

HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 20th April 2020 at 7.30pm, due to COVID-19.

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 C. Graham, Cllr R. Fisk and Cllr R. Allinson.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren and no residents were present.

<p>HPC2004/01 Apologies: County Councillor Wood due to work commitments.</p>	
<p>HPC2004/02 Declarations of Interest: Cllr C Graham and Cllr R Allinson declared interests in planning application DC/20/01292.</p>	
<p>HPC2004/03 Public Forum: Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. She advised that an emergency fund for Community and Volunteer Groups working with residents, had been set-up with a limit of £2,500 and she would positively encourage organisations to apply. Further grants are available to small businesses. District Councillor McLaren paid tribute to the late Nicholas Ridley who she worked with in the NHS many years ago and who was very supportive to her during the local elections. It was a great loss for local Politics. Suffolk County Council: County Councillor Wood had circulated his Parish Report previously to all Councillors. No questions were raised. Residents: None</p>	
<p>HPC2004/04 To consider and approve Minutes of the Parish Council meeting held on 16th March 2020: It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 16th March 2020, be approved. All were in favour.</p>	
<p>HPC2004/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: The Clerk advised that the Royal Mail had responded regarding having a post box located outside of the co-op. They declined the request on the basis that there is already a posting facility within half a mile and therefore relocation could not be justified. She also advised that MP James Cartledge had responded regarding the Alton Water Mast and that the contract with the providers had been negotiated with the landowner and therefore there was nothing he could do. David Wood had also been contacted regarding the Neighbourhood plan, as requested. The Clerk had cancelled the Annual Parish Meeting and the interviews for a replacement Clerk had been put on hold. All these items are now closed. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose advised that the gate to the play equipment had been locked shut and loose fence slats had been secured. The cutting of the Tree on the Reade Field is included in payments and the Pavilion requires some work to make it watertight. Cllr Sawyer asked if this could be a project for the Community Self Help Group, but this was decided not appropriate. Cllr Ingleton advised that thoughts are required on raising the funds in the future to replace the Pavilion. Cllr Peck asked about the Scout Group proposal. Cllr Ambrose advised that this had not gone but progress had slowed down. 5.03 To receive an update on the Neighbourhood Plan:-Cllr Ambrose advised that work was still carrying on with the plan, but no formal meetings were taking place.</p>	
<p>HPC2004/06 Correspondence received requiring a response and new business: 6.01 To receive an update on the Holbrook Helpers Scheme:- Cllr Ambrose congratulated Cllr Fisk for getting the scheme up and running so quickly following the Councils last meeting. Both him and his team of co-ordinators and volunteers had done an excellent job and everyone had said it had been great. Cllr Fisk advised that it had been a group effort and he thanked Cllr M. Holmes for taking on the prescription delivery service, which was working well. Cllr Fisk went on to summarise the number of residents helped and the type of support that had been requested. A lot of work had been also done on safeguarding guidance for volunteers. The Parish Council were very grateful for everyone's hard work and community spirit.</p>	

 18/5/20

6.02 To approve the amendment to the Standing Orders for Virtual Meetings: The Clerk advised that due to the new regulations permitting Parish Councils to conduct virtual meetings, there was a need to update the Standing Orders accordingly (sections X.Y and Z). Approval of the amendment was proposed by Cllr Ingleton and seconded by Cllr Graham. All were in favour.

HPC2004/07 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 the Community Caretaker had requested if his monthly salary could be paid by standing order rather than the current arrangement of a cheque. All were in agreement. The Clerk also advised that she was currently preparing for the Internal Audit, which would go ahead as planned.

7.02 Payments to be authorised:

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

16/04/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
20/04/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
20/04/2020	HMRC – PAYE	£ 45.20
20/04/2020	Mrs L Goodyear – Clerks Expenses	£ 32.39
20/04/2020	Tuddenham Press Ltd - Parish Papers	£ 155.00
20/04/2020	O.Abbott - Reade Field Tree Maintenance	£ 260.00
20/04/2020	Swarco - Speeding Sign Maintenance Contract	£ 381.60
20/04/2020	Babergh District Council - Lottery License	£ 20.00
20/04/2020	SALC - Annual Membership	£ 635.11
20/04/2020	C Sawyer - Flyer Printing	£ 26.14
20/04/2020	Eon - Pavilion Electricity	£ 14.83
20/04/2020	Suffolk County Council - Street Lighting & Maintenance	£ 4,470.61
20/04/2020	John Ambrose - Stamps & Envelopes	£ 9.65
20/04/2020	1 st Prize Reade Field Lottery April	£ 33.00
20/04/2020	2 nd Prize Reade Field Lottery April	£ 19.80
20/04/2020	3 rd Prize Reade Field Lottery April	£ 13.20
20/04/2020	1 st Holbrook Guides - Grant Payment	£ 200.00
20/04/2020	Holbrook PCC - Grant Payment	£ 400.00

HPC2004/08 Planning Matters:

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


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. **Granted**

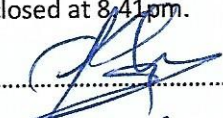
08.02 To consider planning applications received:

DC/20/01292 - Listed Building Consent - Conversion of Heritage Centre space to create Cafe. Refurbishment of Conference room including suspended ceiling replacement. The Royal Hospital School, Holbrook, Ipswich, Suffolk, IP9 2RX. 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 Ingleton. All were in favour.

