

HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 18th May 2020 at 7.30pm, due to COVID-19.

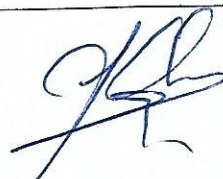
Present: Cllr J Ambrose (Chair), Cllr G Abbott, Cllr S Ingleton, Cllr C Sawyer, Cllr D Martin, Cllr M Holmes, Cllr C Holmes, Cllr C. Graham, Cllr R. Fisk and Cllr R. Allinson.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren, County Councillor Wood and 8 residents were present.

<p>HPC2005/01 Apologies: Cllr Peck due to family commitments.</p>	
<p>HPC2005/02 Declarations of Interest: None</p>	
<p>HPC2005/03 Public Forum: Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. She checked that everyone had received her Active Wellbeing Report as this was very important. The Clerk thanked District Councillor McLaren for all her hard work finding small businesses that were entitled to grants. It had been very much appreciated and this was reiterated by the Parish Councillors. Suffolk County Council: County Councillor Wood had circulated his Parish Report previously to all Councillors. There were no questions. He advised that there had been various street closures in order to safeguard the public and this included areas on the waterfront. He didn't believe that there was any real need in Holbrook but if anyone felt this was the case, they should contact him. Residents: Cllr Ambrose welcomed the public to the meeting and advised that they would have five minutes each to put forward their opinions, due to the agenda that needed to be completed. The Parish Council listened to each member of the public and the concerns and views they had regarding planning application DC/20/01474. There concerns covered issues such as lack of infrastructure to support a new development, access issues, increased traffic on Hyams Lane which is a quiet lane used by many residents for walks, dimensions and elevations are missing and may look over existing residents properties and generally that it is not a suitable site for such a development. The Chairman of the Neighbourhood Planning Group was in attendance who had kindly produced a very detailed report on the planning application. He kindly provided a summary for the Councillors and those in attendance. He advised that the working group had made a call for sites in the Parish of Holbrook in May 2019 and this site had not been put forward. They commissioned an AECOM report to conduct a site assessment and this included a large site directly opposite this applicant's site. In December 2019 it was deemed that the site on Hyams Lane was not suitable for development. On that basis and for the same reasons highlighted in the AECOM report the Neighbourhood Planning Group have recommended refusal and have made their own objection to the application. For details on the Parish Councillors conclusion please see 8.02.</p>	
<p>HPC2005/04 To consider and approve Minutes of the Parish Council meeting held on 20th April 2020: It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 20th April 2020, be approved. All were in favour.</p>	
<p>HPC2005/05 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 planning application is on the agenda this evening and the fly tipping reporting tool had been circulated. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose advised that the grant application is progressing slowly and he had been in contact with the Grants Officer and is waiting for them to come back with the final documents required to obtain the grant. Cllr Ingleton advised that the project really needs to push on and contact should be made with the preferred supplier to see if a slot can be obtained, for the work to start. A discussion took place and it was agreed that three quotations should be obtained for the matting in the play area to be removed and the supplier to be contacted to arrange a start date.</p>	

