

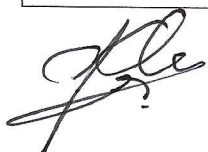
## HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18<sup>th</sup> October at 7.30pm.

**Present:** Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr R. Fisk, Cllr M. Holmes, Cllr S. Ingleton, Cllr D. Martin, Cllr S. Peck, Cllr M. Robertson

**In attendance:** Mrs Jo Hazlewood (Clerk). County Councillor Simon Harley, 1 member of the public

<p><b>HPC1810/01 Apologies:</b> apologies were received from Councillors Allinson and Wright due to work commitments. <b>Councillors consented to these absences.</b> Apologies were also received from District Councillor M McLaren.</p>	
<p><b>HPC1810/02 Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations:</b> no declarations were made.</p>	
<p><b>HPC1810/03 Public Forum:</b> The Chairman offered condolences re the recent sad events at Leigh on Sea and the death of Sir David Amess.</p> <p><b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting – there were no questions.</p> <p><b>Suffolk County Council:</b> County Councillor Simon Harley had circulated a report prior to the meeting and invited questions. He reported that another 3 'Katch' buses were planned and the peninsula would need to put in a bid. Councillors were asked to let Cllr Harley know if the road was still flooding in Lower Holbrook</p> <p><b>3.02 Residents:</b> in answer to a query raised by a resident, the Chairman confirmed that the application for 2 bottle banks was being processed by the Village Hall Committee.</p>	
<p><b>HPC1810/04 To consider and approve the Minutes of the Parish Council's Meeting held on 20<sup>th</sup> September 2021:</b> It was proposed by Cllr Ingleton and seconded by Cllr Abbott that the minutes of the Parish Council Meeting held on Monday 20<sup>th</sup> September 2021 be approved and signed. <b>All Councillors were in favour and the minutes were duly signed.</b></p>	
<p><b>HPC1810/05 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></p> <ul style="list-style-type: none"><li>• County Cllr Harley had circulated the SCC owned lights should be replaced with LED bulbs in December.</li><li>• The Coordinator of the Community Speedwatch team had provided statistics for the Facebook page</li><li>• An article had been put in the Parish Papers requesting a lead for the Community Self Help Group</li><li>• To update the Alton Green Management Plan and circulate to residents – still to be done</li><li>• An article had been published in the Parish Papers outlining the measures the PC had taken with regard to speeding and road safety.</li><li>• The Clerk had contacted Suffolk Speed Team. Police presence had been delayed due to a sign being obscured on Ipswich Road. The resident has now kindly rectified this and the speed team had been informed.</li><li>• Invoicing advertisers in the Parish Papers was in hand</li><li>• Both Cllr Harley and Cllr McLaren had followed up the visibility issues on Page Close/Church Hill and had received a positive response confirming that it was a condition of the planning application and, as such, had been referred to the planning enforcement team.</li><li>• It was agreed that the fallen gate at the side of Reade Field was redundant and beyond repair. It would be removed and replaced with trees/hedges</li></ul>	<p><b>Clerk/Cllrs</b></p> <p><b>Clerk/Cllr Ingleton</b></p> <p><b>Cllr Ingleton</b></p>

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- The Clerk had written to Cllr Sawyer to formally thank him on behalf of the Council for his valued contribution to the PC.

**5.02: To receive an update on the Parish Plan:** no further news currently.

**5.03: To receive an update on the Neighbourhood Plan:** the consultation is being launched on 24<sup>th</sup> October with a survey box in the Coop for responses.

**5.04: To receive an update on the Recycling initiatives:** Woody's is recycling pill packets and tetra paks and soft plastics are recyclable in the Coop. The Repair Café will take tetra paks and other items for recycling. The bottle banks should be installed soon for the 6-month trial and the Community Caretaker will keep a check on debris.

**5.05: To discuss the current and future position of the CSHG:** no response had been received from the article in the Parish Papers.

**HPC1810/06 Correspondence received requiring a response and new business:**

**6.01:** To review the Lone Working Policy: it was proposed to adopt the policy by Cllr Ingleton and seconded by Cllr Fisk. **All Councillors in favour**

**6.02** To review the Equality and Diversity Policy: it was proposed to adopt the policy by Cllr Martin and seconded by Cllr Fisk. **All Councillors in favour**

**6.03** To review the Health and Safety Policy: it was proposed to adopt the policy by Cllr Ingleton and seconded by Cllr Fisk. **All Councillors in favour**

**6.04** To review the updated Standing Orders: it was proposed to adopt the updated Standing Orders by Cllr Fisk, seconded by Cllr Robertson. **All Councillors in favour**

**6.05** To consider the email received re the Biodiversity Project: it was agreed to organise a working party to take this forward via Facebook. The location of Admirals Quarter will be sent to Babergh via What 3 Words.

**6.06** To note that there is one Councillor vacancy and to receive any expressions of interest. The Chairman confirmed the period of consultation had ended. A further note will be put in facebook and a decision will be made at the next meeting, when any prospective councillors will be invited to introduce themselves. A Vice Chair would be elected once there was a full council and areas of responsibility will be reviewed.

**6.07** To consider the invitation to take part in The Queen's Platinum Jubilee. The Village Hall had agreed a Beacon could be lit on village hall grounds on 2<sup>nd</sup> June 2022 from 9 p.m. Planting of trees as part of the Green Canopy will be discussed with the tree warden. The Village Fete will be on 4<sup>th</sup> June followed by celebrations. It was agreed that it would be good to involve the school children in some way. The celebration of the Reade Field refurbishment couldn't take place this year and it was suggested a sports afternoon in early summer could be a substitute. Holbrook Helpers are keen to join in with a celebration to give them an opportunity to thank all the volunteers during COVID and beyond.

