

## HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 21<sup>st</sup> September 2020 at 7.30pm, due to COVID-19.

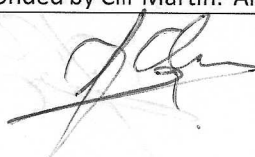
**Present:** Cllr J Ambrose (Chair), Cllr G. Abbot, Cllr R. Allinson, Cllr R. Fisk, Cllr C. Holmes, Cllr M. Holmes Cllr S Ingleton, Cllr D Martin, Cllr Peck, Cllr C Sawyer

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

<p><b>HPC2009/01 Apologies:</b> there were no apologies, as all Councillors were present</p>	
<p><b>HPC2009/02 Declarations of Interest:</b> Cllr R. Allinson in respect of 6.09; no dispensations were requested</p>	
<p><b>HPC2009/03 Public Forum:</b></p> <p><b>Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. District Cllr McLaren highlighted the new planning proposals. She had sent details to councils which the clerk will forward to Councillors. She encouraged Councillors to register their comments. Cllr Sawyer asked if the proposals in the white paper would speed up the planning process, District Cllr McLaren said that this was the intention. She added that planning would be the major topic at the District Council Meeting to be held at 5.30 pm on 22<sup>nd</sup> September.</p> <p><b>Suffolk County Council:</b> County Councillor Wood had circulated his Parish Report previously to all Councillors. He said that Sizewell C had been in the news lately and was going to cabinet on the 22<sup>nd</sup>. He highlighted his locality fund, which must be spent by the end of the financial year and asked Councillors to encourage applications for local projects. He confirmed that anyone wishing to apply should get into touch with him directly. County Cllr Wood also confirmed that any changes resulting from the Boundary Review would not take place until 2025.</p> <p>Cllr Ingleton mentioned that the funding for the speed camera had still not been received and County Cllr Wood promised to follow this up to try and get it paid within the next two weeks.</p> <p><b>Residents:</b> Cllr Ambrose welcomed the new headteacher, Tom Maltby, of Holbrook Academy and one other resident to the meeting. Mr. Maltby introduced himself to the Councillors and told the Council that he was very keen to be a good neighbour and work alongside the community. He was very aware of the issues for the residents caused by the Academy being at the centre of the village, particularly the issue of car parking. He had begun to introduce some creative measures to alleviate the situation – a walking bus in the mornings and additional staff on duty at the end of the day, adjusting the staggered times, etc. He had been in touch with the local police and the local authority and was keen to work with all concerned to address the problems which arise. He emphasised that the safety of the pupils and residents was paramount. Cllr Ambrose acknowledged that the popularity of both the Academy and the Primary School had encouraged children from other catchments to attend both schools, adding to the traffic and parking problems. Cllr Ambrose thanked Mr. Maltby and suggested that this issue should be an Agenda item for a future meeting, to which he would be invited. Cllr Sawyer thanked Mr. Maltby for his positive contribution.</p> <p>Another resident attended the meeting to raise the issue of road safety and speeding through the village. He highlighted a particularly dangerous corner where Arnolds Butchers used to be, the road was very narrow, had pavement on one side only, and visibility was poor. He added that recently a vehicle had been seen to mount the pavement to avoid a bus. He was concerned that action should be taken as soon as possible to prevent a serious accident. He asked if the speed camera could be supported by a community speed watch. There followed a lengthy discussion where Councillors acknowledged the problem of speeding and volume of traffic and recognised that this was an ongoing issue. The latest data from the speed camera showed that 1 in 5 cars were speeding. Suggestions from the discussion included reducing the speed limit, "20s Plenty" and traffic calming. Cllr Sawyer appealed to the County and District Councillors to join with HPC to formulate a strategic plan to try and address the issue. County Councillor Wood said that he would get into touch with Highways to try and get an officer out and agreed</p>	




