


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 18<sup>th</sup> November 2019 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr G Abbott, Cllr T Gray, Cllr S Ingleton, 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, County Councillor D Wood and 8 Residents.

<p><b>HPC1911/01 Apologies:</b> Cllr Sawyer due to work commitments</p>	
<p><b>HPC1911/02 Declarations of Interest:</b></p>	
<p><b>HPC1911/03 Public Forum:</b>  <b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. She advised that there would be no meeting of the District Council in December due to the elections, it will now take place in January 2020. She raised the issue of scams and provided details of recent ones circulating that Councillors and residents need to be aware of, especially calls from the District Council relating to loft installation.  <b>Suffolk County Council:</b> County Councillor Wood had circulated his Parish Report previously to all Councillors. He went onto give a brief overview to residents and advised that there had been meetings between Suffolk County Council and Ipswich Buses regarding route changes and reductions. They receive a grant that must be used across all services. He is awaiting more feedback from them and will get the Parish Council updated. He also advised that with regards to AONB the extended boundary is still to be signed off and will be delayed due to the election. County Councillor Wood confirmed that parking enforcement will be transferred to Ipswich Borough Council from Suffolk Police, on the 31<sup>st</sup> January 2020.  <b>Residents:</b> A resident raised concerns regarding the car parking on Sunday by the football teams. In total there were 29 cars parked along Clifton Woods (pictures were kindly circulated to the Parish Council) around the junction and on the pathways. It was also noted that when you go on the football team's website it states the postcode of Reade Road, where it would be better if it was the village carpark. A long and detailed discussion took place and possible recommendations suggested. It concluded with the Clerk being tasked with putting laminated signs on the Pavilion and to request that the football teams ask visiting teams to park in the village carpark. The situation will continue to be monitored.</p>	<p>Clerk</p>
<p><b>HPC1911/04 To consider and approve Minutes of the Parish Council meeting held on 21<sup>st</sup> October 2019:</b> It was proposed by Cllr Ingleton and seconded by Cllr Peck, that the minutes of the meeting held on Monday 21<sup>st</sup> October 2019, be approved. All were in favour.</p>	
<p><b>HPC1911/05 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 trees on the Reade Field had now been removed and the invoice was included in the payments for this meeting. The emptying of the bins on the Taylor Wimpey site had now also been resolved. The 40mph sign had been chased by the County Councillor and was awaiting an update. Cllr Ambrose advised that the submission for the Babergh &amp; Mid Suffolk Joint Local Plan Preferred Options, had been completed.  <b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ambrose advised that he was waiting to have a conversation with Babergh District Council, to obtain more information on the progress of the grant application. He advised that the lottery is going well but new entries are most welcome. Cllr Ingleton requested three new protective tree guards which was approved from the current budget provision. Cllr Ambrose read out the Tree Warden's email regarding the planned tree planting and the issue with the delay of the tress being delivered, along with a request for volunteers.</p>	

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**5.03 To receive an update on the Neighbourhood Plan:** The Chair of the Neighbourhood Planning Group was in attendance and kindly agreed to provide an update. He advised that ACOM had been employed to conduct a survey of six possible housing sites and they were currently awaiting the feasibility report. He advised that Admirals Quarter had provided enough housing to meet the quota for Holbrook required by Babergh District Council, but it was still important to build up a picture of future requirements. It is hoped that the plan will be completed by the end of 2020.

**HPC1911/06 Correspondence received requiring a response and new business:**

**6.01 To discuss and agree a response to the Local Government Boundary Commission consultation on division boundaries for Suffolk County Council:** - A long discussion took place regarding the boundaries and County Councillor Wood also provide additional background information. It concluded in the agreement that Wherstead should be included within the current boundary. This was proposed by Cllr Gray and seconded by Cllr Ingleton. All were in favour. The Clerk will complete the response.

**6.02 To agree and adopt the following policies: Sickness and absence, staff appraisal, discipline, grievance:** -The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Ingleton and Seconded by Cllr Martin. All were in favour.

Clerk

**HPC1911/07 Finance:**

**7.01 Financial report from Responsible Financial Officer:** A financial report was presented by the RFO, there were no questions. The Clerk advised that she had received a request from the new Village Recorder for a small budget of £50.00. The role involves scanning and copying as very little has been archived in the past, in a digital format. She has requested the budget for materials such as printer ink, copying and media storage. The matter was discussed, and all were in favour of providing the budget in the 2019/20 financial year.


**7.02 To discuss and agree a decision on the Planning Direct Invoice of £594.00:** - Cllr Ambrose advised that this item on the agenda was not in the public interest and would recommend that standing orders 10a(iv) be utilised and this item becomes confidential and deferred to the end of the meeting. This was proposed by Cllr Ingleton and seconded by Cllr M.Holmes. This item was discussed confidentially, and all the evidence submitted, and it resulted in the payment being approved.

