

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20th September at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr R. Allinson, Cllr M. Holmes, Cllr S. Ingleton, Cllr S. Peck, Cllr A. Wright

In attendance: Mrs Jo Hazlewood (Clerk). County Councillor Simon Harley

<p>HPC2109/01 Apologies: apologies were received from Councillors Fisk, Martin and Robertson due to personal commitments. Councillors consented to these absences. Apologies were also received from District Councillor McLaren.</p>	
<p>HPC2109/02 Declarations of pecuniary and local non-pecuniary interests and requests for dispensations: no declarations were made.</p>	
<p>HPC2109/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting which included an invitation for Councillors to book a free place on the Low Energy Showcase being held at Wherstead Park on 21st/22nd October. Suffolk County Council: County Councillor Simon Harley had circulated a report prior to the meeting and invited questions. He told Councillors that the report of the review of SEND provision had just been received, showing strengths and weaknesses and pointed out that the demand for SEND services had increased over recent years. He had met with a resident from Page Close about the poor visibility from the exit to Church Hill and had approached Highways, as had the Clerk and the resident. He agreed to try and ascertain where Holbrook was in the timetable to replace street lamps with LED lamps. Councillors agreed that they would like to learn more about the electric bus/taxi service being piloted in Wickham Market. 3.02 Residents: no residents were present</p>	<p>Cllr Harley</p>
<p>HPC2109/04 To consider and approve the Minutes of the Parish Council's Meeting held on 16th August 2021: It was proposed by Cllr Ingleton and seconded by Cllr Ambrose that the minutes of the Parish Council Meeting held on Monday 16th August 2021 be approved and signed. All Councillors were in favour and the minutes were duly signed.</p>	
<p>HPC2109/05 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 was hoping to meet with the Academy re use of the sports centre. • The Clerk had contacted Babergh with reference to the Welcome Back Fund and the Repair Cafe and had received an acknowledgement but nothing further. Cllr Ingleton had investigated grants from BT for the Repair Café. • Cllr Harley had emailed some information re the CSHG scheme, which had been circulated to councillors. • Cllr Ambrose had received an estimate for the income from bottle banks: £17 per ton • The Clerk had contacted UKPN re trees on the Cut which could cause possible interruption to supply and they had agreed to send someone to investigate. • The Coordinator of the Community Speedwatch Team had provided an article for the Facebook page and the Parish Papers. The Clerk was asked to ask him to provide some stats which could be published • The Clerk had delivered letters to houses bordering The Cut to ask them to help with maintaining their side of the Cut. • Cllr Wright had provided a link to the privacy statement for the Facebook page • Cllr Ambrose was organising a catch up with the Surgery's Practice Manager 	<p>Cllr Ambrose</p> <p>Clerk</p>



<p>5.02: To receive an update on the Parish Plan: Cllr Allinson reported that the depth of responses from the original survey was greater than anticipated, giving sufficient information to develop a draft Parish Plan, ready for circulation in October.</p> <p>5.03: To receive an update on the Neighbourhood Plan: Councillors noted that the consultant is currently working on the Neighbourhood Plan.</p> <p>5.04: To receive an update on the Recycling initiatives: several councillors had attended the Village Hall Committee meeting where it had been agreed to site two bottle banks on the end of the community car park for a 6-month trial, once they had confirmation from their insurers. As the hall and the community car park was a community facility, it was agreed that members of organisations within the village should be encouraged to attend VH Committee Meetings. It was noted that Woody's is now recycling Tetra Paks and the Coop are recycling soft plastics. Tetra Paks can also be taken for recycling to the monthly Repair Café.</p> <p>5.05: To discuss the current and future position of the CSHG: The coordinator has resigned and the parish papers will include an article from the Chair to encourage a volunteer to take it on. If they work within the remit of the SCC's scheme, they will be covered by SCC's insurance. It was agreed that storage will be required.</p>	<p>Cllr Ambrose</p>
<p>HPC2109/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review the Asset Management Policy and Register which had been circulated prior to the meeting. It was proposed by Cllr Allinson and seconded by Cllr Holmes to adopt the updated register. All Councillors were in favour</p> <p>6.02 To review the Grant Scheme: adoption of the reviewed scheme was proposed by Cllr Ingleton and seconded by Cllr Holmes – all Councillors were in favour. It was noted that the Clerk would write to all organisations who had been in receipt of grants up until and including this year to inform them that all future requests for grants must be put in writing.</p> <p>6.03 To review the Community Engagement Policy: adoption of the reviewed policy was proposed by Cllr Allinson and seconded by Cllr Holmes. All Councillors were in favour.</p> <p>6.04 To note the comments from residents re the new bench at Alton Green. Letters and phone calls, expressing concerns about the new bench on the green had been received. In response to some of the comments, the Tree Warden pointed out that there had been consultation with residents of the green prior to planting new trees and the purchaser of the parcel of land had written to all residents prior to the sale being agreed. Councillors agreed that the management plan for Alton Green should be updated and circulated to all residents surrounding the green.</p> <p>6.05 To receive and note the contents of the Annual Inspection Report for the play equipment on the Reade Field. No other major issues were highlighted, apart from the fixing of the junior bench, which has now been resolved.</p> <p>6.06 To note the concerns from residents re speeding on Ipswich Road and Church Hill and action taken. The speed watch team have targeted this area recently. It was agreed that an appropriate article be put in the Parish Papers, explaining what measures the PC are taking re speeding. The Clerk will enquire about visits from a police van, which had been suggested as a follow up from the black box data.</p>	<p>Clerk</p> <p>Clerk/Cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>HPC2109/07 Finance:</p> <p>7.01 To receive a financial report from the Responsible Finance Officer, including a bank reconciliation and the current budget analysis. The report from the RFO had been circulated prior to the meeting. The budgeted grant to Lower Holbrook & Harkstead GNS was queried now that it had amalgamated with Holbrook Helpers. This was in hand. The CIL receipts were explained. To date only 2 new advertisers had been invoiced this year for the Parish Papers. Further Invoices were due to go out in November and the Clerk will obtain a list of advertisers from the editor.</p>	<p>Clerk</p>

