

HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 13th July 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 M Holmes, Cllr C Holmes, Cllr R. Fisk, Cllr R. Allinson and Cllr G.Abbott.

In attendance: Mrs Linda Goodyear (Clerk), County Councillor Wood and no residents were present.

<p>HPC2007/01 Apologies: District Councillor McLaren and Cllr Graham due to work commitments.</p>	
<p>HPC2007/02 Declarations of Interest: None</p>	
<p>HPC2007/03 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. The Parish Council Congratulated County Councillor Wood on the government approval to expand the Suffolk Coast and Heaths Area of Outstanding Natural Beauty. He advised that there was a problem with his locality budget, and he was trying to get it resolved in regard to the speeding sign outstanding contribution. He advised that the P3 Shed money was available and the Clerk should arrange it to be transferred. Residents: None</p>	<p>Clerk</p>
<p>HPC2007/04 To consider and approve Minutes of the Parish Council meeting held on 15th June 2020: It was proposed by Cllr M.Holmes and seconded by Cllr Allinson, that the minutes of the meeting held on Monday 15th June 2020, be approved. All were in favour.</p>	
<p>HPC2007/05 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 she had obtained two quotations for the removal of the matting on the play area. It was agreed that a further quotation is required. Clerk to obtain. The Clerk advised the Council on the issues arising with obtaining valuations for the parcel of land at Alton Green. This was discussed and length and it was agreed that the Clerk would go back to the person making the request with an update. Cllr Ambrose advised that he had met with the Practice Manager to review the social distancing system. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose thanked Cllr Ingleton and Cllr Sawyer for undertaking a risk assessment and ensuring the re-opening of the play area. Signs have been put up and a new bin installed. It will be cleaned and sanitised once a week and limited to two family groups at a time. With regards to the grant Cllr Ambrose advised that he had received a further letter from Babergh District Council asking for information, which he will respond to. 5.03 To receive an update on the Neighbourhood Plan:- The Chairman of the Neighbourhood Planning Group joined the meeting. He started by saying that he was really pleased with the extension to the AONB, which ensures the plan is more water tight. They are now at the final stages of finishing the plan and reviewing all policies which is about 20 in total. It is important that they all link into the objectives of the plan and they logically connect. The plan is currently about 60 pages long at the moment without any pictures or images. They have a graphic designer in place to help put it all together. The Parish Council wanted to thank the Chairman and his team for all their hard work and commitment. 5.04 To receive an update on the Community Self Help Scheme:- The Chairman of the scheme had provided an update which had been circulated prior to the meeting. He has again requested areas to be highlighted that require action. The Clerk asked if they can be sent to her she will collate and pass onto the Chairman. 5.05 To receive an update on the Holbrook Helpers:- Cllr Fisk had circulated his update prior to the meeting, which included details about how it is evolving into a good neighbourhood scheme. Cllr Ambrose advised that he still had the £200 float and he will arrange for it to be paid back into the main bank account.</p>	<p>Clerk</p>

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HPC2007/06 Correspondence received requiring a response and new business:

6.01 To discuss the Annual Play Area Inspection Report and the Re-opening Plan:- The inspection report had been circulated prior to the meeting. Cllr Ambrose advised that any urgent items will be addressed but all others will be resolved by the new play area. The Clerk raised concern over the platform for the slide, which will not be replaced. Cllr Ingleton advised that she believed this had been repaired but will check.

6.02 To review and approve the Complaints Procedure, Training and Development and Travel and Expenses Policies: The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Ingleton and seconded by Cllr Martin. All were in favour.

HPC2007/07 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 Clerks vacancy and that the interviews will take place on the 6th August.

