


## HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 19<sup>th</sup> October 2020 at 7.30pm, due to COVID-19.


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

**In attendance:** Mrs Jo Hazlewood (Clerk), District Cllr M. McLaren, County Cllr D. Wood and one member of the public

<p><b>HPC2010/01 Apologies:</b> apologies were received from Cllr Fisk, Cllr C Holmes and Cllr M Holmes, due to work and family commitments</p>	
<p><b>HPC2010/02 Declarations of Interest:</b> there were no declarations of interest with regards to items on the agenda and no requests for dispensations</p>	
<p><b>HPC2010/03 Public Forum:</b>  <b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. Councillors had no further questions.  <b>Suffolk County Council:</b> County Councillor Wood had circulated his Parish Report prior to the meeting: Cllr Wood highlighted the boundary changes, which would result in a reduction of the number of County Councillors, but added that the changes won't come into place until 2025. It is proposed that the Peninsula Ward would, in the future, include Wherstead and Belstead. Consultation is open. He was pleased to note that a large amount of power lines had now been installed underground in Shotley. Cllr Allinson said he was very pleased that County Cllr Wood and his party were supporting the proposal for a 20-mph limit for residential roads in Suffolk towns and villages to save lives and reduce pollution. County Councillor Wood confirmed that this would be discussed by SCC next week. Cllr Ingleton enquired about the funding for the speed camera, which had still not been received by HPC. The Clerk was asked to send Cllr Wood a copy of the receipt for the camera. Cllr Ambrose asked whether a site meeting had been arranged with Highways for Butchers Corner. County Cllr Wood agreed to chase this up. Cllr Ambrose said action was vital to prevent serious accidents and added that residents were increasingly concerned.  <b>Residents:</b> there were no issues raised by members of the public.</p>	Clerk
<p><b>HPC2010/04 To consider and approve Minutes of the Parish Council meeting held on 21<sup>st</sup> September 2020:</b> It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 21<sup>st</sup> September 2020, be approved. All were in favour.</p>	
<p><b>HPC2010/05 Business remaining from previous meetings and ongoing projects:</b>  <b>5.01 To receive an update on the actions from the previous meeting:</b></p> <ul style="list-style-type: none"> <li>• the Clerk confirmed that she was pursuing the purchase of a replacement dog bin and a metal liner for a waste bin, but the latter was proving hard to find.</li> <li>• Cllr Ingleton confirmed she continued to carry out RAs on the playground and to date all was in order</li> <li>• The Clerk confirmed that she had sought further quotations for the tree work at Alton Green and Cllr Ambrose explained that, due to complications with BT and power cables, he recommended quotes were sought from more specialist companies. He added that some additional work had been identified by one tree surgeon which, if undertaken, could result in a financial contribution from a householder to the cost of equipment, etc.</li> <li>• The Reduce, Reuse and Recycle session was still on hold due to COVID 19</li> <li>• The Clerk had written to Taylor Wimpey re the adoption of lights in Admirals Quarter and had circulated the reply to Councillors. There had been no further progress on this issue.</li> <li>• The Clerk confirmed that she had notified Babergh &amp; Mid Suffolk of the two Councillor vacancies, but had only just received their notice of vacancies, which is displayed on the noticeboard. If no election has been requested by 10 members of the electorate</li> </ul>	Clerk  Clerk  Clerk  Clerk


