

HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 17th August 2020 at 7.30pm, due to COVID-19.

Present: Cllr J Ambrose (Chair), Cllr Peck, Cllr S Ingleton, Cllr C Sawyer, Cllr D Martin, Cllr R. Fisk, Cllr R. Allinson and Cllr G.Abbott.

In attendance: Mrs Linda Goodyear (Clerk) and no residents were present.

<p>HPC2008/01 Apologies: District Councillor McLaren, County Councillor Wood, Cllr C. Graham, Cllr C. Holmes and Cllr M. Holmes due to family commitments.</p>	
<p>HPC2008/02 Declarations of Interest: Cllr R. Allinson in respect of 6.09</p>	
<p>HPC2008/03 Public Forum: Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. There were no questions. Suffolk County Council: County Councillor Wood had circulated his Parish Report previously to all Councillors. There were no questions. Residents: Cllr Ambrose advised that he had been contacted by residents in regards to the planned reduced opening hours of the post office within the Co-op. A discussion took place where many concerns were raised as the post office is a core service within the village which many residents rely on and it's the only local banking facility. It was decided that the Clerk should contact the East of England Co-operative and raise the concerns of the Parish Council and ask for an explanation as this is not happening within other villages. It had also been noted that the light within the Bus Shelter outside the Compasses Inn remains on all night. The Clerk was asked to investigate the matter.</p>	<p>Clerk Clerk</p>
<p>HPC2008/04 To consider and approve Minutes of the Parish Council meeting held on 13th July 2020: It was proposed by Cllr Allinson and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 13th July 2020, be approved. All were in favour.</p>	
<p>HPC2008/05 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 a third quotation had been received for the removal of the matting and play equipment on the Reade Field. All three quotations were discussed and it was agreed that the preferred supplier was O.Abbott. The P3 Shed money had been requested and Taylor Wimpey had been contacted but no response had yet to be received. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose advised that he was still awaiting Babergh District Council to approve the grant for the new play equipment. Strutt and Parker had approved the changes on behalf of the Greenwich Group. Cllr Ingleton had received concerns from residents regarding unsupervised children on the play area and that they were not adhering to social distancing guidance. It was agreed that the Clerk should write letters to the parents. Cllr Ingleton requested the approval of the Parish Council to purchase some new woodland bulbs at a cost of £130 plus VAT. This was agreed. 5.03 To receive an update on the Neighbourhood Plan:- Cllr Ambrose advised that the last finishing touches to the plan are being made before being sent to Babergh District Council for review. 5.04 To receive an update on the Community Self Help Scheme:- Cllr Ambrose advised that he had received regular updates from the Chairman of the scheme and he had recently taken a delivery of hi-vis jackets and other safety equipment from Suffolk Highways. Cllr Ingleton asked why no work had yet started and Cllr Ambrose advised that there is no pressure to start and they will begin when it is right and safe to do so. 5.05 To receive an update on the Holbrook Helpers:- Cllr Fisk had circulated his update prior to the meeting. There were no questions and the Emerging Needs Grant would be discussed at 6.02 on the agenda.</p> <p style="text-align: right; margin-right: 50px;"><i>JTB</i> 21/9/20</p>	<p>Clerk</p>

HPC2008/06 Correspondence received requiring a response and new business:

6.01 Update on the Clerks Vacancy: - The Clerk advised that a lovely new Clerk had been appointed who was Jo Hazlewood and she had kindly joined the meeting as an observer. She will start on the 1st September and there will be a week's handover on zoom before she will take over all the correspondence and records.

6.02 To consider the Emerging Needs Grant allocation of funds to the Holbrook Helpers:- Cllr Ambrose gave a background on the grant and how the Holbrook Helpers were transforming into the Good Neighbourhood Scheme. Cllr Fisk advised that the name will remain. Lower Holbrook and Harkstead Good Neighbourhood Scheme will remain and currently receive an annual grant. A long discussion took place on the grant and how the Holbrook Helpers would be funded going forward. Cllr Fisk expressed that he believed the whole of the grant was intended for the Helpers. It was agreed that the original grant application should be circulated to all Councillors and that the Holbrook Helpers should present their financial requirements in the short term and longer term to the Parish Council.

Clerk

6.03 To consider supporting the Local Electricity Bill's Reintroduction:- The matter was discussed and it was agreed that the Clerk should respond with the Parish Council's support.

Clerk

6.04 To consider the response to the Chelmondiston Neighbourhood Development Plan: The Chairman of the Neighbourhood Plan had drafted a response and it was agreed that this should be adopted as the Parish Council's response. The Clerk will forward the response.

Clerk

6.05 To consider the recycling needs of the village and new location for the bottle bank:- Cllr Ambrose advised that the village had lost the clothing and bottle bank from the school site. He had approached the Village Hall Committee but due to car parking issues and possible mess they had declined. District Councillor McLaren had taken on the challenge to find a new site and was contacting Babergh District Council to see if any possible sites could be identified. The Clerk was also asked to formally ask the Village Hall Committee to reconsider.

Clerk

6.06 To discuss the tree opposite the entrance to Brook Farm: Cllr Allinson advised that he had met with the contractors for Brook Farm regarding the two trees opposite the entrance by the Reade Field. They requested that the trees be removed due to the difficulty in gaining entry with large machinery. The trees were reviewed and were over hanging the highway and therefore trimming was arranged. A discussion took place regarding the need to remove the trees and, overall, it was agreed that the trees should remain and no further action was required at this time.