DC/20/01370 - Reserved Matters Application for details of Landscaping, Layout, Scale and Appearance relating to DC/18/01256 - Erection of 4 no. single storey detached dwellings and vehicular access. Land South of Church Green Cottages, Church Hill, Holbrook, Suffolk. Cllr Ambrose provided an overview of the application and that the original outlining planning application had been previously granted. A long and detailed discussion took place and it proposed by Cllr Sawyer and second by Cllr Ingleton to **recommend refusal** on the grounds that the application is not consistent with the outline planning permission (DC/18/01256) for 4 single storey dwellings.

The outline planning permission for this site (DC/18/01256), condition 21, stipulates "The development hereby approved is limited to single storey dwellings only". This new application purports to be for "Erection of 4 no. single storey dwellings and vehicular access". The proposed plans/elevations for application DC/20/01370 clearly show 3 no. single storey dwellings and a fourth dwelling of at least one and a half storeys, with upstairs bedrooms and bathrooms.

 18/05/20.

<p>Approved Document B (Fire Safety) - Volume 1: Dwellings (2019 edition) of the building regulations defines a single storey building as: A building that consists of a ground storey only... A separated part that consists of a ground storey only, with a roof to which access is only provided for repair or maintenance, may be treated as a single storey building. The Parish Council's original objections regarding the vehicular access on to Church Hill, development within the AONB and concerns regarding the retainment of hedges/trees for landscape and aesthetic purposes still stand. The Council supports the AONB officer's comments that, although this new application does give some additional information on landscaping, condition 17 of the original planning decision (the submission a detailed landscaping scheme) and condition 18 (submission of a landscape management plan) have yet to be met. It is also acknowledged that condition 15 of the original planning decision does not require detailed submission of an appropriate badger survey until prior to commencement, but the Council would like to request that additional details are submitted at the earliest opportunity.</p> <p>DC/20/01412 - Householder Application - Erection of garage. Brick Cottages, Harkstead Road, Lower Holbrook, Holbrook, Ipswich, Suffolk, IP9 2RJ. Cllr Ambrose provided an outline of the application, which was discussed, and Councillors recommended approval. It was proposed by Cllr Allinson and seconded by Cllr Sawyer. All were in favour.</p>	
<p>HPC2004/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ambrose advised that a new planning application had been received that had missed this month's agenda, but an extension had been granted to the May Parish Council Meeting. The application relates to land at the rear of the fire station. Cllr Graham requested that the details be circulated. The Clerk will send round the details.</p> <p>Cllr Abbott had noticed cones on the entrance to the, The Street. Cllr Ambrose advised that this may be due to Anglian Water as he had received an update on the moving of the road closure up to The Street. He went through the details of the closure and the dates that this intends to start. As yet there has been no communication to residents.</p> <p>Cllr Peck was concerned about the increase in fly tipping and that someone had put dirty nappies into her bin. Cllr Ambrose advised that this was an issue with the waste recycling centres being closed. Cllr M. Holmes had taken pictures of some rubbish she found today. It was agreed that the link to the Babergh reporting tool should be circulated by the Clerk.</p> <p>Cllr Allinson advised that he had an outstanding tree report to present to the Parish Council which he will get completed.</p> <p>Cllr Fisk asked if the footpaths around Alton Water were still open. Cllr Ambrose advised that footpaths cannot be shut unless requested by Suffolk County Council. Alton Water as a business is shut but the footpaths remain open.</p> <p>Cllr Graham raised a concern about the increase in dog fouling around the village. This was acknowledged as a problem by other Councillors. Cllr Ambrose advised that he had some dog fouling posters that he had been provided by Babergh District Council and he would send them to Cllr Graham to put up.</p> <p>Cllr Sawyer advised that he had seen in the news that recycling centres will be opening soon which will hopefully reduce the fly tipping issue.</p> <p>Cllr Ingleton advised that the donated Bluebells were all coming up on the Reade Field and were looking great.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Ambrose</p>
<p>HPC2004/10 Items for future agenda: None</p>	
<p>HPC2004/11 Date of the next meeting:</p> <p>The next virtual meeting of the Parish Council will be on 18th May 2020 at 1930 on a remote platform.</p> <p>The meeting closed at 8:41pm.</p> <p>Chairman  Date 15/5/20</p>	