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<p>within 14 days, then the Council will be able to proceed with co-option. 4 residents had registered an interest to date.</p> <ul style="list-style-type: none"> <li>• The Clerk had written to Babergh &amp; Mid Suffolk re the signage between Halfpenny Drive and Halfpenny Field, but had received no reply. The Clerk agreed to follow this up.</li> <li>• Cllr Sawyer was hoping to organise a Beach Clean in early November and would circulate some posters.</li> <li>• Cllr Ambrose confirmed he had contacted members of the Village Hall Committee about the siting of the recycling bins, but had received no reply. The Clerk was asked to pursue this with the Village Hall Committee. In answer to a query by Cllr Peck, it was confirmed that the Village Hall had been bequeathed to the village and was run separately from the Parish Council. The village car park was being used by parents of Holbrook Primary to ease congestion on the road.</li> <li>• The Clerk confirmed she had altered the Asset Register noting HPC's responsibility for grass cutting on Church Green.</li> <li>• The Clerk had thanked Marek Pawlewski on behalf of the Council for his extensive work on the Neighbourhood Plan.</li> <li>• Overgrown hedgerows on Church Hill/Back Hill - the Clerk would liaise with Cllr Allinson and contact the house owners concerned to ask them to cut back the hedges.</li> <li>• Cllr M Holmes had registered the trip hazard near Otter House with Suffolk Highways.</li> </ul> <p><b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ambrose confirmed that the grant had been approved and the signed forms had been returned to Babergh. Playquip can start work mid-December. The surface and metal climbing frames need to be removed, before Playquip can install the new equipment and the safety surface. Cllr Ambrose confirmed that the children's play area will have to be closed whilst the grass seed has a chance to grow. Cllr Ambrose also confirmed that 4 units of fitness equipment will be put around the edge of the Reade Field, possibly alongside the hedge.</p> <p><b>5.03 To receive an update on the Neighbourhood Plan:</b> the draft plan is in the final stages before being submitted to Babergh.</p> <p><b>5.04 To receive an update on the Community Self Help Scheme:</b> Cllr Ambrose confirmed that John Williams now has the PPL and proposes to start work on The Cut, with 2 or 3 people working to maintain social distancing. Babergh have recommended that weed killer is used on the weeds on the pavements and will train someone to operate. The cost to the Council will be to provide the protective equipment required, the Council already has a supply of weedkiller. Cllr Ambrose asked if all councillors could send in suggestions to the Clerk of where work by the CSHS is required. Cllrs agreed that several signs need to be cleaned to make them more visible, including the sign on Church Hill. Cllr Ambrose confirmed that CSHS cannot work in areas beyond the 30 mph for safety reasons.</p> <p><b>5.05 To receive an update on the Holbrook Helpers:</b> an update was circulated prior to the meeting. Everything is now in place and ready for any new spike in infections. Cllr Sawyer will send the Clerk a PDF of Cllr M Holmes' article re prescriptions which was in this month's Parish Papers, to put on the website. He confirmed that he was printing new posters and leaflets for Holbrook Helpers.</p>	<p>Clerk</p> <p>Cllr Sawyer</p> <p>Clerk</p> <p>Cllr Allinson/ Clerk</p> <p>All councillors</p> <p>Cllr Sawyer/Clerk</p>
<p><b>HPC2010/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01 Community Funding for Quiet Lanes:</b> this is an initiative for Councils to apply for grants to convert some roads into quiet lanes. Cllr Ambrose suggested that the road from Woodlands to Hales Grove might be appropriate. Cllrs were asked to consider possible roads which would fit the criteria. The deadline for applications is 30<sup>th</sup> November 2020.</p> <p><b>6.02 To discuss the proposed increase in the fidelity element of the Council's insurance:</b> the Clerk mentioned that the Internal Auditors had recommended the fidelity element of the Council's insurance policy be increased to comply with the guideline that the fidelity cover should be in line with the year end balances plus 50% of the precept. Councillors discussed this, but it was agreed that year end balances had been unusually high the last two years, due</p>	<p>All councillors</p>

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to saving funds for the Playground refurbishment. At the end of this financial year, the balance would be considerably reduced and the issue would no longer arise. It was therefore decided to take no action at the moment, but Councillors agreed to keep this under review.

**6.03 To review and approve the Equality and Diversity and Health and Safety Policies:** It was agreed to adopt the reviewed policies without further amendment, proposed by Cllr Allinson and seconded by Cllr Ingleton. All Councillors were in favour.

**6.04: To note the correspondence re footpath reinstatement:** an email correspondence had been circulated from a resident re the reinstatement of a footpath near Alton Water. Following a discussion, it was agreed that the reinstatement of this footpath was beyond the remit of the Council. The Clerk had signposted the correspondents to the Rights of Way Officer.

**HPC2010/07 Finance:**

**7.01 Financial report from Responsible Financial Officer:** A financial report was presented by the RFO. There were no questions.

**7.02 To note that grant applications for 2021/2022** must be received by 31<sup>st</sup> October 2020. An article had been put in the Parish Papers and the Clerk had put a notice on the noticeboard inviting applications.

**7.03 To note the guidance from SALC re online payments:** as a result of a discrepancy between the Council's Financial Regulations and the Financial Risk Assessment, the Clerk had sought the advice of SALC on online payments. She had circulated their guidelines to Councillors prior to the meeting. It was agreed that financial controls were in place to facilitate online payments and it was noted that two members of the Council who were not cheque signatories should sign any invoice paid by BACs. The Clerk would amend the Financial Risk Assessment to reflect the guidance in the Financial Regulations and the advice of SALC.

**7.04 To authorise payments:** The Clerk asked that payments to Tuddenham Press (£155) and an addition to the Clerk's expenses (£36.56) for the purchase of a bin lid for the Reade Field play area be added to the payments listed in the Agenda. Payments for the following amounts, including the additions, were proposed to be made by Cllr Ingleton and seconded by Cllr Sawyer and approved by all present.