<p>to let Cllr Ambrose know when this would be. District Councillor McLaren said she would make enquiries to try and get some positive suggestions. Councillors agreed that the Council needs to be seen to be addressing this issue and to have a plan in place. The members of the public left the meeting.</p>	
<p><b>HPC2009/04 To consider and approve Minutes of the Parish Council meeting held on 17<sup>th</sup> August 2020:</b> It was proposed by Cllr Allinson and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 17<sup>th</sup> August 2020, be approved. All were in favour.</p>	
<p><b>HPC2009/05 Business remaining from previous meetings and ongoing projects:</b></p> <p><b>5.01 To receive an update on the actions from the previous meeting:</b> The Clerk advised that new bin liners still needed to be ordered and fitted; the P3 group had been included in the insurance renewal and the CSHS; Cllr Ingleton had regularly completed RAs for the play equipment and Ollie Abbott had carried out some essential repairs without charge; only one tree surgeon quotation had been received, Clerk to chase the other quotes; no action currently due to COVID 19 on the Reduce, Reuse and Recycle Session; the Clerk had written to Taylor Wimpey re the adoption of lights, but had received no response – Clerk would chase this up; the Coop confirmed they base the PO opening hours on usage and are not extending their hours – they confirmed no redundancies had been necessary; the bus shelter light had not been on when checked in the daytime; the Clerk had contacted Babergh DC re the clearer signage between Ha’penny Field and Ha’penny Drive and would chase up a response; Football teams had been contacted re parking; the Clerk had written to parents regarding supervision and social distancing on the Reade Field; Clerk had advised that the PC supports the Local Electricity Bill; Clerk had responded, as requested, to the Chelmondiston Neighbourhood Plan; Cllr Ambrose had contacted the Village Hall Committee to ask them to reconsider siting the recycling bins and offered the assistance of the Community Caretaker to keep the area tidy; the Clerk had sent a response to the first planning consultation and had circulated a copy of the Emerging Grant Application to all Councillors.</p> <p><b>5.02 To receive an update on the Reade Field Working Group:</b> Cllr Ambrose reported that the grant for the play equipment was about to be approved. Once approval was confirmed, HPC needs to pay 50% of the cost of the equipment and installation to Playquip, 50% of their quotation amounts to £19,684.48. Councillors were asked to approve this expenditure, once the final confirmation of the grant had been received, in order that the work could go ahead without further delay. Approval was proposed by Cllr Ingleton and seconded by Cllr Allinson. All Councillors were in favour.</p> <p><b>5.03 To receive an update on the Neighbourhood Plan:-</b> Cllr Ambrose advised that the following had been received from Marek Pawlewski “We have completed the final draught of the Neighbourhood Plan, just proof reading now and adding pictures (what a lot of work!). The next step is to submit this to Paul Bryant at Babergh for informal review. This will be submitted in the next couple of weeks”. The Clerk was asked to write to Marek Pawlewski to pass on the Council’s thanks for all the work he had carried out on the neighbourhood plan.</p> <p><b>5.04 To receive an update on the Community Self Help Scheme:-</b> Cllr Ambrose reported that John Williams was picking up the equipment for the scheme but activities may have to be curtailed if further lockdown measures were imposed. It was agreed that it might be possible to carry out certain tasks as an individual, but Health and Safety procedures must be observed at all times.</p> <p><b>5.05 To receive an update on the Holbrook Helpers:-</b> Cllr Fisk had circulated a report re the activities of Holbrook Helpers and an email from Jane Arkley-Crouch from CAS had also been circulated to Councillors. Following discussion, it was agreed that the Council would pay from the Emerging Needs Grant, the sum of £850 for the start up costs of the new Holbrook Helpers and they would be asked to apply for a grant for the following year’s estimated costs. In the meantime, the Council would hold the balance of the Emerging Needs Grant. The transfer of £850 was proposed by Cllr Ingleton and seconded by Cllr Martin. All Councillors were in favour.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Ambrose</p> <p>Clerk</p>

 17/10/20

**HPC2009/06 Correspondence received requiring a response and new business:**

**6.01 To note the resignations of Cllr Graham and Cllr C Holmes and to discuss the two vacancies:** The resignations were noted and the Clerk will notify Babergh of the resignations and advertise for replacements

Clerk

**6.02 To consider undertaking a local Beach Clean:** Cllr Sawyer agreed to try and organise a beach clean, he would put something in the Parish Papers and he agreed to provide some posters which Cllr M Holmes offered to distribute.

Cllr Sawyer

**6.03 To discuss the payroll being delivered by SALC-** SALC offered a payroll service to local councils and, now that the tax was slightly more complicated with the appointment of the new clerk, the Council were asked to consider asking SALC to undertake the payroll. They would calculate tax, issue payslips and P60s etc., and invoice the Council accordingly. The cost per month is £11.50 to include both employees. To engage SALC to deliver the payroll was proposed by Cllr Sawyer and seconded by Cllr Ingleton. All Councillors were in favour.

**6.04: To review and approve the Community Engagement and Grant Scheme Policies**

These policies had been reviewed and circulated to Councillors prior to the meeting. The Council agreed to adopt these policies without change: proposed by Cllr Ingleton, seconded by Cllr M Holmes. All Councillors were in favour

**6.05 To review and approve the HPC Asset Register:** Cllr M Holmes pointed out that the updated register needed an alteration to 3.2. page 5 and the table following, to clarify that cutting the grass on Church Green was now solely undertaken by the Parish Council. Adopting the reviewed Asset Register, with this amendment in place, was proposed by Cllr Allinson and seconded by Cllr M Holmes. All Councillors were in favour. Cllr Ingleton reminded Councillors that the Asset Register and Insurance cover would need to be reviewed once the Reade Field equipment had been installed.

