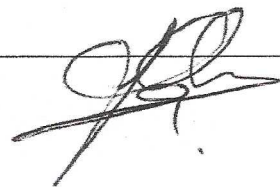


HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 14th December at 7.30pm, due to COVID-19.

Present: Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr R. Allinson, Cllr R Fisk, Cllr M Holmes, Cllr S Ingleton, Cllr D Martin, Cllr S Peck, Cllr C Sawyer, Cllr A Wright
In attendance: Mrs Jo Hazlewood (Clerk), County Cllr D. Wood

<p>HPC2012/01 Apologies: Apologies were received from District Councillor M. McLaren due to work commitments</p>	
<p>HPC2012/02 New Councillors: the appointment of Alec Wright and Michael Robertson to the casual vacancies for Councillors was ratified, proposed by Cllr Fisk and seconded by Cllr Ingleton. All Councillors were in favour</p>	
<p>HPC2012/03 Declarations of pecuniary and local non-pecuniary interest: no declaration of pecuniary interest was made and there were no requests for dispensation</p>	
<p>HPC2012/04 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 prior to the meeting: He emphasised the importance of logging concerns about Butchers Corner on the Suffolk Highways reporting tool and confirmed that he had already logged a concern. He added that anyone logging an issue should request that concerns are noted and reported. The same applies to concerns over dangerous parking. If the ban on pavement parking, currently in consultation, went ahead, then incidents could be reported to the police. Cllr Wood also confirmed that the money for the speed camera should be received by HPC in the near future, but the grant for the P3 shed had now expired. A link to the reporting tool will be sent to the Clerk who will circulate it. The link would also be included in the next edition of the Parish Papers. Residents: there was no contribution from residents at this point of the meeting.</p>	<p>Clerk/Cllr Sawyer Parish Papers</p>
<p>HPC2012/05 To consider and approve Minutes of the Parish Council meeting held on 16th November 2020: It was proposed by Cllr Holmes and seconded by Cllr Allinson that the minutes of the meeting held on Monday 16th November 2020 be approved. All councillors were in favour. Matters arising from the minutes not covered by the Agenda: Tom Maltby had sent an email to confirm he had consulted with Abbeycroft about the process of funding the Sports Centre and Abbeycroft had confirmed that they believed the facilities should be made available for block and group bookings. Mr. Maltby also reiterated that he wanted the Academy facilities to be shared with the village when possible.</p>	
<p>HPC2012/06 Business remaining from previous meetings and ongoing projects: 6.01 To receive an update on the actions from the previous meeting: the clerk outlined the actions taken, as follows:</p> <ul style="list-style-type: none"> • No comments on the Joint Local Plan had been received by the Clerk • A recent email confirmed that no further progress had been made on S104 approval re the adoption of the lights. TW have agreed to the erection of a noticeboard, provided the Council erect and maintain it. The Clerk has written to clarify if TW were willing to supply the noticeboard. • BMSDC have agreed to provide a further road sign for Ha'penny Field, which they suggest siting on the triangle of grass in front of No. 1 Ha'ponny Field. The Clerk to check who owns that piece of land. • The Reduce, Reuse and Recycle session is still on hold due to COVID. • The Clerk had written again to the householder on Church Hill re trimming the hedges and vegetation and had received an emailed response. This had been followed up, taking the advice of the Tree Warden. This would be kept under vigilance and, if necessary, the reporting tool could be used. 	<p>Clerk On hold</p>


