


HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21st October 2019 at 7.30pm.

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

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren, County Councillor D Wood, Tree Warden Robert Allinson and 13 Residents.

<p>HPC1910/01 Apologies: Cllr M Holmes, Cllr C Holmes and Cllr Peck due to family commitments.</p>	
<p>HPC1910/02 Declarations of Interest: Cllr Gray – Planning Application DC/19/04580</p>	
<p>HPC1910/03 Public Forum: Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. She advised that the naming of the District Council has been postponed. She also stressed the importance of recycling and how information should be shared with residents. She had recently made some good connections in recycling and waste, that she was happy to share. Suffolk County Council: County Councillor Wood had circulated his September Parish Report previously to all Councillors. He went onto give a brief overview to residents on the Boundary Commission Review. He also advised that the consultation for Sizewell C had been completed but he was not satisfied that all the questions had been answered. Councillors raised questions to County Councillor Wood regarding the cat's eyes being removed but he was unable to answer as it was a budget reduction issue. A question was raised about the 40mph sign at Freston, to which he advised that there had been a hold up on the paperwork, which he hoped would soon get resolved. A further question was raised regarding the changes to the 92 bus timetable which was having a direct impact on young people getting to College in Colchester. County Councillor Wood advised that Suffolk County Council do not manage Bus Services and it is down to the bus company to administer the timetable. A discussion took place about the bus service which concluded with the recommendation that the Clerk writes a letter to the Bus Company to highlight the concerns. Residents: Cllr Ambrose introduced the new Rector for Holbrook to the Council and she advised that she looked forward to building a good relationship with the Parish Council. A number of residents in attendance at the meeting raised concerns about the proposed plan to change the Pavilion, which included size of pavilion, its location, additional parking required and noise disturbance. A long discussion took place and Cllr Ambrose advised that the Parish Council have not received any formal plans to discuss at this stage. Once received a full consultation with residents would be undertaken and all views considered, at that time. No action could be taken without the Parish Councils approval. He agreed that parking is an issue and it was recommended that education was all the action that can be taken and should be included in the Parish Papers. The bad language used by the football teams at the weekend was also raised as a concern. It was agreed that the Clerk would contact the teams and also the Football Association to raise the matter.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Sawyer</p> <p style="text-align: center;">Clerk</p>
<p>HPC1910/04 To consider and approve Minutes of the Parish Council meeting held on 16th September 2019: It was proposed by Cllr Martin and seconded by Cllr Gray, that the minutes of the meeting held on Monday 16th September 2019, be approved. All were in favour.</p>	
<p>HPC1910/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: Cllr Ambrose advised that the response to the Joint Local Plan had been submitted. The Clerk advised that the Admirals Quarter bins were on the agenda and the Snapshot in Time project. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose advised the funding application has gone through the first stage of approval and he is just awaiting sign off by Babergh District Council. Cllr Ingleton advised that the Reade Field Lottery has restarted and would encourage everyone to apply. Two new toddler swings had been purchased due to the</p>	

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previous ones being broken. There had been issues with students from the local schools littering and undertaking vandalism, which has now been addressed.

5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose advised that there had been no meeting of the Neighbourhood Planning Group since the last Council meeting. Cllr Gray advised that the Housing needs assessment had been completed. Further work had been undertaken on the sites to be considered for development.

HPC1910/06 Correspondence received requiring a response and new business:

6.01 To discuss the Tree Wardens Report on the Oak Tree at Alton Green: The report had been circulated previously to all Councillors. Robert Allinson provided a brief summary and a discussion took place. It was agreed that the Clerk would obtain quotations from Tree Surgeons for the proactive work required. These could then be considered along with how the work could be funded.

6.02 To discuss the Tree Wardens Report on the trees in the hedgerow bordering Denmark Gardens and the Cut: The report had been circulated previously to all Councillors. Robert Allinson provided a brief summary and a discussion took place. The trees are not subject to a tree preservation order and the residents have maintained good relations with Babergh District Council. All were in agreement that the work could be undertaken.

6.03 To discuss the Woodland Trust Pledge: Robert Allinson advised that he planned to plant 150 trees kindly provided by the Suffolk Tree Wardens Network, through November and December. He went onto detail what approval had been obtained and the volunteers who had come forward to assist. He welcomed any ideas on locations for planting and any more pledges of help.

