

HOLBROOK PARISH COUNCIL

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


Present: Cllr J Ambrose (Chair), Cllr G. Abbott, Cllr R. Fisk, Cllr S. Ingleton, Cllr D. Martin, Cllr M. Pittman, Cllr M. Robertson, Cllr A. Wright

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

<p>HPC2012/01 Apologies: Apologies were received from Cllr Allinson, Cllr Holmes and Cllr Peck due to health reasons. Councillors agreed to these absences.</p>	
<p>HPC2012/02 Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations: Cllr Ambrose and Cllr Fisk declared an interest in item 8.03, due to their association with the potential receivers of grants. No dispensations were requested.</p>	
<p>HPC2012/03 Election of Vice-Chairman: Cllr Allinson was nominated and Councillors voted unanimously by a show of hands that he be appointed Vice-Chairman of the Council.</p>	
<p>HPC2012/04 Public Forum: 4.01 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. Cllr Harley updated the council on the vaxi-taxi service offering free transport to anyone travelling to have a booster vaccination. 4.02 Residents: A resident from Lower Holbrook, expressed concern about the planning application DC/21/06061 about which they felt there had been a lack of communication from the Parish Council. Cllr Ambrose explained the process the Council goes through when planning applications come to the Parish Council. He also confirmed that PC decisions have to be made against material considerations. Cllrs encouraged the residents of Lower Holbrook to send in their objections to the Planning Department. It was agreed that future agendas and draft minutes could be copied onto the Facebook page, to make them more accessible.</p>	
<p>HPC2012/05 To consider and approve the Minutes of the Parish Council's Meeting held on 15th November 2021: It was proposed by Cllr Ingleton and seconded by Cllr Martin that the minutes of the Parish Council Meeting held on Monday 15th November 2021 be approved and signed. All Councillors were in favour and the minutes were duly signed.</p>	
<p>HPC2012/06 Business remaining from previous meetings and ongoing projects: 6.01 To receive an update on the actions from the previous meeting:</p> <ul style="list-style-type: none"> • The management plan for Alton Green was still to be updated and shared with the residents surrounding the Green. • Discussions with Alton Green residents concerning planting a tree as part of the Queen's Green Canopy were still to take place • The removal of the broken gate on the Reade Field was in hand • The working party for the biodiversity project is deferred until after Christmas • The information re the cost of dog bins, etc. had been added to the Parish Papers • Cllr Ambrose had revised the piece in the Parish Papers re the CSHG, by adding that there was a team of volunteers ready to take on tasks. • The Clerk had taken the first steps towards registering The Compasses as a Community Asset, but there was quite a lot of information gathering to be done • The Clerk had written to thank the resident who offered a monkey puzzle tree but had said that the Council had no suitable place to re-site it. 	<p style="text-align: center;">Cllrs/clerk</p> <p style="text-align: center;">Cllr Allinson</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

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<ul style="list-style-type: none">• The Clerk had written to The Swan 1st team, as requested, to ask them to keep the pavilion tidy and had received an assurance from them that this would be done. Cllr Ingleton confirmed that action had been taken.• Cllr Ambrose will attend the planning meeting for the hybrid development on Hyams Lane, when it had been re-scheduled• The election of a vice chairman is included in the agenda.	Cllr Ambrose
<p>6.02: To receive an update on the Parish Plan: there is now a summary of the important points raised by residents of Holbrook and how the Parish Council will respond. There will be a further consultation with the residents to verify that all the important points raised have been covered.</p> <p>6.03: To receive an update on the Neighbourhood Plan: a brief report had been received and circulated by the NP group. The feedback from consultation is being considered and the plan will move onto the next phase which will involve submission to the District Council, an independent examination, Babergh cabinet approval, and then further publicity prior to the final referendum.</p> <p>6.04: To receive an update on the CSHG: A coordinator was still required for the group</p> <p>6.05 The Compasses: an initial application to register the Compasses as a Community Asset had been submitted and acknowledged. Further information is required plus documentation of previous use, such as village meals, coffee mornings, etc. There is also a query over the registered boundary, which appears to include Compass Cottage. The Clerk will try to find some suitable documentation and will contact Babergh re the correct boundary.</p> <p>6.06: To receive an update on the Community Speedwatch Team: the coordinator had sent the Parish Council an update, including the November statistics that 17 people had been reported as doing over 35 mph, 16 of which had the necessary information and would be contacted by the police speedwatch team.</p>	Clerk
<p>HPC2012/07 Correspondence received requiring a response and new business:</p> <p>7.01: To receive, and if agreed, adopt the Safeguarding Policy</p> <p>7.02 To receive, and if agreed, adopt the Volunteer Policy. Cllr Fisk proposed and Cllr Ingleton seconded that both policies be adopted. All Councillors in favour.</p> <p>7.03 To note and discuss the email from a Lower Holbrook resident re road safety. Concern had been expressed about the speed and safety of cars travelling from Holbrook to Lower Holbrook and the state of Alton Green Road. The Council will enquire if the speed sign could be put somewhere in that stretch of road. The Community Speed Watch Team will ask if there is a possibility that they could operate on that piece of road, although it may not fulfil the safety criteria. Traffic calming measures will be investigated and County Cllr Harley will ask if extra signage could be employed to alleviate the problem. All residents are encouraged to report incidents, whether involving cars, pedestrians, cyclists, horse riders, etc. to alert the authorities to potentially hazardous issues.</p>	Clerk
<p>HPC2012/08 Finance:</p> <p>8.01 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>8.02 To review the salary of the Clerk and the Community Caretaker: it was recommended that the Clerk's hours be increased to 15 hours a week as from January 2022. This increase was proposed by Cllr Fisk and seconded by Cllr Ingleton. All</p>	

