. The Clerk advised that there is now a tab on the website for the Community Self Help Scheme and some text provided by John Williams. In addition, he had created a dedicated email address as a central point of contact.</p>	
<p>HPC2003/06 Correspondence received requiring a response and new business:</p> <p>6.01 To receive an update on the Parish Clerk vacancy: - The Clerk advised that a draft job advert had been submitted to Suffolk Jobs Direct and will cost £75.00, once approved. The closing date for the advert is the 9th April and the start date has been set as the 1st June. The Attic Room at the Sports Centre has been booked for interviews on Thursday 16th April and will cost £48.00. Volunteers are required to sit on the interview panel and if Councillors could email the Clerk if they are available.</p>	Clerk



6.02 To discuss Contingency Planning and any action required in relation to the Coronavirus:- Prior to the meeting, SALC updates had been circulated to Councillors for information. Cllr Ambrose advised that under the current legal framework Parish Councils have no responsibilities or powers in Pandemic situations. He advised that the Parish Council need to consider how they will continue to operate going forward and any action required to support the Community. It was first agreed that the Annual Parish Meeting planned for April should be cancelled and the Clerk should notify all those who had been invited. Meetings were discussed in length and it was agreed that all decisions should be conducted by email or telephone and the Clerk to retain all evidence, if meetings cannot be held. There was concern regarding legal requirements for Parish Councils and it was decided that the Council would await further guidance from NALC and SALC. A long discussion took place regarding the role of the Parish Council in taking the lead with other village organisations to support Holbrook residents. This included identifying the vulnerable, the good neighbourhood scheme, suitable communication methods and what other organisations were starting to undertake. It was agreed that Cllr Fisk would take the matter forward quickly to find a joined-up approach with other local organisations. He would be supported by Cllr M Holmes, Cllr C Holmes and Cllr Peck.

Clerk

Cllr Fisk

6.03 To approve and adopt the ICO model publication scheme: The scheme had been circulated prior to the meeting for all to read. Approval and adoption were proposed by Cllr Ingleton and seconded by Cllr Allinson. All were in favour.

HPC2003/07 Finance:

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

7.02 To review and approve the Pavilion Insurance Renewal for 2020-21: - The Insurance Policy was circulated prior to the meeting by the Clerk. A discussion took place regarding value for money and the extent of the cover. It was agreed by all that the renewal be accepted. The premium payment is included in the payments to be authorised.

7.03 To discuss the Maintenance Contract for the Speeding Sign:- Cllr Ambrose advised that a copy of the contract had been circulated prior to the meeting. He gave an overview of the cover for those present and advised that other Parish Councils had taken out similar policies. A discussion took place and due to the speeding sign being a significant investment it was felt that it was important to keep it well maintained. It was proposed by Cllr Sawyer to take out the contract and was seconded by Cllr Abbott. All were in favour.

7.04 Payments to be authorised:

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

16/03/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
16/03/2020	Mr P Goodchild – Community Caretaker Salary	£ 170.86
16/03/2020	HMRC – PAYE	£ 42.60
16/03/2020	Mrs L Goodyear – Clerks Expenses	£ 30.60
16/03/2020	Wave (Pavilion Water)	£ 36.36
16/03/2020	Zurich (Pavilion Insurance)	£ 255.18
16/03/2020	Mr P Goodchild (Hivis Jacket)	£ 22.99
16/03/2020	1 st Prize Reade Field Lottery March	£ 32.50
16/03/2020	2 nd Prize Reade Field Lottery March	£ 19.50
16/03/2020	3 rd Prize Reade Field Lottery March	£ 13.00


HPC2003/08 Planning Matters:

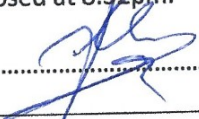
8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:

DC/20/00181 - Householder Planning Application - Erection of single storey side extension. Vine House, The Street, Holbrook, Ipswich Suffolk IP9 2PX. **Withdrawn**

DC/20/00493 - Householder planning Application - Installation of Air Source Heat Pump to rear of garage. Hope Cottage, The Street, Holbrook, Ipswich, Suffolk, IP9 2PZ. **Awaiting Decision**

08.02 To consider planning applications received: None

 28/4/20

<p>HPC2003/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ambrose advised that he attended the Annual meeting of the Academy and he provided an outline and he also met the new Headteacher. He had circulated the latest speed sign data and noted a small improvement.</p> <p>Cllr Sawyer advised that he had received a few comments relating to the Emergency Plan but needed further assistance to take it forward. It was agreed that Cllr Fisk, Cllr C Holmes and Cllr M Holmes would work with Cllr Sawyer to get the plan updated and it would be brought back to a future Council meeting for approval.</p> <p>Cllr Allinson advised that the last few trees are due to be planted in the next few weeks. He has reported the large ruts and damage to the road surface on Back Hill to Suffolk Highways. He had also received a leaflet about the new St Mary's Community Café and thought it would be lovely if the Parish Council could support it in the future.</p> <p>Cllr Abbott advised that there were large potholes outside the surgery by the Ipswich Road. It was agreed that a couple of Councillors would report this on his behalf, on the Suffolk Highways website.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	
<p>HPC2003/10 Items for future agenda:</p>	
<p>HPC2003/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 20th April 2020 at 1930 in the Village Hall.</p> <p>The meeting closed at 8.32pm.</p> <p>Chairman  Date 20/4/20</p>	