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7.02. The report from the External Auditor had been circulated prior to the meeting – Councillors noted that no matters had been raised and the required documents had been published in accordance with the regulations.

7.03 To consider the quotations for insurance, due for renewal on 1st October. Three quotations had been circulated to the Council and, following a discussion, it was proposed by Cllr Ingleton and seconded by Cllr Allinson, that the Council should purchase the 3-year Zurich policy. All Councillors in favour.

7.04 To authorise payments:

21/09/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
21/09/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
21/09/21	HMRC – PAYE (BACs)	£	166.80
21/09/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	58.27
21/09/21	E.ON Next, electricity supply to pavilion (DD)	£	15.63
21/09/21	Realise Futures, Picnic Tables and Benches (BACs)	£	5,365.13
21/09/21	Playquip, Playground Inspection fee (BACs)	£	192.00
21/09/21	SLCC–Local Council Administration 12 th edition (BACs)	£	123.80
21/09/21	Tuddenham Press, Parish Papers (BACs)	£	179.00
21/09/21	Zurich Town & Parish Insurance (BACs)	£	560.07
20/09/21	John Ambrose, Chairman’s allowance (DD)	£	75.00

Authorisation of the payments detailed above, including the chosen insurance and the Chairman’s allowance was proposed by Cllr Ingleton and seconded by Cllr Peck- all Councillors were in favour.

HPC2109/08: Planning

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

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/21/03787: Proposal: Householder Application - Construction of swimming pool and outbuilding (with solar PV panels on roof), **Location:** Springfield House, Harkstead Road, Holbrook, Suffolk IP9 2RA. **Granted**

DC/21/04088: Proposal: Householder Planning Application – Erection of rear and side extensions and front porch (following demolition of existing conservatory), conversion of garage to additional living accommodation and creation of parking area **Location:** 11 Ha’penny Field, Holbrook, IP9 2TS. **Awaiting Decision** An amendment had been made for a drop kerb – it was agreed no further comment was required.

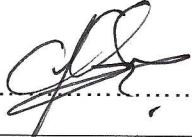
DC/21/04361: Proposal: Householder Application – Erection of rear extensions, covered car port and open porch and application of render and cladding (following demolition of existing extensions). **Location:** Solwyn, Harkstead Road, Lower Holbrook, Suffolk IP9 2RJ **Awaiting Decision**

08.02 To consider new planning applications received

DC/21/04596: Proposal: Householder Planning Application - Erection of a first-floor rear extension. **Location:** 2 The Cottages, The Street, Holbrook, Suffolk IP9 2PZ` Following a discussion, it was proposed to **recommend approval** by Cllr Allinson and seconded by Cllr Holmes. All Councillors were in favour.

DC/21/04751: Proposal: Householder Planning Application - Erection of single storey front extension, two storey rear extension and installation of horizontal

 18/10/21

<p>boarding Location: Avocets, Fishponds Lane, Holbrook, Suffolk IP9 2QZ: Following a discussion, it was proposed to recommend approval by Cllr Holmes and seconded by Cllr Ingleton. All Councillors were in favour.</p> <p>DC/21/04814: Proposal: Householder Planning Application - Erection of single storey rear extensions and veranda, replacement of windows and doors and application of part cladding (following demolition of existing conservatory) Location: The Conifers, The Street, Holbrook, Suffolk IP9 2PZ. Following a discussion, it was proposed to recommend approval by Cllr Allinson and seconded by Cllr Ingleton. All Councillors were in favour.</p>	
<p>HPC2109/09: 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 he had received the resignation of Councillor Chris Sawyer. The Clerk was asked to send formal thanks to him for his valuable contribution over the years. • Cllr Holmes and Cllr Ingleton had received good feedback from residents about the benches on the Reade Field and on Ipswich Road • Cllr Peck reported the broken gate on the Reade Field – Cllr Ingleton agreed to look at this. 	<p>Clerk</p> <p>Cllr Ingleton</p>
<p>HPC2109/10 Items for future agenda: Councillors were asked to send the Clerk any items they wanted to be included in the 18th October agenda</p>	<p>All Councillors</p>
<p>HPC2109/11 Date of the next meeting: The next full meeting of the Parish Council will be on Monday 18th October at 19.30 in the Village Hall.</p> <p>Chairman.....  Date..... 18/10/21</p>	

The meeting finished at 9.09