

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17th May at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr S Ingleton, Cllr D. Martin, Cllr S Peck, Cllr M. Robertson, Cllr C Sawyer, Cllr A Wright

In attendance: Mrs Jo Hazlewood (Clerk), District Cllr M McLaren, County Councillor S. Harley and 1 member of the public.

<p>HPC2105/01 Apologies: apologies were received from Cllr R, Fisk, Cllr M Holmes and Cllr R Allinson due to illness and personal circumstances - Councillors consented to the absences</p>	
<p>HPC2105/02 Declarations of pecuniary and local non-pecuniary Interest: There were no declarations of pecuniary or local non-pecuniary interests and no requests for dispensations</p>	
<p>HPC2105/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. There were no questions. Cllr McLaren reported the resumption of face-to-face meetings at Endeavour House. Suffolk County Council: Ex County Councillor D Wood had circulated a Parish Report prior to the meeting and the Chair welcomed the new County Councillor Simon Harley to the meeting. Cllr Sawyer reported a water flooding problem in Lower Holbrook which it seemed Highways are unable to deal with. He asked the County and District Councillors if they could help with this issue. 3.02 Residents: a resident expressed concerns about the Sports Centre at Holbrook Academy not functioning, despite receiving £2.034,000 lottery funding in 2004 to provide a variety of facilities for the local schools and the community. There are a few groups now able to use the sports hall, but not all groups have been able to return and there are very limited facilities for the community. Cllr Ambrose reported that the PC had discussed this with the current headteacher who was hoping to widen the use within the community. Following further discussion, the Council agreed to do what they could to support the wider opening of the facility and will liaise further with the Academy.</p>	<p>Cllr Ambrose</p>
<p>HPC2105/04 To consider and approve the Minutes of the Parish Council's Annual Meeting held virtually on 6th May 2021: It was proposed by Cllr Ingleton and seconded by Cllr Martin that the minutes of the Annual Parish Council Meeting held on Thursday 6th May 2021 be approved. All Councillors were in favour.</p>	
<p>PC2104/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose had met virtually with the headteacher of the Academy to discuss the footpath going across the Academy's Sports Field. The footpath has been identified in school inspections as a safeguarding issue and, although the head agrees that the footpath should remain open, he is looking at how to ensure the safety of the pupils and will report back. • Councillor listings: the clerk had received all but one photo and biog from Councillors for the website and the Parish Plan. • An insurance quote had been received for additional assets and increased fidelity (see 7.03) • The PC's reason for refusal of Application DC21/01802 had been logged on the planning site within the time limit • The Clerk had reported the overgrown hedgerows on Turkey Farm Corner, but it was noted that no work had been carried out so far. • A letter had been delivered to the owners of Fishponds Wood asking if they could organise the removal of the redundant plastic tubes. They agreed to remove them in due course. • The Clerk had contacted the Chair of the Village Hall re the trailer in the car park, who had agreed to look into the matter. 	