**7.03 To note the arrangements for the Budget Planning Meeting:-** The Clerk advised that the meeting will take place on Monday 25<sup>th</sup> November 2019, with Cllr Ambrose, Cllr Sawyer and Cllr Gray. The proposed budget for 2020/21 will be presented to the meeting dated 17<sup>th</sup> December 2019.

**7.03 Payments to be authorised:**

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

18/11/2019	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
18/11/2019	Mr P Goodchild – Community Caretaker Salary	£ 170.86
18/11/2019	HMRC – PAYE	£ 42.80
18/11/2019	Mrs L Goodyear – Clerks Expenses	£ 43.62
18/11/2019	Vertas (Grounds Maintenance)	£ 251.42
18/11/2019	Tuddenham Press (Parish Papers)	£ 145.00
18/11/2019	E-on (Pavilion Electricity)	£ 8.83
18/11/2019	M&D Cordle (Alton Green Cutting)	£ 240.00
18/11/2019	Harkstead & Lower Holbrook GNS (Donation)	£ 65.50
18/11/2019	Suffolk Accident Rescue Service (Donation)	£ 25.00
18/11/2019	Dominic Barker Trust (Donation)	£ 25.00
18/11/2019	Holbrook Village Hall (Donation)	£ 400.00
18/11/2019	Royal British Legion (Donation)	£ 200.00
18/11/2019	Stutton and Holbrook Community 1st Responders (Donation)	£ 50.00
18/11/2019	Wave (Pavilion Water Bill)	£ 28.72
18/11/2019	Oliver Abbott (Tree Cutting and Field Maintenance)	£ 400.00
18/11/2019	1 <sup>st</sup> Prize Reade Field Lottery	£ 26.50

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18/11/2019	2 <sup>nd</sup> Prize Reade Field Lottery	£	15.90
18/11/2019	3 <sup>rd</sup> Prize Reade Field Lottery	£	10.60
18/11/2019	1 <sup>st</sup> Prize Reade Field Lottery	£	26.50
18/11/2019	2 <sup>nd</sup> Prize Reade Field Lottery	£	15.90
18/11/2019	3 <sup>rd</sup> Prize Reade Field Lottery	£	10.60

**HPC1911/08 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/19/03823** - Full Planning Application. Erection of 1 No dwelling (following demolition of existing outbuildings). Orchard Cottage, The Street, Holbrook, Ipswich, IP9 2PX. **Granted**

**DC/19/04580** - Householder Planning Application, Erection of a veranda. 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG. **Granted**

**DC/19/04709** - Householder Application, Erection of single storey side, single and part two storey rear and front porch extension. Norwood Green, The Street, Holbrook, IP9 2PZ. **Granted**

**8.02 To consider planning applications received:**

**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. 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 Martin. All were in favour.

**DC/19/05065** - Notification of Works to Trees Protected by a Tree Preservation Order - Fell 5no. Yew and 1no. Bay Tree. Pettwood Ipswich Road Holbrook Ipswich Suffolk IP9 2QT. Cllr Ambrose provided an outline of the application which was discussed and Councillors by a majority vote **recommended approval**. It was proposed by Cllr Ingleton and seconded by Cllr Graham. Five were in favour.

**HPC1911/09 Councillors Reports:**

**9.01: Councillors activities since the last meeting:**

**Cllr Ambrose** advised that he reported the blocked drains on the Ipswich Road to Anglian Water, which had been jetted today and resolved. He advised that this shows that the communication lines work effectively. He advised that he attended the Remembrance service on the 11<sup>th</sup> November and Cllr Sawyer had laid the wreath on the 10<sup>th</sup>. Cllr Ambrose had also reported the patch that had come up in the road of The Street.

**Cllr Peck** advised that she would be interested in the attending the recycling centre and to the presentation to the Council. The Clerk will arrange. She also requested that the Bus timetable be displayed on the bus shelter. The Clerk will arrange. She also raised concern about people riding bikes on footpaths. It was agreed that this should appear in the Parish Papers.

**Cllr Graham** advised that he attended the Holbrook Academy presentation evening which celebrated lots of success by the students and Cllr Sawyer presented an award on behalf of the Parish Council. He also advised that the Academy have started the process of recruiting a permanent Headteacher.

**Cllr M.Holmes** raised concern about the cut by the High School being very muddy and causing pupils to get very messy when walking along. Cllr Ambrose advised that a similar clear up had been undertaken in Petticoat Lane and maybe this could be a project for the Community Self Help Group in the future.

**9.02: Reports from Councillors relating to the Parish: As 9.01 above.**

**HPC1911/11 Items for future agenda:**

**HPC1912/11 Date of the next meeting:**

The next meeting of the Parish Council will be on 17<sup>th</sup> December 2019 at 1930 in the Village Hall.

The meeting closed at 9.20pm.

Chairman .....  ..... Date ..... 17/12/19 .....

Clerk