7.02 To review the Internal Audit Report and Action Plan:- The Internal Audit report was circulated prior to the meeting. She went through each of the recommendations and the Parish Council agreed the following actions:

Recommendation	Agreed Action	Completion Due Date
To include reference to GDPR in the Council's Risk Assessment	Clerk to include in the next update.	September 2020
The level of Fidelity cover is below the recommendation guidelines of year end balances plus 50% of the precept i.e £51,603.13 plus.	Clerk to include in the next renewal	September 2020
To bring the asset register up to date as of 31/03/2020	Clerk to include in the next update.	September 2020
To correctly account for the writing back in of Cheque No.2258 and amend the year end receipts and payments figures prior to entering the figures in the AGAR.	Already actioned.	Complete

7.03 To fulfil the External Audit Requirements and approval of the AGAR Statements: The Clerk had circulated all the documents prior to the meeting. They were proposed for approval by Cllr Sawyer and Seconded by Cllr Ingleton. The statements were signed in front of the Council by the Chairman.

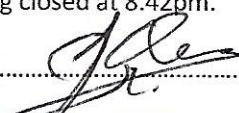
7.04 To Acknowledge the Period for the Exercise of Public Rights. The Clerk advised that the Period for the Exercise of Public Rights will begin on the 27th July 2020 for 30 working days. All required documentation will be made available to residents on the website and hard copies will be displayed on the notice boards.

7.05 Payments to be authorised:

Payments for the following amounts were proposed to be made by Cllr Ingleton and seconded by Cllr M.Holmes, approved by all present. It should be noted that the payment to Cllr Ingleton will be a on-line transfer. It will be a test to ensure that it all works.

16/07/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
16/07/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
13/07/2020	HMRC – PAYE	£ 45.20
13/07/2020	Mrs L Goodyear – Clerks Expenses	£ 40.39
13/07/2020	Tuddenham Press – Parish Papers	£ 155.00
13/07/2020	S.Ingleton - Play Area Bin	£ 63.19
13/07/2020	M&D Cordle - Alton Green Cutting	£ 204.00
13/07/2020	J.Ambrose - Expenses	£ 13.68
13/07/2020	Playquip - Play Area Inspection	£ 192.00
13/07/2020	Heelis & Lodge - Internal Audit	£ 180.00
13/07/2020	1 st Prize Reade Field Lottery July	£ 33.00
13/07/2020	2 nd Prize Reade Field Lottery July	£ 19.80
13/07/2020	3 rd Prize Reade Field Lottery July	£ 13.20

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<p>HPC2007/08 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/20/01292 - Listed Building Consent - Conversion of Heritage Centre space to create Cafe. Refurbishment of Conference room. Royal Hospital School, Holbrook. Granted</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, Suffolk. Awaiting Decision</p> <p>DC/20/01474 – Re-consultation Hybrid Application. Outline planning application for the erection of 4no self-build/custom-build detached dwellings and Full Planning Application for the erection of 5no two-bedroom dwellings. Land South of Honeysuckle Cottage, Little Orchard, Holbrook, Suffolk. Refused</p> <p>08.02 To consider planning applications received:</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. 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 M.Holmes. All were in favour.</p>	
<p>HPC2007/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Allinson advised that the tress opposite the entrance of Brook Farm were causing the owners an issue with their large machinery. Cllr Ambrose and himself reviewed the situation and they are over hanging the highway. It was agreed that trimming of the trees will be undertaken in hope to resolve the situation. It was also discussed that the memorial tree was slanting, and it was agreed to be looked at.</p> <p>Cllr M.Holmes advised that she completed the Community Climate Survey which focused on the carbon footprint of the village and what we might do better for climate change.</p> <p>Cllr Peck asked about the latest position on Anglian Water and Cllr Ambrose provided an update and that the works will be soon coming to an end. She asked if there had been an update on the Taylor Wimpey lights being adopted by Suffolk County Council. The Clerk will investigate.</p> <p>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</p>	<p>Clerk</p>
<p>HPC2007/10 Items for future agenda: None</p>	
<p>HPC2007/11 Date of the next meeting:</p> <p>The next virtual meeting of the Parish Council will be on 17th August 2020 at 1930 on a remote platform.</p> <p>The meeting closed at 8.42pm.</p> <p>Chairman  Date 17/8/20</p>	