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Councillors in favour. The Community Caretaker's salary would be increased in April 2022 in line with the new minimum wage.

8.03. To receive, discuss and approve the Budget Plan for 2022/23. The plan and supporting notes had been circulated prior to the meeting. Following a discussion and consideration of the budget and budget notes, Cllr Ingleton proposed and Cllr Martin seconded that the budget plan be agreed. **All councillors in favour.**

8.04 To agree the precept for 2022/2023. The precept of £31,930 (3% increase from 21/22) was proposed by Cllr Ingleton and seconded by Cllr Robertson: **All councillors in favour.**

8.05 To review the list of contractors and standing orders. The list of contractors, standing orders and direct debits as detailed in the budget plan was **agreed.**

8.06 To appoint internal auditors for the 2021/22 financial year audit. Councillors agreed to appoint Heelis & Lodge for the internal audit. **All councillors in favour**

8.07 To consider quotations for grit bins and replacement litter bins, which had been circulated prior to the meeting.: **it was agreed by all councillors** to order the Advance Scape bins which contained the highest recyclable material and were competitively priced.

8.08 To authorise the following payments, including any received prior to the meeting:

21/12/21	Mrs J Hazlewood – Parish Clerk Salary (BACs)	£	471.00
21/12/21	Mr P Goodchild – Community Caretaker Salary (BACs)	£	200.77
21/12/21	HMRC – PAYE (BACs)	£	166.80
21/12/21	Mrs J Hazlewood – Stationery & Expenses (BACs)	£	90.41
21/12/21	Mr P Goodchild – Community Caretaker expenses (BACs)	£	40.00
21/12/21	Tuddenham Press (Parish Papers) BACs	£	179.00
21/12/21	E.ON Next, electricity supply to pavilion (DD)	£	15.78
21/12/21	M & D Cordle (Alton Green Grass Cutting) BACs	£	240.00
21/12/21	O. Abbott (Reade Field and Church Green grass cutting) BACs	£	280.00
21/12/21	M. Cornock (Pavilion repairs)	£	294.84
21/12/21	S. Ingleton (seeds for Reade Field)	£	54.99
21/12/21	J. Ambrose (bulbs for Reade Field)	£	27.98
21/12/21	1 st prize Lottery December	£	17.50
21/12/21	2 nd prize Lottery December	£	10.50
21/12/21	3 rd prize Lottery December	£	7.00


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

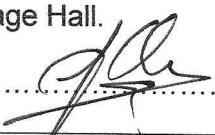
HPC2012/09: Planning

9.01 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/21/05576 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**

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<p>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. Granted</p> <p>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 Awaiting Decision</p> <p>09.02 To consider new planning applications received</p> <p>DC/21/06279 Proposal: Full Planning Application - Erection of extension to office. Location: The Office at, Willow End, Harkstead Road, Lower Holbrook, Holbrook, Suffolk. Following a discussion, it was proposed by Cllr Fisk and seconded by Cllr Ingleton to recommend approval. All councillors in favour</p> <p>DC/21/06281 Proposal: Householder Application - Erection of a single storey rear extension Location: Springfield House, Harkstead Road, Holbrook, Suffolk IP9 2RA. Following a discussion, approval was recommended by Cllr Fisk and seconded by Cllr Ingleton. All Councillors in favour</p>	
<p>HPC2012/10: 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 Ingleton has had further discussions with the football team re the pavilion and will have more detailed information in January. • Cllr Fisk – despite several reports of the light not working on Primrose Hill, no remedial action had been taken. • Cllr Ambrose has followed up the issue of the bus shelter light being on permanently • Cllr Martin reported that several fingerposts have been replaced • Cllr Abbott was disappointed about the response from council re the gully reported in the hollow beyond Corner Cottage going towards Hales Grove, as he believed it could cause a serious accident. . The clerk will forward the reply received from Highways to Cllr Simon Harley. 	Clerk
<p>HPC2012/11 Items for future agenda: Councillors were asked to send the Clerk any items they wanted to be included in the 17th January agenda.</p>	All Councillors
<p>HPC2012/11 Date of the next meeting: The next full meeting of the Parish Council will be on Monday 17th January 2022 at 19.30 in the Village Hall.</p> <p>Chairman.......... Date.....17/1/22.....</p>	

The meeting finished at 20.57