<ul style="list-style-type: none"> • SALC had referred the Clerk to the recommendations for face-to-face meetings which made no mention of the removal of masks during a meeting • A letter had been written to the Coop re siting a recycling bin for Tetra Paks - no response had yet been received, the Clerk would follow this up. <p>5.02: To receive an update on the Parish Plan: the working group were now close to being able to publish the survey, Cllr Sawyer was providing a quote for the printing. The quantity needed would ensure that every household had one, plus some spare. The Coop were being asked if a box could be put in their entrance foyer for the return of the surveys.</p> <p>5.03: To receive an update on the Neighbourhood Plan: Cllr Ambrose reported that the grant to pay for the consultant had been approved.</p> <p>5.04: To receive an update on the Fun Day Plans: the sub group will meet soon to finalise details. Several local organisations have indicated that they would like to get involved. A bouncy castle for the children was being sought.</p> <p>5.05: To discuss accident reporting/response from SCC re Butchers Corner: this was added to the agenda following a disappointing response from the Council. However, there has been a recent report on traffic speed near Butchers Corner from the Black Box which will be circulated to all councillors by the Clerk, showing quite heavy speeding statistics and the next steps proposed.</p> <p>5.06: To receive an update on the progress of the Community Speed Watch Team To date there had been 6 volunteers including Cllr Holmes and three sites have been identified for the CSW: Butchers Corner, top of Primrose Hill and Church Green. The next step was for each member of the team to register by filling in a form – Clerk to circulate - training will then be organised. One volunteer had been asked if he would be the Coordinator of the Team – confirmation awaited. Councillor Robertson volunteered to join the team.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>HPC2105/06 Correspondence received requiring a response and new business:</p> <p>6.01 To review and adopt the Standing Orders of the Council. The Standing Orders had been circulated to Councillors prior to the meeting and it was proposed by Cllr Ingleton and seconded by Cllr Martin to adopt the policy as written. All Councillors were in favour</p> <p>6.02 To review and adopt the Code of Conduct which had been circulated to Councillors in advance of the meeting: it was proposed by Cllr Martin and seconded by Cllr Ingleton to adopt the Code of Conduct as written. All Councillors in favour.</p> <p>6.03 To agree a programme of policy review for 21/22. The circulated plan was agreed, proposed by Cllr Sawyer, seconded by Cllr Martin. All Councillors in favour</p> <p>6.04 To consider a request from a resident to use the Reade Field to access a back garden on Clifton Wood with a small digger. Councillors agreed to the request, if the resident took photos prior to any work and reinstated everything disturbed following the work. The Clerk to pass on the decision of the Council.</p> <p>6.05 To consider projects for the Welcome Back Fund: more benches and picnic tables were agreed to be a good idea, plus a bench on the Ipswich Road. Clerk to investigate.</p> <p>6.06 To discuss Babergh Community Awards: suggestions for award – Holbrook Helpers and the P3 Group and possibly Holbrook Society for their activities. Clerk to action</p> <p>6.07 To consider grants for sustainable community projects: it was agreed to plant a Jubilee tree on the Reade Field. It was reported that there had been some damage to</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

the flowers and the trees by children on the Reade Field. The Clerk was asked to write to the Primary School to enlist their support in explaining to the children how to respect the flowers and trees.

Clerk

HPC2105/07 Finance:

7.01 To receive the report of the Internal Auditor and agree any actions arising, and to agree and to fulfil the External Audit Requirements and approval of the Annual Governance Statement and the Accounting Statements 20/21. All documents had been circulated prior to the meeting. There were 2 recommendations on the Internal Auditor's report:

- **Recommendation 1: To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.** The Clerk reported this was already in hand – see Agenda item 7.03
- **Recommendation 2: Use the bank balance as at the 31st March for the reconciliation:** The Clerk noted this recommendation, but had only received a bank statement dated 30th March. In future, now that online banking facilities were available, it will be possible to ensure the reconciliation includes 31st March each year.

These actions were agreed by the Council. The Annual Governance Statement, signed by the RFO, was agreed and signed by the Chair at the meeting and the Accounting Statement was agreed and signed by the RFO and the Chair at the meeting - proposed by Cllr Ingleton and seconded by Cllr Sawyer – all Councillors in favour.

Clerk

7.02 An RFO report had been circulated prior to the meeting, including a bank reconciliation and payments and receipts against the budget. There were no further questions.

7.03 To consider the quote (already circulated) from Business at CAS for the increase in value of Assets and to increase the fidelity insurance. The quote of £45.86 would upgrade the Council's insurance until 1st October when the next annual premium is due. Acceptance proposed by Cllr Ingleton Seconded by Cllr Robertson – All Councillors in favour

7.04 To consider and adopt, if agreed, the Statement of Internal Controls for year ending 31st March 2021 which had been circulated prior to the meeting: it was proposed by Cllr Ingleton and seconded by Cllr Sawyer – all Councillors in favour. The statement of Internal Controls was signed by the Chair and the RFO

7.05 To consider the costs of the CILCA qualifications, which were set out on a paper circulated prior to the meeting. Cllr Ambrose explained that the qualification was required if the Council were to apply for the Power of Competence. The costs were agreed and were proposed by Cllr Ingleton and seconded by Cllr Sawyer – all Councillors in favour.