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<ul style="list-style-type: none"> • A meeting with Cllr Ambrose, Cllr McLaren, SCC Waste Manager and the Chair of the Village Hall Committee to discuss recycling facilities would now be deferred until after Christmas. • A working party to discuss eco lighting proposals would be convened after Christmas when restrictions allowed • No further progress on the website has been made to date, due to time pressure. The Clerk will report at the next meeting, if possible. • The budget planning meeting had been delayed to 11th January, due to a delay in the Precept setting process by BMSDC • The Clerk had been in touch with the Post Office/Coop who confirmed that the DVLA were responsible for the withdrawal of vehicle taxing from the Coop. It was suggested that there should be a vehicle taxing facility within 3 miles of the village and a letter had been sent to the DVLA on that basis. • Cllr Allinson had supplied the information requested about the overhanging tree <p>6.02 To receive an update on the Reade Field Project: Playquip have been delayed by the weather on other projects and therefore will start work as soon as possible after Christmas.</p> <p>6.03 To receive an update on the Neighbourhood Plan: There had been no further update at this stage.</p> <p>6.04 To receive an update on the sale of the parcel of land: The Clerk had written to the Council's solicitor with the Council's instructions that the purchaser should pay for the indemnity policy as part of the legal and other expenses of the transaction. The solicitor was still pursuing the cost of a suitable policy and had also suggested that the Council could consider taking out an additional policy to protect the remainder of the common land against future claims. The purchaser would like to remove the dead wood and overgrowth in January, when they have a digger at their disposal, so that they can sow wild flower seeds for the spring/summer. Following discussion, the Council agreed that no work should be carried out until contracts had been signed. The Clerk would inform the solicitor.</p> <p>6.05 To receive an update on the Oak Tree at Alton Green. A report had been circulated to councillors prior to the meeting, together with the Tree surgeon's latest report. Since the report had been prepared, an email had been received from Zurich, (the Council's insurance company prior to 1st October 2019) confirming that GHG are pursuing a liability claim and asking for further information from the Council. A concern had since been raised by Peter Bush about another oak tree. Cllr Allinson explained in detail the potential issue which could be caused by this second oak and the reasons for the subsidence caused by the first oak which was the subject of the liability claim. Following a discussion, it was agreed that the Council should take specialist advice and consult David Pizzey from Suffolk County Council. Cllr Allinson confirmed that he was going to do a condition survey on all trees on Alton Green and Reade Field and he will create a management plan for the Council. The Clerk will write to Peter Bush to update him on the proposed action.</p> <p>6.06 It was confirmed and recorded that the Clerk had been appointed as RFO and Proper Officer with effect from 1st September, as well as Clerk to the Council. This was proposed by Cllr Fisk and seconded by Cllr Martin. All councillors were in favour.</p>	<p>Cllr Ambrose</p> <p>Working Party</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>HPC2012/07 Correspondence received requiring a response and new business:</p> <p>7.01 To agree the dates for next year's Council Meetings: The Clerk will circulate a list of dates for 21/22 based on the 3rd Monday in each month.</p> <p>7.02 To consider publishing a Councillor Listing Page on the website offered by Suffolk Cloud: Councillors agreed to take up this offer. The Clerk would write to Suffolk Cloud accordingly</p> <p>7.03 To consider alternative methods of communication: there was a general discussion about how the Council could reach a wider audience, to pass on key information. A discussion took place about various ways the Council could use social media or similar sites and councillors were generally in favour, but felt it needed more investigation. Cllr Fisk, Cllr Sawyer and Cllr Wright agreed to undertake this investigation and report back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs Fisk, Sawyer and Wright</p>

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7.04 To note the concerns from a local resident about dangerous parking. A copy of the email had been circulated prior to the meeting. Following a discussion Councillors were concerned that the parking issues were getting worse and were encouraged to log the issues with the SCC reporting tool. A discussion took place and councillors felt the problem was increasing. The Clerk was asked to raise this with the police forum. The Clerk was asked to respond accordingly to the resident and to encourage her to report her concerns on the reporting tool.

Clerk

HPC2012/08 Finance:

8.01 An RFO report had been circulated prior to the meeting. The clerk pointed out that one bank statement had not been received prior to circulation, the difference being 0.01p interest added to the total funds. She confirmed she had amended the RFO report accordingly. The Clerk alerted Councillors that the Waste Bin emptying budget would be over budget, due to the annual charge for 19/20 being paid in May 20 and the annual charge for 20/21 now due. Councillors had no further questions on the RFO.

8.02 To appoint a new cheque signatory to replace Cllr C Holmes: Cllr Martin agreed to be a signatory. It was believed she was already a 4th signatory. Cllr Ambrose to confirm.

8.03 To note the delay, as minuted above, to the budget setting meeting.

8.04 To note the report of the External Auditor. The report of the External Auditor had been circulated prior to the meeting. It had been pointed out by the External Auditor that the wrong forms had been submitted. No further action was required other than to inform Councillors. Councillors noted that all audit papers had been published on the website.

8.05 To adopt the Statement of Internal Controls (circulated prior to the meeting) for the financial year ending 31st March and to note that this will be signed by the Chair and published on the website: proposed by Cllr Fisk and seconded by Cllr Allinson. All Councillors were in favour.

8.06 To authorise payments: The Clerk asked Councillors to authorise the following payments, including payments to Tuddenham Press (Parish Papers) and T. Gould, Maytrees IT services (work on the Clerk's laptop), invoices for which had been received after the publication of the agenda. The amounts of the lottery prizes were also confirmed. Authorisation was proposed by Cllr Ingleton and seconded by Cllr Sawyer. All councillors were in favour.

