

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 20th May 2019 at 7.30pm.**

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


**In attendance:** Mrs Linda Goodyear (Clerk), District Councillor M. McLaren and 7 members of the public.

<p><b>HPC1905/01 Election of Chairman and receipt of Declaration of Office Form:</b> Cllr Ambrose was nominated for the position of Chairman by Cllr Ingleton, seconded by Cllr Sawyer, seven Councillors were in favour and two expressed no opinion. The Clerk received the signed Declaration of Office Form from Cllr Ambrose, who will continue as Chairman until May 2020.</p>	
<p><b>HPC1905/02 Election of Vice Chairman:</b> Cllr Sawyer was nominated for the position of Vice Chairman by Cllr Ambrose, seconded by Cllr Gray, all were in favour, so Cllr Sawyer will take the role of Vice Chairman until May 2020.</p>	
<p><b>HPC1905/03 Apologises:</b> County Councillor D.Wood</p>	
<p><b>HPC1905/04 Confirmation of appointment of representatives to outside bodies:</b> It was resolved that the representatives would be: Village Hall Liaison: Cllr Ambrose Alton Water User Group: Cllr Sawyer Emergency Planning: Cllr Sawyer and Cllr Gray SALC Liaison: Cllr Martin Shotley Peninsula Tourism Action Group – Cllr Peck The Police and Parish forum will continue to be attended on a rotational basis.</p>	
<p><b>HPC1905/05 Formation of Sub Committees:</b> The current committees were considered to be suitable for the planned business of the Council in the next year: Budget Planning Committee – Cllr Ambrose, Cllr Sawyer and Cllr Gray Planning Committee – All Councillors are members</p>	
<p><b>HPC1905/06 Consideration of payment of annual subscriptions:</b> It was resolved that decisions regarding annual subscriptions can be deferred until the budget setting meeting, usually held in November.</p>	
<p><b>HPC1905/07 Declarations of pecuniary and local non-pecuniary interest:</b> <b>7.01 Declarations of interest:</b> Cllr Graham planning application DC/19/01769 <b>7.02 Requests for dispensations:</b> None</p>	
<p><b>HPC1905/08 Public Forum:</b> <b>Babergh District Council:</b> District Councillor McLaren thanked the Parish Council for inviting her to attend the meeting. She also said thank you to the residents of Holbrook for voting in the Local Elections. She advised that Babergh District Council meets for the Annual General Meeting on the 22<sup>nd</sup> May to agree the election of the Leader, Deputy Leader and the Chairman of the Council. In conclusion, she wanted to pay tribute to her predecessor David Rose who over a period of 16 years set a high standard for serving the residents of Holbrook, with his commitment and hard work. <b>Suffolk County Council:</b> County Councillor David Wood had circulated his May Parish Report previously to all Councillors. He wasn't in attendance at the meeting. <b>Residents:</b> None</p>	
<p><b>HPC1905/09 To consider and approve Minutes of the Parish Council meeting held on 15<sup>th</sup> April 2019:</b> It was proposed by Cllr Sawyer and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 15<sup>th</sup> April 2019, be approved. All were in favour.</p>	
<p><b>HPC1905/10 Business remaining from previous meetings and ongoing projects:</b> <b>10.01 To receive an update on the actions from the previous meeting:</b> Cllr Ambrose advised that he had received no response regarding the streetlamp on Jervis Close and there is no further action that can be taken. He also advised that Internet Banking has not yet been fully</p>	