6.04 Update on the Snapshot in Time Project: The Clerk advised that she had meet with the two photographers to discuss the project and the requirements needed from the Parish Council in terms of providing online storage and access to the website. SALC had advised that there were no GDPR issues with obtaining photographs. The Clerk asked for approval for the additional £20 to obtain the 2GB of storage required and authorisation to allow the photographers systems administrators rights. All were in agreement and the Clerk would make all the necessary arrangements, including an agreement to sign.

6.05 Update on the adoption of the litter and dog bins on Admirals Quarter: The Clerk advised That Babergh District Council had employed a contractor to empty the litter and dog bins on Admirals Quarter every Friday. There had been no indication that these costs would be passed onto the Parish Council.

6.06 Review and approve the Health and Safety and Equality Procedures: -

The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Ingleton and Seconded by Cllr Sawyer. All were in favour.

HPC1910/07 Finance:

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

7.02 Notice of External Audit and right to inspect the Annual Return: It is a statutory requirement that the notice of conclusion of audit and AGAR are displayed on the noticeboards and website so that residents can have access to view the accounts. This has been completed.


7.03 Payments to be authorised:

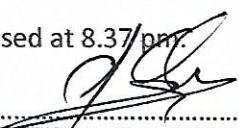
Payments for the following amounts were proposed to be made by Cllr Ingleton and seconded by Cllr Martin, approved by all present.

16/10/2019	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
21/10/2019	Mr P Goodchild – Community Caretaker Salary	£ 170.86
21/10/2019	HMRC – PAYE	£ 42.60
21/10/2019	Mrs L Goodyear – Clerks Expenses	£ 49.50
21/10/2019	Tuddenham Press – Parish Papers	£ 198.00
21/10/2019	John Ambrose – Replacement Toddler Swings	£ 173.04
21/10/2019	E-on – Pavilion Electricity	£ 10.06
21/10/2019	Holbrook Academy – Award Donation	£ 30.00
21/10/2019	RBL Poppy Appeal – Wreath Donation	£ 50.00

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21/10/2019	SALC – Training	£	60.00
21/10/2019	PKF Littlejohn – External Audit	£	240.00
21/10/2016	John Ambrose – Chairman’s Allowance	£	75.00
HPC1910/08 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/19/03146 - Planning Application. Change of use of Former Post Office to Dwelling. The Former Post Office Ipswich Road Holbrook Ipswich IP9 2QR. <i>Withdrawn</i>			
DC/19/03947 – Householder Application. Erection of two storey front extension (following demolition of existing). Wisteria House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR. <i>Granted</i>			
DC/19/03823 - Full Planning Application. Erection of 1 No dwelling (following demolition of existing outbuildings). Orchard Cottage, The Street, Holbrook, Ipswich, IP9 2PX. <i>Awaiting Decision</i>			
08.02 To consider planning applications received:			
DC/19/04580 - Householder Planning Application, Erection of a veranda. 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG. Cllr Ambrose provided an outline of the application, which was discussed, and Councillors recommended approval . It was proposed by Cllr Sawyer and seconded by Cllr Martin. All were in favour.			
DC/19/04709 - Householder Application, Erection of single storey side, single and part two storey rear extension and front porch extension. Norwood Green, The Street, Holbrook, Ipswich, IP9 2PZ. Cllr Ambrose provided an outline of the application which was discussed and Councillors recommended approval . It was proposed by Cllr Sawyer and seconded by Cllr Gray. All were in favour.			
HPC1910/09 Councillors Reports:			
9.01: Councillors activities since the last meeting:			
Cllr Ambrose advised that he had been notified that work on the mobile network mast at Alton Water would start on Monday 4 th November and should be completed within a week. He also attended the installation of Jenny Seager as the new Rector. He advised that the new war memorial is currently being engraved and should be installed before the remembrance service. There is also a new village recorder Fran Williams who will take over from Marion Leason.			
Cllr Sawyer advised that he had attended the Police Forum and the importance of raising issues to the Police and they would be very interested to receive details on speeding statistics. He advised that the Editor of the Parish Papers had stood down and had caused a delay in the latest issue. He advised that he would be taking on the role. The next edition will be with the distributors tomorrow. He also advised that Cllr M Holmes and Cllr C Holmes will be standing down from their role as distribution co-ordinators, but a replacement was in hand.			
9.02: Reports from Councillors relating to the Parish: As 9.01 above.			
HPC1910/10 Items for future agenda:			
HPC1910/11 Date of the next meeting:			
The next meeting of the Parish Council will be on 18 th November 2019 at 1930 in the Village Hall.			
The meeting closed at 8.37 pm.			
Chairman  Date <u>18/11/2019</u>			