Cllr
Ambrose

14/12/2020	Mrs J Hazlewood – Parish Clerk Salary	£	439.60
14/12/2020	Mr P Goodchild – Community Caretaker Salary (SO)	£	181.52
14/12/2020	HMRC – PAYE	£	193.40
14/12/2020	Mrs J Hazlewood – Clerk's expenses	£	115.13
14/12/2020	E-on – pavilion electricity (direct debit)	£	14.37
14/12/2020	Babergh District Council, litter & dog bin emptying	£	1480.73
14/12/2020	O. Abbott, grass cutting, Reade Field & Church Green	£	120.00
14/12/2020	John Williams - CSHS equipment	£	128.98
14/12/2020	Tuddenham Press, Parish Papers	£	155.00
14/12/2020	T. Gould, Maytrees IT Services	£	44.00
14/12/2020	Reade Field Lottery 1 st prize - November	£	32.00
14/12/2020	Reade Field Lottery 2 nd prize – November	£	19.20
14/12/2020	Reade Field Lottery 3 rd prize - November	£	12.80


HPC2012/09 Planning Matters:

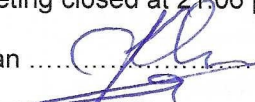
9.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

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. **Awaiting Decision**

DC/20/04519: Application for Listed Building Consent: replace 4 no. windows to front elevation; Orchard Cottage, The Street, Holbrook, Ipswich IP9 2PX: **Awaiting Decision**

DC/20/04777: Householder application - Erection of rear first floor extension with Juliet balcony and application of hardi plank to existing ground floor rear extension. 2 Church Green Cottages, Church Hill, Holbrook, Ipswich Suffolk IP9 2QP: **Granted**

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<p>DC/20/04837: Application for works to trees subject to a Tree Preservation Order (BT328/A1) - 1no Sycamore - Fell (Over hangs the wall, creating a sticky mess on the terrace and wall) Plant new Acer Saccharinum: Pettwood, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. Granted</p> <p>DC/20/04975: Householder Application - Erection of single storey front extension: The Moorings, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk Awaiting Decision</p> <p>9.02 To consider new planning applications received:</p> <p>DC/20/04698: change of use of agricultural land to residential amenity use and erection of garage block. Vine House, The Street, Holbrook, IP9 2PX. Following a discussion approval was recommended, proposed by Cllr Sawyer and seconded by Cllr Holmes. All Councillors were in favour</p> <p>DC/20/05035: Householder Planning Application – Conversion of and alterations to outbuilding for use of disabled relative ancillary to host dwelling. Homeland, Heathfield Road, Holbrook, Ipswich IP9 2QB. Following a discussion approval was recommended, proposed by Cllr Fisk and seconded by Cllr Holmes. All Councillors were in favour</p> <p>DC/20/05248: Householder Application – Erection of garden studio. 1 Hither House, Ipswich Road, Holbrook, Ipswich IP9 2QT. Following a discussion approval was recommended, proposed by Cllr Allinson and seconded by Cllr Holmes. All Councillors were in favour</p> <p>DC/20/05228: Proposal: Full Planning application - Change of use of cartlodge to holiday let (retention of) Location: Mountwood, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT Following a discussion approval was recommended, proposed by Cllr Fisk and seconded by Cllr Sawyer. All Councillors were in favour</p> <p>DC/20/05392: Householder Planning Application - Erection of a single storey side extension, balconies and first floor cladding: Greenshaw House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Following a discussion, approval was recommended, proposed by Cllr Fisk and seconded by Cllr Allinson. All Councillors were in favour</p>	
<p>HPC2012/10 Councillors' Reports:</p> <p>10.01: Councillors' activities since the last meeting: Cllr Ambrose had reported the flooding on the Freston Road and had a positive response Cllr Ambrose thanked Councillors for their work during the year, particularly enabling the Council to carry on their work during the COVID crisis. Cllr Allinson reported that the replacement trees had arrived and added that he had planted a cherry tree near the village hall.</p> <p>10.02: Reports from Councillors relating to the Parish: As 10.01 above.</p>	
<p>HPC2012/11 Items for future agenda: Councillors were asked to send the Clerk any items they wanted to be included in the agenda for the January meeting.</p>	Councillors
<p>HPC2012/12 Date of the next meeting: The next virtual meeting of the Parish Council will be on Monday 18th January 2021 at 1930 on a remote platform. The meeting closed at 21.06 p.m.</p> <p>Chairman  Date <u>18/1/21</u></p>	