

HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 18th January 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 M Robertson, Cllr C Sawyer, Cllr A Wright

In attendance: Mrs Jo Hazlewood (Clerk), County Cllr D. Wood, District Cllr McLaren and 4 Holbrook residents

<p>HPC2101/01 Apologies: no apologies had been received as all Councillors were present</p>	
<p>HPC2101/02 Declarations of pecuniary and local non-pecuniary Interest: Cllr Allinson declared an interest in item 5.04. There were no requests for dispensations</p>	
<p>HPC2101/03 Public Forum:</p> <p>Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. A question was raised about the rise in price of brown bin collections, Cllr Martin queried whether a price adjustment would be made in the light of collections being suspended at the moment. Cllr McLaren responded that if an adjustment was made, it would be at the end of the financial year. Due to staffing issues during the current crisis, no brown bin collections were taking place, as the black and blue bins were being given priority. The price increase was being discussed at full council meeting. Cllr Martin also pointed out that the collection of brown bins prior to COVID had been erratic. Cllr McLaren agreed to follow this up.</p> <p>Suffolk County Council: County Councillor Wood had circulated his Parish Report prior to the meeting: the application is in for the grant. Elections at the moment were scheduled to go ahead in May. County Cllr Wood mentioned that a flooding problem in Lower Holbrook was being addressed. There had been no further action on the improvements needed to Butchers Corner, due to COVID restrictions.</p> <p>Residents: There were no contributions from residents at this point of the meeting.</p>	
<p>HPC2101/04 To consider and approve Minutes of the Parish Council meeting held on 14th December 2020: It was proposed by Cllr Ingleton and seconded by Cllr Holmes that the minutes of the meeting held on Monday 14th December 2020 be approved. All Councillors were in favour.</p>	
<p>HPC2101/05 Business remaining from previous meetings and ongoing projects:</p> <p>5.01 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"> • 35 put a link on the website and in the Parish Papers to Suffolk Highways reporting tool. This is now on the website and the Clerk will email the link to Cllr Sawyer for the Parish Papers • Taylor Wimpey will not fund the new noticeboard, but are happy for it to be installed. No further news on the lighting at Admirals Quarter • The clerk had checked the ownership of the triangle of grass in front of 1 Ha'penny Field. it is owned by the Council and the new road sign to Ha'penny Field will be sited there, when available. • The Clerk had informed the resident enquiring about the additional oak at Alton Green that specialist advice had been sought and had subsequently passed on the outcome of that advice. • Dates for meetings 21/22 had been circulated to all Councillors • Suffolk Cloud have set up a Councillor Listing Page and Councillors have been requested to send the Clerk a photo and a brief blog. Cllr Ambrose offered to take a socially distanced photo of any councillor who may need one for the Cllr listing page. • A Zoom meeting was held by Cllrs Fisk, Sawyer and Wright to discuss alternative methods of communication • The Clerk had signposted the resident worried about dangerous parking to SCC's reporting tool 	

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- Work was in progress on updating the website – links, where necessary, were being corrected and work was taking place on reducing the need for links to increase accessibility.
- Cllr Martin has been confirmed as a cheque signatory and Cllr Ambrose had written to the bank to remove former Cllr C Holmes as a signatory.
- Members of the Village Hall Committee had been invited to this meeting to discuss the re-siting of the glass recycling facilities: The Waste Manager of Babergh had recommended that the glass banks should be sited centrally in the village and the Village Hall has been suggested on a number of occasions. HPC noted that Holbrook Village Hall Cttee were not in favour. Recognising the need for recycling facilities, Councillors had offered to ensure the site remained clean and tidy. Several Councillors had used recycling facilities in other villages and reported no mess or glass debris. 2 members of the Village Hall Cttee (VHC) had kindly joined the meeting and the Chair of the VHC said their committee had considered the request to host the glass bins at the village hall several times and each time had voted against, due to concerns about broken glass in the car park and the surface being inadequate. He emphasised that this was their final decision. Councillors expressed disappointment at the VHC's decision. Other venues were suggested, but rejected on grounds of suitability for collection, correct surface and/or supervision. Cllr Allinson agreed to send contact details of the RHS to the Clerk, to investigate The Crescent at RHS as a possible venue. Cllr McLaren suggested Oliver Faiers be invited to a Council meeting and this was agreed.