6.07 Update on the changes required for the Website Accessibility Regulations: The Clerk advised that she had attended training on the new requirements and will take the required changes to the website to ensure compliance.

6.08 To discuss the consultation requests on the reform of the Planning system:- Cllr Ambrose was concerned about the amount of work required for these consultations and he had asked the Chairman of the Neighbourhood Plan to draft a response to the first consultation and the Clerk And Chairman will support him with the other questions in order to respond.

Clerk

6.09 Confidential item: This part of the meeting was discussed as a confidential matter without the public being present. The matter was discussed at length and a response will be drafted back to the resident.

Clerk

HPC2008/07 Finance:

7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO. There were no questions. The Clerk provided an update on the External Audit Requirements and how the Parish Council had been selected at random for an intermediate review. All paperwork had been supplied to External Audit as requested by the review.

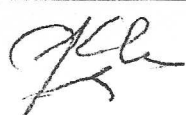
7.02 Payments to be authorised:

Payments for the following amounts were proposed to be made by Cllr Ingleton and seconded by Cllr Martin, approved by all present. It should be noted that the payment to Cllr Ingleton will be an on-line transfer.

17/08/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
17/08/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
17/08/2020	HMRC – PAYE	£ 45.40
17/08/2020	Mrs L Goodyear – Clerks Expenses	£ 59.29
17/08/2020	Suffolk County Council - Advert	£ 15.00

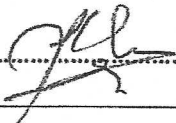
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17/08/2020	S.Ingleton - Cleaning Materials	£ 4.36	
17/08/2020	O.Abbott – Reade Field and Church Green Maintenance	£ 120.00	
17/08/2020	Vertas – Reade Field Maintenance	£ 206.24	
17/08/2020	SALC -Training	£ 30.00	
17/08/2020	Holbrook Helpers – DBS Checks	£ 48.00	
17/08/2020	E-on – Pavilion Electricity	£ 10.85	
17/08/2020	1 st Prize Reade Field Lottery August	£ 33.00	
17/08/2020	2 nd Prize Reade Field Lottery August	£ 19.80	
17/08/2020	3 rd Prize Reade Field Lottery August	£ 13.20	
<p>HPC2008/08 Planning Matters:</p> <p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</p> <p>DC/20/01370 - Proposal: 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, as amended by drawing received 16th May 2020. Land South of Church Green Cottages, Church Hill, Holbrook. Reserved Matters Approved</p> <p>DC/20/02544 - Householder Application - Part conversion of garage to additional living accommodation, bricking up and erection of canopied roof extension over front porch. 17 Clifton Wood, Holbrook, Ipswich, Suffolk IP9 2PY. Awaiting Decision</p> <p>08.02 To consider planning applications received:</p> <p>DC/20/02883 - Householder Application - Erection of a single storey rear extension. 3 Mill Rise, Holbrook, Ipswich, Suffolk IP9 2QH. Cllr Ambrose provided an outline of the application and a discussion took place. It was proposed by Cllr Sawyer to recommended approval and seconded by Cllr Ingleton. All were in favour.</p> <p>DC/20/02743 - Application for Listed Building Consent. Installation of the new face mounted panel radiators and associated pipework throughout the building. Location: The Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX. Cllr Ambrose provided an outline of the application and a discussion took place. It was proposed by Cllr Fisk to recommended approval and seconded by Cllr Ingleton. All were in favour.</p> <p>DC/20/03247 - Full Planning Application - Erection of phased development of 22no. dwellings, creation of cycle path links to Holbrook and Chelmondiston, improvements to Berners Hall car park, provision of public open space and landscape enhancements. Sites And Cycle Paths Woolverstone To Holbrook, Woolverstone To Chelmondiston Main Road Woolverstone Suffolk. Cllr Ambrose provided an outline of the application and a discussion took place. It was proposed by Cllr Allinson to recommended approval and seconded by Cllr Fisk. All were in favour.</p>			
<p>HPC2008/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Ambrose advised that the Village Hall will remain shut for a couple of months while the new kitchen is being fitted. They received a grant from Babergh District Council which is paying for the alterations. He had received concerns regarding the confusion over the names of Ha'penny Drive and Field, which had led to issues with deliveries. A discussion took place and it was agreed that the Clerk should contact Babergh District Council regarding clearer signage.</p> <p>Cllr Roberts advised that there is a Beach Tree in Denmark Gardens that is looking sad and he will write a report for the Clerk. He has also applied for 50 new trees under the Tree Charter Scheme.</p> <p>Cllr Abbott advised that the football parking had started to become a problem again. It was agreed that the Clerk should write to the teams asking them to park in the Community Car Park.</p> <p>Cllr Peck raised concerns about the Doctors Surgery opening procedure and Cllr Ambrose kindly provided an update. He advised that they were planning the flu vaccinations for the over 50's and Cllr Fisk notified that the Practice Manager had asked for help from Holbrook Helpers to manage this.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>			<p>Clerk</p> <p>Clerk</p>
<p>HPC2008/10 Items for future agenda: None</p>			
<p>HPC2008/11 Date of the next meeting:</p>			

 21/9/20

The next virtual meeting of the Parish Council will be on 21st September 2020 at 1930 on a remote platform.

The meeting closed at 9.23pm.

Chairman  Date 21/9/20