

## HOLBROOK PARISH COUNCIL

**Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15<sup>th</sup> November at 7.30pm.**

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

**In attendance:** Mrs Jo Hazlewood (Clerk). County Councillor Simon Harley, District Councillor M. McLaren and 5 members of the public

**HPC1511/01 Apologies:** no apologies were received

**HPC1511/02 Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations:** no declarations were made.

**HPC1511/03 Public Forum:**

**3.01 Babergh District Council:** District Councillor McLaren had circulated her report prior to the meeting: there were no further questions from Councillors.

**Suffolk County Council:** County Councillor Simon Harley had circulated a report prior to the meeting and invited questions. He added that a comprehensive strategy re COVID in schools had just been received.

**3.02 Residents:** there was representation from two residents with respect to DC/21/05511. They explained that they wished to create a bedroom and bathroom in the roof space and install some roof lights and showed council the plan, which had not deviated in height from the previous planning approval.

**HPC1511/04 To consider and approve the Minutes of the Parish Council's Meeting held on 18<sup>th</sup> October 2021:** It was proposed by Cllr Ingleton and seconded by Cllr Holmes that the minutes of the Parish Council Meeting held on Monday 18<sup>th</sup> October 2021 be approved and signed. All Councillors were in favour and the minutes were duly signed.

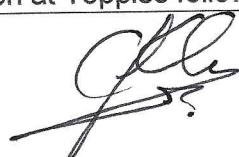
**HPC1511/05 Business remaining from previous meetings and ongoing projects:**

**5.01 To receive an update on the actions from the previous meeting:**

- The management plan for Alton Green was still to be updated and shared with the residents surrounding the Green.
- Invoices have been sent to advertisers in the Parish Papers
- The removal of the broken gate on the Reade Field was in hand
- To set up a working group for the Biodiversity Project – deferred until after Christmas
- The location of Admirals Quarter had been sent to the Biodiversity Project Team using What3Words.
- The Councillor Vacancy had been advertised and three candidates had come forward.
- Planting a tree as part of the Green Canopy for the Queen's Platinum Jubilee: It is proposed to have a plaque on the guard for the tree planted. Cllrs were invited to put forward suggestions of suitable trees. Cllr Allinson agreed to initiate discussions with the residents at Alton Green about a tree being planted there as well as part of the Green Canopy.
- A meeting had been set up on 24<sup>th</sup> November with Cllr Ingleton, Cllr Ambrose and the Football teams to discuss the future of the pavilion
- The budget meeting will take place on Monday 29<sup>th</sup> November
- Cllr Ambrose attended a site meeting for the planning application DC/21/01802 Church Hill/Hyams Lane, but as the application had been temporarily taken off Babergh's planning meeting agenda, he had not attended the planning meeting.
- The Clerk had lodged the Council's reasons for refusal for the planning application at Topples following consultation with Cllr Allinson

Cllrs/Clerk

Cllr Allinson

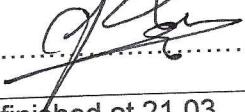
 20/12/21

<ul style="list-style-type: none"> <li>The Clerk had written to the Academy and Brown's Farm re the hedges between Orchard Cottage and Long Acre. No contact had been possible with Wall Farm Cottage which has just been sold by auction.</li> <li>The cost of dog bins varies according to size, but is between £100 - £250. The monthly cost of emptying a dog bin in the current financial year is £43.49. The Clerk will draft something for the Parish Papers.</li> </ul> <p><b>5.02: To receive an update on the Parish Plan:</b> there has been no further progress since the last meeting.</p> <p><b>5.03: To receive an update on the Neighbourhood Plan:</b> now in regulation 14 public consultation</p> <p><b>5.04: To receive an update on the CSHG:</b> no expressions of interest have been received to co-ordinate the scheme in Holbrook. The next ad would say that volunteers are ready and waiting.</p>	Clerk																					
<p><b>HPC1511/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> If agreed, to adopt the Tree Policy. The policy had been circulated prior to the meeting. Adoption was proposed by Cllr Allinson and seconded by Cllr Holmes. <b>All Councillors in favour</b></p> <p><b>6.02</b> To review, and if agreed, adopt the Sickness and Absence Policy.</p> <p><b>6.03</b> To review, and if agreed, adopt the Staff Appraisal Policy</p> <p><b>6.04</b> To review, and if agreed, adopt the Discipline Policy.</p> <p><b>6.05</b> To review, and if agreed, adopt the Grievance Policy. Adoption of the above four policies which had been circulated prior to the meeting, was proposed by Cllr Ingleton and seconded by Cllr Peck. <b>All Councillors in favour</b></p> <p><b>6.06</b> To consider registering The Compasses as a community asset. Cllr McLaren suggested contacting Fiona Duhamel at Babergh to discuss. <b>It was resolved</b> by Council to register the Compasses as a Community Asset.</p> <p><b>6.07</b> To consider the offer of a monkey puzzle tree for council land. Following the advice of the tree warden it was agreed to decline as there was no suitable site for it within council land. Clerk to write to the resident who had made the offer.</p> <p><b>6.08</b> To receive expressions of interest in the Councillor vacancy. Three applications had been received and eligibility had been confirmed. Each interested candidate introduced themselves to the Council. Following their introduction, it was agreed that a vote would be taken at the end of the meeting in order to co-opt one new councillor.</p>	Cllr Ambrose																					
<p><b>HPC1511/07 Finance:</b></p> <p><b>7.01</b> 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.</p> <p><b>7.02.</b> To note that the budget planning working party meeting with the Clerk and Cllrs Ambrose, Fisk and Holmes will take place on Monday 29<sup>th</sup> November.</p> <p><b>7.03</b> To authorise payments: including the additional lottery payments received after the agenda was published.</p>	Clerk																					
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*[Signature]* · 24/12/21