Cllr
Allinson

Clerk

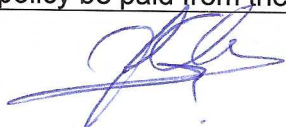
Members of the VHC were asked if, during the current situation, the Village Hall car park could be left open for the overspill from Co-op customers, as parking was becoming hazardous along The Street. The VHC members agreed to email their committee with this request, but emphasised that they would not want parking at the village hall to become a habit due to the need to keep it clear for future events.

ON HOLD: due to COVID: to arrange the Reduce and Recycle Session and also to organise a working party to discuss eco lighting options for the village.

5.02 To receive an update on the Reade Field Project: work has begun but has been slow due to the weather and staffing issues. By the end of this week there should be clearer signs of progression. The table tennis table had been installed plus the zip wire posts and some of the surfacing in the playground has been laid.

5.03 To receive an update on the Neighbourhood Plan: Cllr Ambrose gave a brief outline of the progress of the NP: the plan has been submitted for the first review, there will be a 6-week consultation carried out by the PC, (pre submission stage), following that there will be screening to test for environmental impact which could take 6-8 weeks, followed by a formal compliance check at Babergh and consultation. The plan will then be submitted to Cabinet for approval, followed by making recommended modifications. Babergh have to sign off the plan before it can go to referendum and there must be 28 days' notice of the date of the referendum. There will be no cost for the referendum, but there may be costs involved with the public consultation and some funds have been put into the budget to cover these.

5.04 To receive an update on the sale of the parcel of land: (Cllr Allinson did not participate in the discussion) there were three points for the Council to consider: a draft indemnity policy insuring the council against future claims on the unregistered land had been circulated to Councillors prior to the meeting. The quoted price was a one-off payment of £300 for the whole of Alton Green. The Solicitor acting on behalf of the Council felt it would be unreasonable to ask the purchaser to pay this as it was for the Council's benefit and covered the whole of the Green and the Council were asked to make a decision on this. The solicitor had also sent a draft TP1 to transfer the title of the land. The Council was asked to consider if they wanted to include a covenant about future development of the land. The purchaser had a company of landscape gardeners working on her existing garden and would like them to clear the land being purchased if possible whilst they were in situ. Following discussion, it was proposed by Cllr Ingleton and seconded by Cllr Holmes that the cost of the indemnity policy be paid from the proceeds of the sale – all Councillors