 17/6/19



<p>set-up and there is a need for a new cheque signatory. Cllr C.Holmes kindly volunteered. The Clerk advised that with regards to the Clench Road Footpath, Cllr Sawyer had kindly done some initial investigations. Further work will be undertaken during the next month. The Clerk went onto to discuss the damaged bins, for which she has a local company to assess the extent of the repairs. With regards to the lights remaining on all night on the Ipswich Road, the Clerk had been advised by the Taylor Wimpey Adoptions Manager that a walk around meeting had been arranged for the 24<sup>th</sup> May 2019, with Suffolk County Council. They will raise the issue and will come back with an update. All other actions remain outstanding.</p> <p><b>10.02 To receive an update on the Reade Field Working Group:</b> Cllr Ingleton advised that a kind resident had donated Bluebell bulbs, which had now all been planted. She advised that quotations are currently being obtained for the new play equipment. Further meetings with possible suppliers have been booked.</p> <p><b>10.03 To receive an update on the Neighbourhood Plan:</b> Cllr Gray had kindly produced a report which had been circulated prior to the meeting and he also provided a summary for those present. He advised that Action Suffolk had only minimal staff to complete the Housing Needs Survey and couldn't complete it until 2020. They are therefore looking for alternatives. Cllr Graham asked about the date for the referendum and Cllr Gray advised it will hopefully be Spring 2020. Cllr Sawyer advised that he had received concerns from some residents about the 'Call for Sites'. Cllr Gray and Cllr Ambrose provide a detailed explanation of the requirements and how it had been delivered.</p>	<p>Clerk</p>
<p><b>HPC1905/11 Correspondence received requiring a response and new business:</b></p> <p><b>11.01 To discuss and agree action to the Tree Warden Reports relating to trees on the Reade Field:-</b> Cllr Ambrose re-opened the Public Forum at this point in the meeting and gave an introduction to the issues regarding two trees on the Reade Field and concerns raised by residents, who were kindly in attendance. Robert Allinson, the local Tree Warden, had visited the site of the two trees and had provided the Parish Council with two reports. He gave an overview of his findings to the meeting and advised that both residents had taken remedial work in the short term but he could find no justification for refusal to have the trees removed, although he had concerns that this could set a precedence and other residents may come forward. He concluded by recommending that the Parish Council have a tree policy going forward and that we also take up the STWN &amp; Woodland Trust Tree offer 2019, which will enable the Parish to receive free trees to be planted across the village. Cllr Ambrose then asked the residents if they would like to speak and they gave their justification for the requests and stating it was not the trees themselves but their roots that were causing the problems and the proximity to their homes. They also agree that they would be willing to contribute towards the costs. A long and detailed discussion took place and it was agreed that the Clerk would obtain quotations for the cost of removing the trees. It was also agreed that a draft tree policy should be produced for the next meeting. The Clerk advised that she had emailed the Babergh District Council Arboricultural Officer with copies of the report and is currently awaiting a response.</p> <p><b>11.02 To discuss General Powers of Competence and Temporary Change of Practice:-</b> The Clerk provided an explanation of the General Powers and that the Parish Council will be without them temporarily until the Clerk has completed her CiLCA qualification. In the interim it is important that we check that we are using the correct rights and powers when decisions are being made.</p> <p><b>11.03 To receive information on Suffolk Highways Self Help Scheme: -</b> Cllr Gray had kindly produced a report on the Scheme following a meeting that himself and Cllr Ambrose attended on the 15<sup>th</sup> May. The report had been circulated prior to the meeting but Cllr Gray also provided a summary. Cllr Ambrose also advised that this creates the opportunity to create a volunteer scheme to undertake general maintenance of street signs etc. Suffolk Highways have set aside a budget to provide competent person training, loaning of equipment and purchasing of PPE. A long discussion took place about how the scheme could operate within the Parish, considerations and using the Parish Papers to advertise for volunteers.</p> <p><b>11.04 To review and adopt the standing orders of the Council:</b> The revised standing orders were approved, and it was resolved to adopt them for the year ahead.</p>	<p>Clerk</p> <p>Cllr Ambrose</p>

 17/6/19



**11.05 To review and adopt the Code of Conduct:** The revised Code of Conduct was approved, and it was resolved to adopt it for the year ahead. Councillors were reminded to make themselves familiar with the requirements of the Code, particularly interests and dispensations.

**11.06 To approve a programme of policy review and implementation for 2019/20:** A programme of policy creation and review was approved.

**11.07 Details on current Councillor Vacancy:** The Clerk advised that the Parish Council currently has one vacancy for a councillor. She advised that posters have been put up on the noticeboards and it has been added to the website. She kindly asked that Councillors speak to residents, especially to represent Lower Holbrook and to positively encourage them to consider the role. Cllr Sawyer advised that he had recently done this when he was in Lower Holbrook, which was very much appreciated.

**HPC1905/012 Finance:**

**12.01 Approval of accounts for year ending 31<sup>st</sup> March 2019:** The statement of accounts was presented for approval. It was approved and signed by the Chair and the Clerk/Responsible Financial Officer.

**12.02 To receive a report from the Responsible Officer for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019:** The Responsible Officer provided a summary of the year and highlighted any significant variations. There were no questions raised. The Accounts will now be sent to the Internal Auditor for review.

**12.03 Financial report from Responsible Financial Officer:** The first financial report for 2019/20 was presented by the RFO, there were no questions.

