

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 19th July at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr Robert Allinson, Cllr R Fisk, Cllr D. Martin, Cllr S Peck, Cllr M. Robertson, Cllr C. Sawyer,

In attendance: Mrs Jo Hazlewood (Clerk). No residents were present

<p>HPC2107/01 Apologies: apologies were received from Councillors Holmes, Ingleton and Wright, due to illness and work commitments. Councillors consented to these absences. County Councillor Simon Harley also sent apologies due to other commitments.</p>	
<p>HPC2107/02 Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations: Cllr Sawyer declared an interest in Item 8.02. There were no requests for dispensations.</p>	
<p>HPC2107/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. There was an amendment to her original report: Holbrook Academy is increasing their PAN from 590 to 600 and not 500, as mentioned in the report. Suffolk County Council: County Councillor Simon Harley had circulated his report to Councillors prior to the meeting and had invited Councillors to send any questions to him prior to the meeting as he was unable to attend. 3.02 Residents: no residents were present</p>	
<p>HPC2107/04 To consider and approve the Minutes of the Parish Council's Meeting held on 21st June 2021: It was proposed by Cllr Allinson and seconded by Cllr Peck that the minutes of the Parish Council Meeting held on Monday 21st June 2021 be approved and signed. All Councillors were in favour.</p>	
<p>HPC2107/05 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 not had time to follow up the use of the sports facilities with the Academy to date. • The Clerk had spoken to the resident who raised the issue of recycling tetra packs and the resident was going contact the Coop. Clerk to follow up. • District Cllr McLaren had contacted Babergh to try and find further details of the Welcome Back Fund. No further information had yet been received. • Cllr Holmes had put several notices around the village reminding residents to fill in the Parish Plan survey. • The Clerk had passed on Playquip's response to the resident who had raised concerns about the safety surface on the playground. No further comment had been received to date. • The P3 group had offered to help with the fingerposts and the Clerk had passed this on to the relevant contact at Babergh. • The Clerk had written to households re overgrown hedges and trees. One household has now trimmed their hedge. • District Cllr McLaren had liaised with the Waste Management Team re the paper bank at the Coop and they were going to contact The Coop re the site of the current paper bank. The British Legion had been receiving the funds from the paper bank to date. <p>5.02: To receive an update on the Parish Plan: the first phase has now finished. 167 responses had been received. Cllr Wright has provided data for the responses which will be circulated. The steering group will meet in the near future to plan phase 2.</p> <p>5.03: To receive an update on the Neighbourhood Plan: nothing further to report</p>	<p style="text-align: center;">Cllr Ambrose</p> <p style="text-align: center;">Clerk</p>