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<p>were in favour; Cllr Sawyer proposed that there was no need for any additional covenant to be added to the TP1, seconded by Cllr Ingleton - all Councillors were in favour. On the final point, Cllr Ingleton proposed that the clearing of the land could go ahead on the production of a Public liability certificate from the landscape gardeners. This was seconded by Cllr Fisk and 8 Councillors voted in favour, 2 against, so the motion was carried. The Clerk to inform the solicitor of the decisions.</p> <p>5.05 To receive an update on the Oak Tree at Alton Green: no further communication had been received from the insurance company or the loss adjusters concerning the oak tree which is due to be removed next month. Cllr Allinson had consulted with David Pizzey from SCC on the other oak causing concern and his advice was that it should be monitored, but not removed at the moment. The resident raising the concern had been informed.</p> <p>5.06 To consider the report of the communications working party. Cllrs Fisk, Sawyer and Wright had met to consider different ways of communicating with residents and the public. They proposed a Facebook page to act as a noticeboard, it would be controlled by an administrator and open to all, but people would be encouraged to follow up any issues with the administrator or write to the clerk or, alternatively, attend a parish council meeting. It was proposed to trial it for 3 months and then review. The working party would take over the administration of the existing Facebook page called Holbrook Parish Council Notices and administration rights would be transferred to them. The Clerk was asked to set up a further zoom meeting.</p> <p>5.07 To receive & consider prices of noticeboards for Admirals Quarter: Examples of noticeboards and prices had been circulated and it was proposed by Cllr Allinson and seconded by Cllr Holmes that the 1st listed noticeboard (A2 size, black colour) be purchased at a cost of £389. All Councillors in favour.</p>	<p>Clerk</p> <p>Clerk</p>
<p>HPC2101/06 Correspondence received requiring a response and new business:</p> <p>6.01 To review and, if appropriate, approve the Financial Regulations 2021 v.5</p> <p>6.02 To review and, if appropriate, approve the Financial Risk Assessment 2021</p> <p>Both documents had been circulated prior to the meeting, with the amendments highlighted. Adopting the reviewed documents in 6.01 and 6.02 was proposed by Cllr Fisk and seconded by Cllr Allinson. All Councillors were in favour.</p> <p>6.03 To review the Register of Interests: the clerk had sent a link to Councillors to enable them to check their existing information on the register. If any changes need to be made, Councillors were asked to inform the Clerk</p> <p>6.04 To appoint an internal auditor for the financial year 20/21: Heelis and Lodge had been the auditors in past and had agreed, if appointed, to audit the 20/21 accounts. It was proposed by Cllr Allinson and seconded by Cllr Martin and agreed by all Councillors that Heelis and Lodge be appointed.</p> <p>6.05 Invitation to suggest new road names for the Church Hill Development: Councillors had been invited to suggest some names for this development, noting that the word "Church" could not be part of the name. Following discussion, the name Page Close was the chosen recommendation. The Clerk to notify the Council's response.</p> <p>6.06 AONB Awards: a suggestion had been made to nominate the P3 group. Councillors agreed to nominate P3 group for the David Wood Award. The Clerk to follow this up.</p> <p>6.07 Email from parishioner re planning application and decision made by the Council: neighbours of the proposed new development of a cartlodge at Mountwood had emailed the Clerk expressing disappointment that the Council had agreed to the planning proposal. The contents of the email had been circulated to Councillors. The planning application had subsequently been granted. Council discussed this matter and agreed they had made a decision in good faith at the time that was based on the evidence.</p>	<p>Clerk</p> <p>Clerk</p>
<p>HPC2101/07 Finance:</p> <p>7.01 An RFO report had been circulated prior to the meeting, Councillors had no further questions on the report.</p> <p>7.02 To note that bank statements and reconciliations have been verified by Cllr Sawyer who is not a bank signatory. He will continue to verify balances every two months.</p> <p>7.03 To consider and, if agreed, adopt the budget plan for 21/22. A budget working party met on 11th January and agreed a draft budget to present to the Council for consideration. The budget and notes from the budget meeting had been circulated to all Councillors prior to the meeting. The budget was discussed in detail and Cllr Ambrose highlighted some key points. He also added that Holbrook Pre-school Playgroup had requested a grant for</p>	<p>Cllr Ambrose</p>

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£200 to help them support vulnerable children during the current lockdown and it was proposed that this would come from the Emerging Needs Grant. Cllr Ingleton proposed and Cllr Fisk seconded that the budget including the proposed Precept be approved. All Councillors were in favour

7.04 To agree the Precept of £31,000 requested for 21/22 and, once agreed, to sign and submit the Precept Upon Charging Authority Form. This was agreed as 7.03 and the form was signed and would be submitted accordingly.

7.05 To authorise payments, including the one-off grant to Holbrook Pre-School Playgroup agreed in 7.03:

18/01/2021	Mrs J Hazlewood – Parish Clerk Salary	£	470.00
18/01/2021	Mr P Goodchild – Community Caretaker Salary (SO)	£	181.52
18/01/2021	HMRC – PAYE	£	163.00
18/01/2021	Mrs J Hazlewood – Clerk’s expenses	£	57.31
18/01/2021	E-on – pavilion electricity (direct debit)	£	14.78
18/01/2021	Chairman’s Allowance	£	75.00
18/01/2021	O. Abbott, Prep work for new playground	£	1,570.00
18/01/2021	Councillor’s Travel Expenses	£	10.80
18/01/2021	Holbrook Pre-School Playgroup	£	200.00
18/01/2021	Vertas cheque no.2547 cancelled, cheque 2579 issued after deducting a credit owed to HPC of £54	£	152.24
18/01/2021	Reade Field Lottery 1 st prize – December & January	£	64.00
18/01/2021	Reade Field Lottery 2 nd prize – December & January	£	38.40
18/01/2021	Reade Field Lottery 3 rd prize – December & January	£	25.60

Authorisation of payments was proposed by Cllr Allinson and seconded by Cllr Ingleton. All Councillors were in favour.