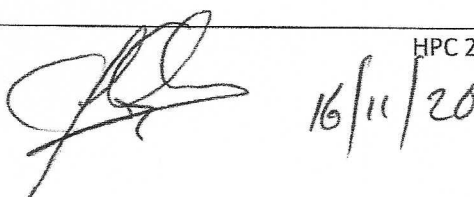
19/10/2020	Mrs J Hazlewood – Parish Clerk Salary	£ 473.80
19/10/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
19/10/2020	HMRC – PAYE	£ 159.20
19/10/2020	Mrs J Hazlewood – Clerk's expenses	£ 184.39
19/10/2020	E-on – pavilion electricity	£ 61.52
19/10/2020	Holbrook Helpers	£ 850.00
19/10/2020	Playquip – deposit for playground	£ 19684.48
19/10/2020	Wave – pavilion water	£ 2.87
19/10/2020	Reade Field Lottery Winner Sept(1 <sup>st</sup> Prize)	£ 28.75
19/10/2020	Reade Field Lottery Winner Sept (2 <sup>nd</sup> Prize)	£ 17.25
19/10/2020	Reade Field Lottery Winner Sept (3 <sup>rd</sup> Prize)	£ 11.50
19/10/2020	Holbrook Toddler Group, Grant 20/21	£ 200.00
19/10/2020	Harkstead & Lower Holbrook GNS, Grant 20/21	£ 70.00
19/10/2020	Suffolk Accident & Rescue Service, grant 20/21	£ 25.00
19/10/2020	Holbrook Village Hall, grant 20/21	£ 400.00
19/10/2020	Holbrook Academy, grant 20/21	£ 30.00
19/10/2020	Royal British Legion Poppy Appeal, wreath 20/21	£ 50.00
19/10/2020	Royal British Legion grant for cleaning bus shelters 20/21	£ 200.00
19/10/2020	Stutton & Holbrook First Responders, grant 20/21	£ 60.00
19/10/2020	Tuddenham Press, Parish Papers	£ 155.00

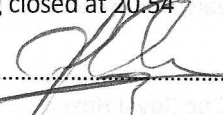
Clerk

**HPC2010/08 Planning Matters:**

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

**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. **Awaiting Decision**



<p><b>DC/20/03247</b> - 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. <b>Awaiting Decision</b></p> <p><b>DC/20/03944:</b> Application to carry out works to trees covered by a tree preservation order, Cedar House, The Street, Holbrook, IP9 2PZ. <b>Granted</b></p> <p><b>DC/20/03931:</b> Householder application – erection of single storey rear and front porch extensions; application of Hardie plank to replace existing render, 2 Holm Oak, Denmark Gardens, IP9 2BH <b>Awaiting Decision</b></p> <p><b>8.02: To consider planning applications received:</b> No new planning applications had been received since the last meeting on 21/9/20.</p>	
<p><b>HPC2010/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b></p> <ul style="list-style-type: none"> <li>• Cllr Ambrose had had discussions with the Rector concerning Remembrance Sunday and had noted the advice of NALC concerning Remembrance Services. There will be two services at Holbrook, one on the 8<sup>th</sup> November which Cllr Sawyer would attend and one on the 11<sup>th</sup> November which Cllr Ambrose would attend. Members of the public were permitted to attend, and social distancing would be observed. District Cllr McLaren would also attend on the 11<sup>th</sup> and Cllr Allinson agreed to represent her and lay a wreath on behalf of the District Council on the 8<sup>th</sup>. Cllr McLaren would arrange the supply of the wreath.</li> <li>• Cllr Allinson reported that he had attended the Suffolk Tree Warden meeting on 1<sup>st</sup> October. He informed Councillors that there 150 parishes have tree wardens, 25 of whom were present at the meeting.</li> <li>• Cllr Allinson and Cllr Ambrose had attended the site behind Reade Field when the farm machinery was in use. They reported that access was still very tight. Cllr Peck said that a resident had reported damage to their fence and were worried about further damage. Cllr Allinson would notify Cllr Peck who the residents should contact.</li> <li>• Cllr Sawyer would send details of 7 adverts so that the Clerk can send an invoice to advertisers.</li> <li>• Cllr Ambrose asked whether any update was needed to the Emergency Plan in the light of COVID 19. Cllr Sawyer agreed to contact the Emergency Planning Officer to ascertain their current advice on the matter.</li> <li>• Cllr Ambrose reported that the flu clinics so far had run smoothly and had a good attendance. He and Fran Williams from Holbrook Helpers had helped to organise attendees at each clinic.</li> <li>• Cllr Ingleton asked councillors to keep an eye on the building work on Church Hill which she felt was disturbing wildlife</li> <li>• Councillor Ingleton informed the Council that new owners had moved into The Swan and were hoping to open at Christmas</li> </ul> <p><b>9.02: Reports from Councillors relating to the Parish:</b> As 9.01 above.</p>	<p>Cllr Allinson</p> <p>Cllr Sawyer/ Clerk</p>
<p><b>HPC2010/10 Items for future agenda:</b> to set a date for the budget meeting. Councillors were asked to send the Clerk any other items they wanted to be included in the agenda for the November meeting.</p>	
<p><b>HPC2010/11 Date of the next meeting:</b> The next virtual meeting of the Parish Council will be on Monday 16<sup>th</sup> November 2020 at 1930 on a remote platform. The meeting closed at 20.54</p> <p>Chairman .....  ..... Date 16/11/20</p>	