

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15th 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

[illegible]

[Signature] 20/12/21

<ul style="list-style-type: none">• 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.• 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.	Clerk																												
<p>5.02: To receive an update on the Parish Plan: there has been no further progress since the last meeting.</p> <p>5.03: To receive an update on the Neighbourhood Plan: now in regulation 14 public consultation</p> <p>5.04: To receive an update on the CSHG: 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>	Cllr Ambrose																												
<p>HPC1511/06 Correspondence received requiring a response and new business:</p> <p>6.01: 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. All Councillors in favour</p> <p>6.02 To review, and if agreed, adopt the Sickness and Absence Policy.</p> <p>6.03 To review, and if agreed, adopt the Staff Appraisal Policy</p> <p>6.04 To review, and if agreed, adopt the Discipline Policy.</p> <p>6.05 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. All Councillors in favour</p> <p>6.06 To consider registering The Compasses as a community asset. Cllr McLaren suggested contacting Fiona Duhamel at Babergh to discuss. It was resolved by Council to register the Compasses as a Community Asset.</p> <p>6.07 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>6.08 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>	Clerk Clerk																												
<p>HPC1511/07 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. There were no further questions.</p> <p>7.02. To note that the budget planning working party meeting with the Clerk and Cllrs Ambrose, Fisk and Holmes will take place on Monday 29th November.</p> <p>7.03 To authorise payments: including the additional lottery payments received after the agenda was published.</p> <table><tr><td>16/11/21</td><td>Mrs J Hazlewood – Parish Clerk Salary (BACs)</td><td>£</td><td>471.00</td></tr><tr><td>16/11/21</td><td>Mr P Goodchild – Community Caretaker Salary (BACs)</td><td>£</td><td>200.77</td></tr><tr><td>16/11/21</td><td>HMRC – PAYE (BACs)</td><td>£</td><td>166.80</td></tr><tr><td>16/11/21</td><td>Mrs J Hazlewood – Stationery & Expenses (BACs)</td><td>£</td><td>35.06</td></tr><tr><td>16/11/21</td><td>Tuddenham Press (Neighbourhood Plan printing) BACs</td><td>£</td><td>75.40</td></tr><tr><td>16/11/21</td><td>S. Pawlewski Reed Digital Neighbourhood Plan printing (BACs)</td><td>£</td><td>67.20</td></tr><tr><td>16/11/21</td><td>E.ON Next, electricity supply to pavilion (DD)</td><td>£</td><td>21.34</td></tr></table>	16/11/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00	16/11/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77	16/11/21	HMRC – PAYE (BACs)	£	166.80	16/11/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	35.06	16/11/21	Tuddenham Press (Neighbourhood Plan printing) BACs	£	75.40	16/11/21	S. Pawlewski Reed Digital Neighbourhood Plan printing (BACs)	£	67.20	16/11/21	E.ON Next, electricity supply to pavilion (DD)	£	21.34	
16/11/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00																										
16/11/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77																										
16/11/21	HMRC – PAYE (BACs)	£	166.80																										
16/11/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	35.06																										
16/11/21	Tuddenham Press (Neighbourhood Plan printing) BACs	£	75.40																										
16/11/21	S. Pawlewski Reed Digital Neighbourhood Plan printing (BACs)	£	67.20																										
16/11/21	E.ON Next, electricity supply to pavilion (DD)	£	21.34																										

 24/12/21

16/11/21	Wave (Pavilion Water)	£	31.96
16/11/21	1 st prize Lottery October	£	14.25
16/11/21	2 nd prize Lottery October	£	8.55
16/11/21	3 rd prize Lottery October	£	5.70
16/11/21	1 st prize Lottery November	£	14.25
16/11/21	2 nd prize Lottery November	£	8.55
16/11/21	3 rd 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.**

HPC1511/08: 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/21/04751: 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: **Granted**

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. **Granted**


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. **Now approved**

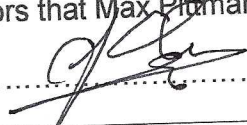
DC/21/05576 Proposal: Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 2 No dwellings with new vehicular access. **Location:** Topples, Ipswich Road, Holbrook, Suffolk IP9 2QT. Following a discussion, raising concerns about access, visibility and lack of affordable housing contravening the ethics of the Neighbourhood Plan and lack of detailed information. **Awaiting Decision**

08.02 To consider new planning applications received

DC/21/05511 Proposal: 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 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. **All councillors in favour**

DC/21/06061 Proposal: Full Planning Application - Erection of a 1 No detached dwelling and new vehicular access. **Location:** Land South of Harkstead Road, Lower Holbrook, IP9 2RJ. Following a discussion, approval was proposed by Cllr Martin and seconded by Cllr Allinson **All councillors in favour**

 20/12/21

<p>HPC1511/09: 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 represented the Council at the War Memorial on the 11th and the Remembrance Service on the Sunday. He had also reported 3 street lights not working. • Cllr Ingleton asked the Clerk to write to The Swan 1st football team to ask them to keep the pavilion tidy. • 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. • The bus shelter light is still on all night and the clerk will investigate • Cllr Holmes has reported the sign at Denmark Gardens and the overgrown brambles at Brick Lane • Cllr Wright informed Council that the Alton Water Park Run was taking place at 9.00 a.m. on Saturdays 	<p>Clerk</p> <p>Clerk</p>
<p>HPC1511/10 Items for future agenda: Councillors were asked to send the Clerk any items they wanted to be included in the 20th December agenda. Included in the Agenda would be the election of a Vice-Chair.</p>	<p>All Councillors</p>
<p>HPC1511/11 Date of the next meeting: The next full meeting of the Parish Council will be on Monday 20th 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