<p>5.04: To receive an update on the Fun Day Plans: this discussion will be carried over to the August meeting, with August bank holiday as a possible date for the Fun Day.</p> <p>5.05: To receive an update on the progress of the Community Speed Watch Team The final training was taking place on 23rd July, and the team could then start operating. There were currently 6 volunteers, including the coordinator.</p>	
<p>HPC2107/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the following 4 policies: Complaints Procedure, Training and Development, Travel and Expenses and Pre-planning application protocol. All four policies, having been circulated prior to the meeting, were agreed and adoption was proposed by Cllr Sawyer and seconded by Cllr Martin – all in favour.</p> <p>6.02 To adopt, if agreed, the Hire Agreement for the football pitch on the Reade Field. There had been some concern expressed by the current football teams that additional use may compromise the quality of the pitch. This would be monitored. It was proposed to adopt the Hire Agreement by Cllr Allinson and seconded by Cllr Fisk – all in favour</p> <p>6.03 To note the information re the Queen’s Platinum Jubilee 2022 and the Festival of Suffolk: the information had been circulated and Cllrs noted the content. The Clerk will keep Councillors updated as further information is received.</p> <p>6.04 To consider the report & email from the CSHG which had been circulated: The Chair reported that the Academy are keen to be involved in keeping the vegetation at bay on Petticoat Lane and The Cut. The drains need to be reported on the reporting tool. With reference to the weeds on the edges of the roads and on the pavements, providing safety measures are observed, the self-help group might be able to help. The Clerk was asked to write to the CSHG to see if this was within their remit and within the guidance. The Clerk would also ask them to provide a brief outline of what type of tasks they think they can undertake. Some work is currently on hold due to COVID.</p> <p>6.05 To receive a verbal report from Cllr Holmes following her recent training, with implications on updating Councillors’ registers of interest. As Cllr Holmes was unable to be at the meeting, the Chair shared her brief report on the Code of Conduct and the Register of interests which Councillors need to ensure is up to date. Councillors can check their registered details and inform the Clerk if they need updating, who will organise a link to be sent to them via Babergh & Mid Suffolk DC : https://babergh-self.achieveservice.com/service/Public_Parish_Members_Register_of_Interests</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs/Clerk</p>
<p>HPC2107/07 Finance:</p> <p>7.01 To consider quotes for benches: quotes from several companies had been sought, and information had been circulated to councillors prior to the meeting. Councillors agreed that Realise Futures, as a local charity who employ people who are long term unemployed and/or disadvantaged would be the chosen supplier. They use recycled materials and would also take back and recycle goods at the end of their usefulness. The proposal was to buy a bench with arms for Ipswich Road (£457.74) a bench for Alton Green (£359.41), 2 more picnic tables for the Reade Fields (£722.38 each), a large round table seating 8 (£1097.79), plus a colourful junior picnic table (£951.24). The total cost would be £4,310.94, ex VAT. All but the Alton Green bench would come out of the CIL funding. The Alton Green bench will be paid for from last year’s proceeds of the sale of the parcel of land. All equipment will be anchored to the ground. It was proposed to go ahead with these purchases by Cllr Allinson and seconded by Cllr Robertson – all councillors in favour/</p> <p>7.02 To note the renewal of the Eon contract for pavilion electricity. This has now become Eon Next, prices have increased, but there is a reduction for a fixed term contract and paying by Direct Debit.</p> <p>7.03 To receive a financial report from the Responsible Financial Officer and to note that a VAT claim has been submitted and reimbursed for £10,932.35 for the financial year 20/21. There were no further questions. The bank statements and reconciliation were passed to Cllr Sawyer for independent verification.</p>	

7.04 To authorise the following payments - no invoices or requests for payments were received after the publication of the agenda.

22/06/21	Mr. J. Ambrose, Chairman's Allowance (DD)	£ 75.00
20/07/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£ 471.20
20/07/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£ 200.77
20/07/21	HMRC – PAYE (BACs)	£ 166.60
20/07/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£ 26.00
20/07/21	O. Abbott – Reade Field & Church Green grass cutting (cheque)	£ 150.00
20/07/21	Vertas – grounds maintenance (BACs)	£ 216.58
20/07/21	The Swan Football Club - repairs to pavilion (cheque)	£ 81.69
20/07/21	Reade Field Lottery 1 st prize – July (cheque)	£ 36.00
20/07/21	Reade Field Lottery 2 nd prize – July (cheque)	£ 21.60
20/07/21	Reade Field Lottery 3 rd prize – July (cheque)	£ 14.40

Authorisation of payments was proposed by Cllr Robertson and seconded by Cllr Martin - all Councillors were in favour. Cllr Fisk asked if the grass could be cut around the playground and gym equipment and this will be actioned.

Clerk

HPC2107/08: Planning

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

DC/21/02829: Proposal: Application for works to a tree protected by Tree Preservation Order BT112/G1 - Removal of any rubbing and crossing branches and any deadwood over 10mm in diameter; Crown lift to approx.4m and tip prune by up to 1-1.5m to balance to 1 No Oak Tree: Location: 13 Denmark Gardens, Holbrook, Suffolk, IP9 2BG. **Granted**

DC/21/03058: Proposal: Householder Application - Erection of balconette railing to flat roof, replacing window to provide door to create access. Location: Giles House, The Street, Holbrook, Suffolk IP9 2PZ. **Granted**