**6.08** To consider bids for the additional CIL funds: Cllr Ingleton will liaise with the football teams to see if a bid could be made for the pavilion.

Clerk

Clerk

Clerk

Cllr  
Ingleton

**HPC1810/07 Finance:**


**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. There were no further questions.

**7.02.** To note the arrangements for the Budget Planning Meeting: Cllrs Ambrose, Holmes and Fisk and the Clerk will meet in November – the clerk will circulate possible dates.

**7.03** To authorise payments: including the additional payment to Tuddenham Press

18/10/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.20
18/10/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
18/10/21	HMRC – PAYE (BACs)	£	166.60
18/10/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	26.00

Clerk

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18/10/21	E.ON Next, electricity supply to pavilion (DD)	£ 20.28
18/10/21	SALC – payroll services (BACs)	£ 82.80
18/10/21	SALC – training (BACs)	£ 60.00
18/10/21	Vertas – Grounds Maintenance (BACs)	£ 216.58
18/10/21	Compass Point Planning – Neighbour Plan consultation (BACs)	£ 540.00
18/10/21	Royal British Legion – grant (cheque)	£ 200;00
18/10/21	Royal British Legion – Poppy Appeal Wreath - cheque	£ 50.00
18/10/21	Holbrook Helpers – Grant (cheque)	£ 400.00
18/10/21	Holbrook Village Hall Grant (cheque)	£ 400.00
18/10/21	SARS – Grant (cheque)	£ 25.00
18/10/21	Holbrook Academy – Grant (cheque)	£ 30.00
18/10/21	Stutton & Holbrook First Responders – Grant (cheque)	£ 65.00
18/10/21	Tuddenham Press – Parish Papers (BACs)	£ 170.00

Authorisation of the payments detailed above, was proposed by Cllr Holmes and seconded by Cllr Fisk - **All Councillors were in favour.**

### HPC1810/08: 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.** Cllr Ambrose confirmed he will attend the planning meeting on 3<sup>rd</sup> November.

**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. **Granted.**

**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 **Granted**

**DC/21/04596: Proposal:** Householder Planning Application - Erection of a first-floor rear extension. **Location:** 2 The Cottages, The Street, Holbrook, Suffolk IP9 2PZ' **Granted**


**DC/21/04751: Proposal:** Householder Planning Application - Erection of single storey front extension, two storey rear extension and installation of horizontal boarding **Location:** Avocets, Fishponds Lane, Holbrook, Suffolk IP9 2QZ: **Awaiting Decision**


**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. **Awaiting Decision**

#### 8.02 To consider new planning applications received

**DC/21/05509 Proposal:** Application to determine if Prior Approval is required for a proposed Excavations or Deposits of Waste Materials reasonably necessary for the purposes of Agriculture. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Construction of surface water storage lagoon. Why necessary for agriculture: Agricultural irrigation.

Cllr  
Ambrose

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<p>Following a discussion, approval was proposed by Cllr Fisk and seconded by Cllr Martin: <b>All Councillors in favour.</b></p> <p><b>DC/21/05576 Proposal:</b> Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 2 No dwellings with new vehicular access. <b>Location:</b> Topples, Ipswich Road, Holbrook, Suffolk IP9 2QT. Following a discussion, raising concerns about access, visibility and lack of affordable housing contravening the ethics of the Neighbourhood Plan and lack of detailed information. Cllr Fisk proposed and Cllr Holmes seconded that refusal be recommended and <b>all Cllrs agreed.</b> Clerk to write a response</p>	<p><b>Clerk</b></p>
<p><b>HPC1810/09: Councillors’ reports</b> to receive reports from Councillors on activities and issues relating to the parish since the last meeting.</p> <ul style="list-style-type: none"> <li>• Cllr Ambrose reported that several sites had been identified for additional grit bins: it was agreed that once the bins were installed, parishioners need to be informed that anyone can access the grit when necessary.</li> </ul> <p>Cllr Ambrose had met with Tom Maltby from the Academy. Mr. Maltby is keen to see the sports centre open for the community out of school hours to comply with safeguarding. It would need to be self-financing as Academy funds cannot be used to help run the Centre for the Community. Cllr Ambrose will have a further discussion with the Academy with some ideas of how it could work with adequate staffing, etc. There is a safeguarding issue with the path which between the playing fields and a fence may need to be installed.</p> <p>Cllr Ambrose had had a conversation with a Practice Manager – who had agreed to write an update for the Parish Papers.</p> <p>Cllr Ambrose had met with Rev Seggar and there will be a gathering around the war memorial on 11<sup>th</sup> November with a Remembrance Service the following Sunday.</p> <p>Operation London Bridge: The Chairman had had conversations with the Churches about the protocols connected with this and measures were already in place.</p> <ul style="list-style-type: none"> <li>• Cllr Abbott reported that the hedge between Orchard Cottage and Long Acre needs attention, as does the hedge near Wall Farm House. The clerk was asked to write to the landowners.</li> <li>• Cllr Fisk had reported a street light out on Primrose Hill and noted it had been reported several months before. CC Harley offered to take this up if not resolved.</li> <li>• Cllr Holmes confirmed that the Community Speedwatch signs were being put up</li> <li>• Cllr Peck suggested providing the public with details of the cost of providing and emptying dog bins to encourage their use.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>HPC1810/10 Items for future agenda:</b> Councillors were asked to send the Clerk any items they wanted to be included in the 15<sup>th</sup> November agenda</p>	<p><b>All Councillors</b></p>
<p><b>HPC1810/11 Date of the next meeting:</b> The next full meeting of the Parish Council will be on Monday 15<sup>th</sup> November at 19.30 in the Village Hall.</p> <p>Chairman.......... Date.....15/11/21.....</p>	

The meeting finished at 9.10