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<p>5.03 To receive an update on the Neighbourhood Plan:- The Chairman of the Neighbourhood Planning Group was in attendance and advised that he last reported that they were awaiting the report from Alison Farmer, who had been appointed by AONB to conduct a Valued Landscape Assessment of the Shotley Peninsula. This had now been received and he will put a link on the website. The completed analysis of the public questionnaire is now also available on the Holbrook Parish Council Website. He also advised that an email had been received from Babergh District Council advising that due to current events with Covid-19 there will be delay to the referendum, which cannot now take place until 2021. Cllr Allinson took this opportunity to thank the Neighbourhood Planning Group for all their hard work and this had been evident tonight, with the planning application being discussed as the plan was very concrete to refer to and will be invaluable going forward. A big thank you to Marek Pawlewski and the Planning Group.</p> <p>5.04 To receive an update on the Community Self Help Scheme:- Cllr Ambrose advised that due to the current situation all work by the CSHS has had to stop. John Williams has placed an order for the Personal Protective Equipment that is required so at least this will be in place for when work can commence. John Williams has requested a list of possible areas requiring work from the Parish Councillors, if all ideas could be sent to the Clerk then these can be collated together into one list. The Clerk advised that Suffolk Highways have recommended that the volunteers should be adults only and that no dogs be allowed.</p>	Clerk
<p>HPC2005/06 Correspondence received requiring a response and new business:</p> <p>6.01 Confirmation of grant and procedures adopted to support Holbrook Helpers from BMSDC: Cllr Fisk advised that he had been made aware through our District Councillor that a Grant was available for the Holbrook Helpers. An application was made and £1,350 was received. This was slightly less than applied for but will be used to help those residents who currently cannot pay for their own shopping. A petty cash system has been established and Cllr Ambrose is holding a £100 cash float. To date three payments have been made totalling £88.00 to one resident. The system is working well and has been a good solution to a difficult situation. The grant does not have to be paid back and any remaining funds can go towards future projects. Cllr Fisk went onto provide an update on the work of the Holbrook Helpers supporting residents in the past month. Cllr Ingleton raised concerns about families who may need help but are not coming forward. A discussion took place around food vouchers available to families and the problems associated with them. The discussion concluded with the decision that Cllr Fisk would contact the schools to remind them that support is available to parents from Holbrook Helpers.</p> <p>6.02 To review and adopt the standing orders of the Council. The revised standing orders were approved, and it was resolved to adopt them for the year ahead.</p> <p>6.03 To review and adopt the Code of Conduct. The revised Code of Conduct was approved, and it was resolved to adopt it for the year ahead. Councillors were reminded to make themselves familiar with the requirements of the Code, particularly interests and dispensations.</p> <p>6.04 To approve a programme of policy review and implementation for 2020/21: A programme of policy creation and review was approved.</p>	Cllr Fisk
<p>HPC2005/07 Finance:</p> <p>7.01 To approve Holbrook Parish Council's accounts for the year ending 31st March 2020. The statement of accounts was presented for approval. It was approved and signed by the Chair and the Clerk/Responsible Financial Officer.</p> <p>7.02 To receive a report from the Responsible Financial Officer for period 1st to 31st March 2020. The Responsible Officer provided a summary of the year and highlighted any significant variations. There were no questions raised. The Accounts will now be sent to the Internal Auditor for review.</p> <p>7.03 Financial report from Responsible Financial Officer: A financial report was presented by the RFO. There were no questions.</p> <p>7.04 Payments to be authorised: Payments for the following amounts were proposed to be made by Cllr M Holmes and seconded by Cllr Martin, approved by all present.</p>	

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18/05/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
18/05/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
18/05/2020	HMRC – PAYE	£ 45.40
18/05/2020	Mrs L Goodyear – Clerks Expenses	£ 45.89
18/05/2020	Eon - Pavilion Electricity	£ 6.20
18/05/2020	Vertas - Grounds Maintenance	£ 206.24
18/05/2020	Babergh District Council - Litter and Dog Bin Emptying	£ 1,437.60
18/05/2020	Holbrook Helpers – Cash Float	£ 100.00
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18/05/2020	Wave – Pavilion Water	£ 15.25
18/05/2020	1 st Prize Reade Field Lottery April	£ 33.00
18/05/2020	2 nd Prize Reade Field Lottery April	£ 19.80
18/05/2020	3 rd Prize Reade Field Lottery April	£ 13.20

HPC2005/08 Planning Matters:

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

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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. **Awaiting Decision**

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. **Consultation re-scheduled and extension granted until 16th June 2020.**

DC/20/01412 - Householder Application - Erection of garage. Brick Cottages, Harkstead Road, Lower Holbrook, Holbrook, Ipswich, Suffolk, IP9 2RJ. **Awaiting Decision**

08.02 To consider planning applications received:

DC/20/01474 - Hybrid Application. Outline planning application (Access to be considered) for the erection of 4no self-build/custom-build detached dwellings and Full Planning Application for the erection of 5no two-bedroom dwellings, with vehicular access off Hyams Lane and pedestrian access to Church Hill. Land South of Honeysuckle Cottage, Little Orchard, Holbrook, Suffolk. Cllr Ambrose led the discussion and stated that many objections had been received prior to the meeting that had been circulated to Councillors in advance and tonight we have heard the views and concerns of the residents in attendance and the Neighbourhood Planning Group Report. A long and detailed discussion took place with many questions being raised. It was concluded that Holbrook Parish Council would **recommend refusal** of the application based on the issues highlighted in the Neighbourhood Planning Report, which they fully supported.

HPC2005/09 Councillors Reports:


9.01: Councillors activities since the last meeting:

Cllr Ambrose provided all present with an update on the planned works by Anglian Water and he expected that a new letter will be sent to residents next week and he will add the details to the next door online platform. He has made Anglian Water aware of the traffic issues being caused by cars finding alternative routes to get around the road closures and this maybe further exaggerated when the schools return. Unfortunately, there is very little that can be done about this and it's hoped that people can be respectful. Anglian Water have agreed to add this to the letter that will be going out to residents. Cllr Ambrose advised that the Holbrook Creek Boat Owners are now starting to sail again, now that some restrictions have been lifted. He also advised that Anglian Water are relaxed about local residents using the footpaths around Alton Water.

Cllr Allinson advised that he had completed a report on a Beech Tree in the Community Car Park. This had been forwarded to the Village Hall Committee for review and action.

Cllr Fisk requested approval from the Parish Council to start to look at migrating the Holbrook Helpers into a Good Neighbourhood Scheme. He has received guidance and support from

**Cllr Fisk
Clerk**

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