16/11/21	Wave (Pavilion Water)	£ 31.96	
16/11/21	1 <sup>st</sup> prize Lottery October	£ 14.25	
16/11/21	2 <sup>nd</sup> prize Lottery October	£ 8.55	
16/11/21	3 <sup>rd</sup> prize Lottery October	£ 5.70	
16/11/21	1 <sup>st</sup> prize Lottery November	£ 14.25	
16/11/21	2 <sup>nd</sup> prize Lottery November	£ 8.55	
16/11/21	3 <sup>rd</sup> prize Lottery November	£ 5.70	
It was agreed to set up digital payments for lottery contributions Authorisation of the payments detailed above, was proposed by Cllr Allinson and seconded by Cllr Holmes - All Councillors were in favour.			
<b>HPC1511/08: Planning</b>			
<b>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</b>			
<b>DC/21/01802: Proposal (re-application)</b> 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. <i>Awaiting decision.</i>			
<b>DC/21/04751: Proposal:</b> Householder Planning Application - Erection of single storey front extension, two storey rear extension and installation of horizontal boarding <b>Location:</b> Avocets, Fishponds Lane, Holbrook, Suffolk IP9 2QZ: <b>Granted</b>			
<b>DC/21/04814: Proposal:</b> 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) <b>Location:</b> The Conifers, The Street, Holbrook, Suffolk IP9 2PZ. <b>Granted</b>			
<b>DC/21/05509 Proposal:</b> 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. <b>Now approved</b>			
<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. <b>Awaiting Decision</b>			
<b>08.02 To consider new planning applications received</b>			
<b>DC/21/05511 Proposal:</b> Planning Application. Erection of 1 No detached one and a half storey dwelling (in lieu of approved single storey dwelling on Plot 4) <b>Location:</b> Land South of Church Green Cottages, Church Hill, Holbrook, Suffolk IP9 2QP. Following a discussion and the representation from the residents in 3.2 above, approval was proposed by Cllr Ingleton and seconded by Cllr Robertson, with the comment that the wording of the application be revised, as it was not changing the dwelling to a 1.5 storey dwelling. <b>All councillors in favour</b>			
<b>DC/21/06061 Proposal:</b> Full Planning Application - Erection of a 1 No detached dwelling and new vehicular access. <b>Location:</b> Land South of Harkstead Road, Lower Holbrook, IP9 2RJ. Following a discussion, approval was proposed by Cllr Martin and seconded by Cllr Allinson <b>All councillors in favour</b>			


 20/12/21

<p><b>HPC1511/09: 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 represented the Council at the War Memorial on the 11<sup>th</sup> and the Remembrance Service on the Sunday. He had also reported 3 street lights not working.</li> <li>• Cllr Ingleton asked the Clerk to write to The Swan 1<sup>st</sup> football team to ask them to keep the pavilion tidy.</li> <li>• Cllrs Holmes and Peck would draft an article to be Included in the Parish Papers about the recycling facilities within the community. It could also go on the PC Facebook page.</li> <li>• The bus shelter light is still on all night and the clerk will investigate</li> <li>• Cllr Holmes has reported the sign at Denmark Gardens and the overgrown brambles at Brick Lane</li> <li>• Cllr Wright informed Council that the Alton Water Park Run was taking place at 9.00 a.m. on Saturdays</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>HPC1511/10 Items for future agenda:</b> Councillors were asked to send the Clerk any items they wanted to be included in the 20<sup>th</sup> December agenda. Included in the Agenda would be the election of a Vice-Chair.</p>	<p><b>All Councillors</b></p>
<p><b>HPC1511/11 Date of the next meeting:</b> The next full meeting of the Parish Council will be on Monday 20<sup>th</sup> December 2021 at 19.30 in the Village Hall. Voting by a show of hands to fill the council vacancy took place and Max Pittman was voted to be co-opted onto the Council with a clear majority. It was therefore Resolved by Councillors that Max Pittman be co-opted as a member of the Council.</p> <p>Chairman.....  Date..... 20/12/21</p>	

The meeting finished at 21.03