**12.04 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.

11	16/05/2019	Mrs L.Goodyear (Clerks Salary)	£ 555.16
12	20/05/2019	Mr P,Goodchild (Community Caretaker)	£ 170.86
13	20/05/2019	HMRC PAYE	£ 42.60
14	20/05/2019	Clerks Expenses	£ 42.15
15	20/05/2019	Babergh District Council (Litter & Bin Emptying)	£1,2361.58
16	20/05/2019	E-ON (Pavilion Electricity)	£ 9.66
17	20/05/2019	Reade Field Lottery – 1 <sup>st</sup> Prize	£ 52.75
17	20/05/2019	Reade Field Lottery – 2 <sup>nd</sup> Prize	£ 31.65
17	20/05/2019	Reade Field Lottery – 3 <sup>rd</sup> Prize	£ 21.10

**HPC1905/013 Planning Matters:**

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

**DC/19/01143** - Planning Application - Erection of a single storey side and rear extension.19 Mill Rise, Holbrook, Ipswich, Suffolk IP9 2QH. **Granted**

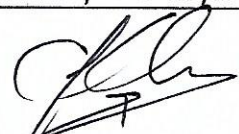
**DC/19/01262** - Householder Planning Application - Erection of a single storey front and rear extension and the erection of a detached cart lodge. Solway Royal Hospital School Holbrook Ipswich Suffolk IP9 2RU. **Granted**

**DC/19/01549** - Householder Planning Application - Insertion of French doors to north end gable. The Barn Alton Green Farm Alton Green Holbrook Ipswich Suffolk IP9 2RN. **Granted**

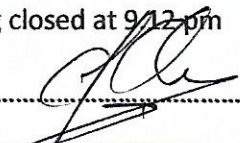
**13.02 To consider planning applications received:**

**DC/19/01606** -Householder Planning Application - Erection of single storey side and rear extensions, installation of new windows, doors, roof light and wood burner flue. Rowans, The Street Holbrook Ipswich Suffolk IP9 2PZ. Cllr Ambrose gave a summary of the application. Cllr Gray had reviewed the application and raised a concern about the term 'permitted development'. This led to a detailed discussion about how the wording had been used and it being acceptable. Cllr Gray proposed a recommendation of refusal on the grounds that it was over development of the site and this was seconded by Cllr Martin. Six Councillors were in favour.

**DC/19/01769** - Application for Listed Building Consent - Refurbishment and minor internal alteration to the library. The Royal Hospital School, Holbrook, Ipswich, Suffolk, IP9 2RX. Cllr

 17/6/19



<p>Ambrose advised that as it was an application for listed building consent it had already been approved by Babergh District Council and therefore needed no further discussion.  <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. Cllr Ambrose provided and outline of the application. A discussion took place and it was resolved to <b>recommend approval</b> of this application. Proposer Cllr Sawyer and Seconded by Cllr Ingleton. All were in agreement.</p>	
<p><b>HPC1905/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b>  <b>Cllr Ambrose</b> advised that he had obtained a quote from a local company to cut the Church Green on a regular basis. Cllr M.Holmes advised that she is a member of Holbrook PCC and recommended that clarification be sort on the arrangements for the grass cutting especially in connection to the grant payment. It was agreed that the Clerk would investigate this further. Cllr Ambrose went onto advise that discussions had taken place regarding the new war memorial designs and provided details of the quotations received. He also raised the issue that no further information had been received from Anglian Water about the new piping system. It was agreed that the Clerk would contact them for an update. Cllr Ambrose had extracted a data report from the speeding sign that raised concerns. He will try to run the report again and then a decision will be required on how to use the information, maybe figures in the Parish Papers. He advised the good news that it had been approved that the spare post by the bus shelter on the Ipswich Road could now be used as an additional location to mount the sign. Cllr Ambrose advised that he had received a kind invitation to attend the RHS Prize Giving event on the 29<sup>th</sup> June but unfortunately was unable to attend. He asked for anyone interested to make an expression to the Clerk who will select two attendees at random.  <b>Cllr Gray</b> expressed concerns over the overgrown hedges and condition of Petticoat Lane. The matter was discussed, and it was agreed that a small group from the Council would meet to tidy up the area.  <b>Cllr M.Holmes</b> advised that she was concerned about the Parish Papers and their late delivery to residents. Cllr Sawyer apologised for the delay and the matter is being dealt with. He advised that he needed assistance with raising the advertising income and Cllr Ingleton had kindly volunteered to assist.  <b>Cllr Abbott</b> asked if there had been any updates on the mask at Alton Water. Cllr Ambrose advised that there is still no power to the mask. David Rose is chasing the matter up.  <b>Cllr Graham</b> advised of an event being run by the RHS on the 17<sup>th</sup> and 18<sup>th</sup> June, where pupils will be undertaking service activities around the village, Harkstead and Alton Water etc.  <b>9.02: Reports from Councillors relating to the Parish:</b> As 9.01 above.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>HPC1905/10 Items for future agenda:</b> Parking Concerns in the Village</p>	
<p><b>HPC1905/11 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 17<sup>th</sup> June 2019 at 1930 in the Village Hall.</p> <p>The meeting closed at 9.12 pm</p> <p>Chairman .....  ..... Date <u>17/6/2019</u></p>	