

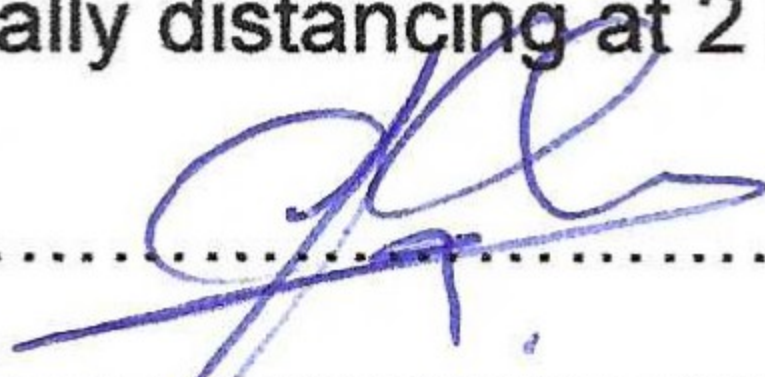
HOLBROOK PARISH COUNCIL

Minutes of the Annual Meeting of Holbrook Parish Council held on a remote platform on Monday 6th May 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 S Peck, Cllr D. Martin, Cllr M. Robertson, Cllr C Sawyer, Cllr A Wright

In attendance: Mrs Jo Hazlewood (Clerk) and 1 Holbrook resident.

<p>HPC21AGM/01 Election of Chairman and receipt of Declaration of Office Form: One Nomination for Chairman was received. Cllr Ambrose was elected as Chairman, Proposed by Cllr Fisk, seconded by Cllr Ingleton - all Councillors in favour. The Chair signed the Declaration of Acceptance of Office Form.</p>	
<p>HPC21AGM/02 Election of Vice Chairman: one nomination for Vice Chairman was received. Cllr Sawyer was elected Vice Chairman, proposed by Cllr Allinson, seconded by Cllr Robertson - all Councillors in favour</p>	
<p>HPC2105/03 Apologies: Apologies were received from District Cllr McLaren</p>	
<p>HPC21AGM/04 Declarations of pecuniary and local non-pecuniary interest. 4.01: To receive declarations of pecuniary and local non-pecuniary interest in items on the agenda and their nature including gifts of hospitality exceeding £25. No declarations were received. 4.02: To receive requests for dispensations: no requests for dispensation were received.</p>	
<p>HPC21AGM/05 Public Forum: to receive questions and matters of concern from members of the public present at the meeting. A resident attended the meeting to discuss recycling and to ask for the Council's support. The blue bins don't take tetra paks and not everyone is aware of this. The Resident had been collecting tetra paks from other people in the village and taking them to one of the Recycling Centres. Following a discussion, it was agreed that The Clerk would write to Ipswich Coop to see if they could accommodate a recycling bin for tetra paks in their Holbrook shop. Councillors agreed that promoting effective recycling was an excellent aim, and were keen to support. The Parish Council would also seek support from Babergh and the County and District Councillors. Further recycling information will be published on the Holbrook Parish Council Facebook page, the Parish Papers and the PC's website. Cllr Sawyer, Cllr Martin, Cllr Holmes and Cllr Peck agreed to take a lead on promoting recycling within the community.</p>	<p>Clerk</p>
<p>HPC21AGM/06: To consider and approve the minutes of the Parish Council Meeting held on 26th April 2021. The minutes were adopted as a true record of the meeting on 26th April: proposed by Cllr Ingleton, seconded by Cllr Abbott – all in favour</p>	
<p>HPC21AGM/07: Confirmation of appointment of representatives to outside bodies: The following responsibilities were allocated to individual councillors: Village Hall Liaison – Cllr Ambrose Alton Water User Group - Cllr Sawyer Emergency Planning – Cllr Sawyer and Cllr Fisk SALC Liaison – Cllr Martin Shotley Peninsula Tourism Action Group – Cllr Peck The Police Forum – Cllr Sawyer Tree Warden – Cllr Allinson Churches Together – Cllr Peck and Cllr Holmes Proposed by Cllr Ingleton, seconded by Cllr Robertson – all in favour.</p>	

<p>HPC21AGM/08 Formation of Sub Committees: The current sub committees were considered to be appropriate for the planned business of the Council for the year 21/22:</p> <p>Budget Planning /Finance Committee – any members of the Council are eligible to be members of this committee and members would be nominated before the next meeting. The quorum would be 3 councillors.</p> <p>Planning Committee: any members of the Council are eligible to be a member of the Planning Committee and will be nominated as and when a Planning Committee Meeting is required.</p>	
<p>HPC21AGM/09: Review of the terms of reference for the Sub Committees appointed: the terms of reference had been circulated in advance for the Finance/Budget Committee and the Planning Committee. It was agreed to adopt these, proposed by Cllr Ingleton and seconded by Cllr Allinson - all Councillors in favour.</p>	
<p>HPC21AGM/10: Review of Council/Staff's subscriptions to other bodies. A list of subscriptions had been circulated to Councillors prior to the meeting. These had been included in the budget for 21/22. It was proposed to subscribe to all of the organisations listed in the budget plan. Proposed by Cllr Sawyer, seconded by Cllr Holmes – all Councillors in favour</p>	
<p>HPC21AGM/11: Review of dates/place of meetings up until the next Parish Council Annual Meeting: A proposed list of dates of meetings up to and including the next Annual Parish Council Meeting had been circulated prior to the meeting. The dates were agreed with the exception of the 18th April 22 meeting, which will be changed to 25th April, to avoid Easter Monday.</p>	
<p>HPC21AGM/12: Date of the next meeting: The next meeting of the Parish Council will be on Monday 17th May 2021 at 19.30 at the Village Hall. According to Government advice the PC will carry out a Risk Assessment, limit numbers, have windows open and provide hand sanitiser and masks. Residents will have to be logged in and records kept for 21 days. Councillors and any residents attending will be encouraged to take a lateral flow test prior to the meeting Lateral flow tests are freely available. This will be specified on the Agenda. The Clerk would get confirmation from SALC whether face coverings need to be used once sitting down and socially distancing at 2 metres.</p> <p>Chairman  Date 17/5/21</p>	<p>Clerk</p>

The meeting finished at 8.30 p.m.