8.01 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**

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/20/04698: change of use of agricultural land to residential amenity use and erection of garage block. Vine House, The Street, Holbrook, IP9 2PX **Granted**

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 **Granted**

DC/20/05248: Householder Application – Erection of garden studio. 1 Hither House, Ipswich Road, Holbrook, Ipswich IP9 2QT **Granted**

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 **Granted**

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 **Granted**

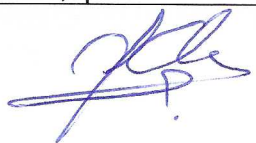
8.02 To consider new planning applications received

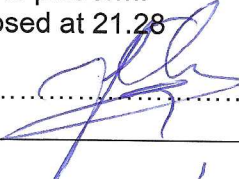
DC/20/05530: Proposal: Householder Planning Application - Erection of a Tennis Court. Park House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QU Following discussion it was proposed to recommend approval by Cllr Sawyer, seconded by Cllr Holmes and agreed by all Councillors

DC/20/05580: Proposal: Notification of Works to Trees Protected by a Preservation Order - T1 (Large Oak) Reduce crown by 3m and clean deadwood: Oak View, 4 Broomhill, The Street, Holbrook Ipswich Suffolk. Following discussion, it was proposed to recommend approval by Cllr Allinson, seconded by Cllr Holmes and agreed by all Councillors

DC/20/05626: Proposal: Application for Listed Building Consent - Works to facilitate installation of ground source heat pumping system: The Royal Hospital School, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX: Following discussion it was

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<p>proposed to recommend approval by Cllr Fisk, seconded by Cllr Holmes and agreed by all Councillors</p> <p>DC/21/00096 Householder Planning Application - Erection of single storey side and rear extensions (following demolition of existing conservatory): 10 Gifford Close, Holbrook, Ipswich, Suffolk IP9 2TR. Following discussion, it was proposed to recommend approval by Cllr Allinson, seconded by Cllr Holmes and agreed by all Councillors</p> <p>DC/21/00118: Householder Planning Application - Erection of rear and side extensions and front porch (following demolition of existing conservatory) and creation of parking area. Location: 11 Ha'penny Field, Holbrook, Ipswich, Suffolk IP9 2TS: The owners of the property were present to answer questions. Councillors had no questions and following discussion it was proposed to recommend approval by Cllr Ingleton, seconded by Cllr Holmes and agreed by all Councillors</p>	
<p>HPC2101/09 Councillors' Reports:</p> <p>09.01: Councillors' activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose had circulated the data from the speed camera, which was currently on Primrose Hill. • Cllr Allinson had reported fly tipping at Hales Grove and was helping the Church with a leak. He will prepare a report on a tree in the village hall grounds which had been reported and send it to the Clerk to forward to the Village Hall Cttee. • Cllr Ingleton reported several carrier bags in the hedge near the bus shelter on Ipswich Road. Cllr Sawyer offered to remove them. • Cllr Martin reported that several footpath signs were in a poor state of repair and a sign had been removed at Birchwood. She would report on the reporting tool. • Cllr Peck: had reported fly tipping which had contained a name and address • Cllr Sawyer invited articles for the Parish Papers and had reported an attempt at fly tipping at Hales Grove which had been observed. • Cllr Holmes reported concern over the excessive water in The Cut and would use the reporting tool to take this forward. <p>09.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p>Cllr Allinson</p> <p>Cllr Sawyer</p> <p>Cllr Martin</p> <p>Cllr Holmes</p>
<p>HPC2101/10 Items for future agenda:</p> <p>Councillors were asked to send the Clerk any items they wanted to be included in the agenda for the February meeting.</p>	<p>Councillors</p>
<p>HPC2101/11 Date of the next meeting:</p> <p>The next virtual meeting of the Parish Council will be on Monday 15th February 2021 at 1930 on a remote platform.</p> <p>The meeting closed at 21.28</p> <p>Chairman  Date <u>15/2/21</u></p>	