DC/21/03172: Proposal: Full Planning Application - Erection of 1 No detached one and a half storey dwelling (in lieu of approved single storey dwelling on Plot 4) Location: Land South of Church Green Cottages, Church Hill, Holbrook, Suffolk, **Awaiting Decision**

DC/21/03204: Proposal: Application for works to trees subject to a Tree Preservation Order (BT49/T6) – Crown thin 1 no Oak Tree and reduce by 3m. Location: Oak House, 11A Firebronds Road, Holbrook, Suffolk IP9 2TP **Granted**


DC/21/01802: Proposal (re-application) 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**

DC/21/02852 Proposal: Discharge of Conditions Application for DC/20/01370 - Condition 2 (Access Surface Treatment), Condition 3 (Refuse Bins and Collection Areas), Condition 4 (Surface Water Discharge) and Condition 6 (Footway and Pedestrian Crossing Point) Location: Land South of Church Green Cottages, Church Hill, Holbrook, Suffolk. **Refused**

08.02 To consider new planning applications received

Councillor Sawyer withdrew and took no part in the discussion for the following planning proposal::

DC/21/03787: Proposal: Householder Application - Construction of swimming pool and outbuilding (with solar PV panels on roof), **Location:** Springfield House,

<p>Harkstead Road, Holbrook, Suffolk IP9 2RA. Following a discussion approval was proposed by Cllr Robertson and seconded by Cllr Fisk – all Councillors in favour.</p>	
<p>HPC2107/09: Councillors' reports to receive reports from Councillors on activities and issues relating to the parish since the last meeting.</p> <ul style="list-style-type: none"> • Cllr Ambrose reported that the Village Hall Management Cttee are having a full meeting on Monday 26th July, and the bottle bank is on the agenda. The VH Cttee are concerned about glass debris and insurance, although Councillors reported that other sites seem to be kept clear of glass. Cllr Sawyer agreed to attend the meeting as well as the Chair on behalf of the Parish Council. The Parish Council have offered to help to keep any chosen site clear and suggest it could be trialled for 3-6 months. • Cllr Fisk reported that Holbrook Helpers are now taking over the Harkstead and Lower Holbrook GNS as from 1st September. Requests have been received from Freston and HH will probably extend the offer to them. HH are now offering lifts to medical appointments. HH may also seek funds from Harkstead and Freston Parish Council in the future if needed • Cllr Robertson reported damaged signs between Holbrook and Pin Mill and also reported that the grass on the Freston crossroads is very long and obscuring visibility. The Chair advised using the reporting tool. • Cllr Allinson is writing a report about a hedge bordering the Academy and a property on Ipswich Road and the Clerk will write to the head of the Academy to ask for his help in maintaining the hedge. A response from Planning re the removal of hedges on Abbots Way had been circulated and concluded that the removal was not in breach of planning. • Cllr Sawyer reminded Cllrs to provide any articles for the Parish Papers. He expressed concern about the access to the gallery on Ipswich Road. He also suggested that the PC should publicise that there is a defibrillator at the Coop and the Sports Centre. This could be particularly important for football clubs and users of the Reade Field. The Chairman suggested that the First Responder be invited to the Fun Day to highlight the use and maybe provide some training. It was agreed that a laminated sign would be put up on the pavilion informing users of the location of the defibrillator. • Cllr Peck asked if there had been any further news on The Compasses – no further news had been received. She also mentioned that there had been some concern expressed on social media about the difficulties of seeing a doctor locally and it was agreed this seemed to be a nationwide issue as a result of the pandemic. The Chairman agreed to approach the Practice Manager to discuss the current situation and protocols. 	<p style="text-align: center;">Cllr Allinson Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Ambrose</p>
<p>HPC2107/10 Items for future agenda: Councillors were asked to send the Clerk any items they wanted to be included in the 16th August agenda</p>	<p style="text-align: center;">All Councillors</p>
<p>HPC2107/11 Date of the next meeting: The next full meeting of the Parish Council will be on Monday 16th August 2021 at 19.30 in the Village Hall.</p> <p>Chairman  Date <u>16/8/21</u></p>	

The meeting finished at 20.55