7.06 To authorise payments, including payments for invoices received following the publication of the Agenda, which were detailed by the RFO: payments agreed were:

17/05/2021	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
17/05/2021	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
17/05/2021	HMRC – PAYE (BACs)	£	166.80
17/05/2021	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	77.85
17/05/2021	Eon - Pavilion Electricity (DD)	£	25.47
17/05/2021	Tuddenham Press – Parish Papers (BACs)	£	179.00
17/05/2021	Business Services at CAS- increased insurance premium to 1 st October 2021 (BACs)	£	45.86
17/05/2021	Wave (Pavilion Water) DD	£	32.50
17/05/2021	SALC Training expenses (Clerk) (BACs)	£	60.00
17/05/2021	Reade Field Lottery 1 st prize – May - Cheque	£	36.00
17/05/2021	Reade Field Lottery 2 nd prize – May - Cheque	£	21.60

17/05/2021	Reade Field Lottery 3 rd prize – May - BACs	£	14.40
17/05/2021	Suffolk Preservation Society (subscription) cheque	£	30.00
17/05/2021	SALC – Module 1 Zoom Training for CILCA (BACs)	£	60.00
17/05/2021	Open Spaces Society – subscription (BACs)	£	45.00
17/05/2021	Babergh District Council – Bin emptying (BACs)	£	1,525.01
17/05/2021	Community Action Suffolk – subscription (BACs)	£	30.00
17/05/2021	Heelis & Lodge – Audit fee (BACs)	£	235.00

Authorisation of payments was proposed by Cllr Martin and seconded by Cllr Peck All Councillors were in favour

HPC2105/08: Planning

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

DC/20/03247: 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 enhancements. **Location:** Sites and Cycle Paths Woolverstone to Holbrook, Woolverstone to Chelmondiston, Main Road, Woolverstone, Suffolk **Reason(s) for re-consultation:** Amended plans dated 08.02.2021 **Awaiting Decision**

DC/21/01802: Hybrid application comprising: Outline planning application for the erection of 4no self-build detached dwellings (all matters reserved except access); full planning application for the erection of 4no two-bedroom dwellings; with associated landscaping, vehicular access off Hyams Lane and pedestrian access to Church Hill. **Location:** Land South of Honeysuckle Cottage, Little Orchard, Holbrook, Suffolk **Awaiting Decision**

8.02 To consider new planning applications received: no new applications had been received prior to the publication of the Agenda

HPC2105/09: Councillors' reports to receive reports from Councillors on activities and issues relating to the parish since the last meeting.

- Cllr Holmes: Denmark Garden sign re-set. Samford Close is still misspelt. SUDS at Admirals Quarter is filling up. The Clerk had an email exchange with TW, but no solution had been offered. Cllr Wright agreed to send further contact details of the Residential Managing Agents. The noticeboard will hopefully be going up soon in Admirals Quarter. Cllr Holmes also raised the issue of dog poo which continues to be a problem.
- Cllr Ambrose mentioned a large quantity of cigarette butts just outside the gate of the Academy and he will take it up with the Academy.
- Cllr Peck: mentioned the damage to the fence near the path opposite the Reade Field. Cllr Abbott pointed out that the fence was slightly leaning over, which had caused the problem. Cllr Peck had reported some fly tipping and had received a response that the people concerned had been fined. There was a discussion re the ecological issues of the lights at Admirals Quarter and Berners Field being left on all night and Cllr Harley agreed to look into this.

Cllr Wright

Cllr Ambrose

HPC2105/10 Items for future agenda:

Councillors were asked to send the Clerk any items they wanted to be included in the agenda for the June meeting.

All Councillors

HPC2105/11 Date of the next meeting:

The next full meeting of the Parish Council will be on Monday 21st June 2021 at 19.30 in the Village Hall.

Chairman



Date

21/6/21