Clerk

**6.06 Confidential Item (Cllr Allinson, District Councillor McLaren and County Cllr Wood left the meeting prior to the discussion taking place)** – the sale of a parcel of land was discussed without any members of the public present. The Council had received a revised offer for the parcel of land to include payment of all legal expenses and, following a discussion, it was agreed to accept this offer with the proviso that the purchaser would maintain the hedgerows and any replanting should be native species. This would be added to the condition of sale. It was also agreed that part of the funds raised from the sale should be spent on improvements to the area in question. Proposed by Cllr Fisk, seconded by Cllr Ingleton. All Councillors were in favour. Clerk to notify the resident concerned of the Council's decision.

Clerk

*(Councillor Allinson re-joined the meeting)*

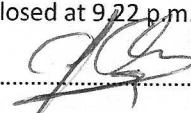
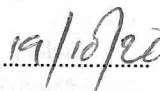
**HPC2009/07 Finance:**

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

**7.02 Payments to be authorised:**

Payments for the following amounts were proposed to be made by Cllr Martin and seconded by Cllr Fisk and approved by all present. Cllr Ambrose pointed out that a further cheque signatory would be required following the resignation of Cllr C Holmes.

21/09/2020	Mrs L Goodyear – Parish Clerk Salary	£ 555.16
21/09/2020	Mr P Goodchild – Community Caretaker Salary	£ 181.52
21/09/2020	HMRC – PAYE	£ 122.80
21/09/2020	Mrs L Goodyear – Clerks Expenses	£ 269.07
21/09/2020	Mrs J Hazlewood – New Clerk's Salary	£ 329.40
21/09/2020	Mrs J Hazlewood – New Clerk's expenses	£ 50.12

21/09/2020	Tuddenham Press – Parish Papers	£ 155.00	
21/09/2020	S. Ingleton - seeds	£ 135.45	
21/09/2020	E-ON – pavilion electricity	£ 7.79	
21/09/2020	J. Ambrose - Stamps	£ 9.12	
21/09/2020	Business Services at CAS – insurance premium	£ 436.80	
<b>HPC2009/08 Planning Matters:</b>			
<b>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b>			
<p><b>DC/20/02544</b> - 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. <b>Granted</b></p> <p><b>DC/20/02883</b> - Householder Application - Erection of a single storey rear extension. 3 Mill Rise, Holbrook, Ipswich, Suffolk IP9 2QH. <b>Granted</b></p> <p><b>DC/20/02743</b> - 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. <b>Awaiting Decision</b></p> <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>			
<b>8.02: To consider planning applications received:</b>			
<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. Cllr Ambrose provided an outline of the application and a discussion took place. It was proposed by Cllr Sawyer and seconded by Cllr Fisk to recommend approval. All were in favour.</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. Cllr Ambrose provided an outline of the application and a discussion took place. It was proposed by Cllr Allinson and seconded by Cllr M Holmes to recommend approval. All were in favour.</p>			
<b>HPC2009/09 Councillors Reports:</b>			
<b>9.01: Councillors activities since the last meeting:</b>			
<p>Cllr Allinson expressed concern about some of the hedgerows in the village: the hedges and the verge down Church Hill have become increasingly overgrown; the hedge on the Church side of the road from Church Green Cottages down to the Mill along the boundary of the strip of land which has planning permission is protruding into the road and vehicles are striking it if a large vehicle is coming in the opposite direction. A section of the hedge from Back Hill to the Mill boundary is also protruding into the road and is a nuisance where the road narrows. Also, the footpath on the opposite side leading from the old Sorrel Horse down to Greenbanks and from the gateway to the cricket bat willow meadow along to the Mill pond boardwalk is particularly bad for pedestrians. The hedge section along the boundary with Entre Deux Mers is low and protrudes into the footpath. Cllr Allinson would liaise with the Clerk re any action needed to address these issues.</p> <p>Cllr M Holmes also reported a trip hazard on the footpath past Otter House. Cllr M Holmes would lodge this on the Babergh reporting tool.</p>			<p>Cllr Allinson Clerk</p> <p>Cllr M Holmes</p>
<b>9.02: Reports from Councillors relating to the Parish: As 9.01 above.</b>			
<b>HPC2009/10 Items for future agenda: None</b>			
<b>HPC2009/11 Date of the next meeting:</b>			
<p>The next virtual meeting of the Parish Council will be on 19<sup>th</sup> October 2020 at 1930 on a remote platform.</p> <p>The meeting closed at 9.22 p.m.</p> <p>Chairman .....  ..... Date .....  .....</p>			