

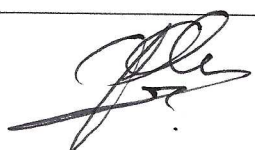
HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 21st March 2022 at 7.30pm.


Present: Cllr R. Allinson (Chaired the meeting) Cllr G. Abbott, Cllr S. Ingleton, Cllr D. Martin, Cllr M Pittman, Cllr M Robertson, Cllr A. Wright

In attendance: County Councillor Simon Harley, District Councillor Mary McLaren and 0 members of the public were in attendance.

<p>HPC2103/01 Apologies: Apologies for absence were received from Cllrs Ambrose, Fisk, Holmes and Peck due to personal circumstances. Councillors agreed to these absences.</p>	<p>Action</p>
<p>HPC2103/02/03 Declarations of pecuniary and local non-pecuniary interests and requests for dispensations: No declarations or requests for dispensations were received in connection with the agenda.</p> <p>02.03 To consider the exclusion of the press and public in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be excluded for Agenda item 7.04 and 7.05 on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. As no press or public were present at the meeting, it was agreed that this was unnecessary in this instance.</p>	
<p>HPC2103/03 Public Forum:</p> <p>3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting and invited questions. Cllr McLaren detailed plans to seek views on the needs and potential provision for voluntary local transport.</p> <p>Suffolk County Council: County Councillor Simon Harley had circulated a report prior to the meeting and invited questions. Cllr Harley confirmed that the County Council had applied for funding under the Bus Back Better Scheme. Cllr Allinson confirmed that the Warmer Homes Suffolk detail had been added to the Holbrook Noticeboard Facebook page. It was noted that the fallen tree on Ipswich Road had still not been removed, despite assurances and Councillor Harley agreed to look into it further.</p> <p>3.02 Residents: there were no residents present.</p>	
<p>HPC2103/04 To consider and approve the Minutes of the Parish Council's Meeting held on 21st February 2022: It was proposed by Cllr Ingleton and seconded by Cllr Martin that the minutes of the Parish Council Meeting held on Monday 21st February 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed.</p>	
<p>HPC2103/05 Business remaining from previous meetings and ongoing projects:</p> <p>5.01 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. It was noted that a visual condition survey of the bus shelters would be included. • To arrange a meeting with the Academy and interested parties re parking issues at school start and finishing times. Cllrs Ambrose and Allinson had attended a meeting at the Academy – to be discussed further on item 5.05. • To investigate the peninsula climate/biodiversity scheme. The Clerk had met with the resident who was proposing a peninsula wide group, but currently there were no clear plans. The Clerk had attended two climate forums and had investigated biodiversity schemes adopted by other Councils. The Clerk will continue to research this and how the Council could respond. • The Clerk had forwarded the latest correspondence re road safety to Cllr Simon Harley. Cllr Harley had recommended that the residents present a question to a County Council meeting, which would then necessitate a response from SCC • Cllr S Harley had been informed that the light on Primrose Hill was still not working, despite several reports and Cllr Harley had pursued this. Holbrook PC had not received a charge for this light. • To organise a litter pick on Holbrook Shore and Alton Green. Neither Cllr Holmes and Cllr Allinson are available on the scheduled weekend and it has not been possible to find an alternative. • Cllr Ambrose will attend the planning meeting for the hybrid development on Hyams Lane, when it had been re-scheduled. 	<p style="text-align: center;">Cllr Allinson</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllrs Holmes & Allinson</p> <p style="text-align: center;">Cllr Ambrose</p>


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<p>5.02: To receive an update on the Parish Plan. A meeting is intended to take place in early April to discuss the reporting and second phase.</p> <p>5.03: To receive an update on the Neighbourhood Plan: the balance of the grant for consultancy fees will be carried forward to 22/23 financial year as earmarked reserves. Cllr Allinson gave an update on the Neighbourhood Plan from Marek Pawlewski – the Plan is moving towards Regulation 15/16 in April and then on to the examination stage in June. At this point it will start to carry weight.</p> <p>5.04: To receive an update on the arrangements for the Queen’s Jubilee. Cllr Allinson gave an update on the events planned for the QPJ celebrations following the Committee meeting on Thursday 10th March.</p> <p>5.05: To receive an update on the parking issues discussed at the last meeting. Cllrs Ambrose and Allinson attended a meeting held at The Academy on 10th March – the meeting was hosted by Tom Maltby and PC Mike Small with representatives from Denmark Gardens in attendance. The issues were discussed and Cllr Ambrose explained that the Parish Council would facilitate a broader meeting to include The Academy, Holbrook Primary School, The Cabin Club and residents from throughout the village. Further to the meeting Cllr Allinson circulated information to PC Small, highlighting the areas of the village affected, and information from SCC on Parking Schemes, parking issues and the Highway Code to residents of Denmark Gardens and Tom Maltby. It was also noted that Mr Maltby had arranged for a survey to be undertaken to consider the redesign of the school parking and the opportunity to extend the width of the drive to accommodate two lanes of traffic.</p> <p>5.06: To receive an update on the CSHG: Cllr Ambrose had organised a meeting between a prospective coordinator and the previous coordinator.</p>	
<p>HPC2103/06 Correspondence received requiring a response and new business:</p> <p>6.01: To consider and approve the following reviewed policies:</p> <p>(a) Freedom of Information Request Policy. It was proposed by Cllr Ingleton and seconded by Cllr Abbott that the above policies be adopted without change. All Councillors agreed.</p> <p>(b) Publication Scheme. It was proposed by Cllr Robertson and seconded by Cllr Ingleton that the above policies be adopted without change. All Councillors agreed.</p> <p>(c) Privacy notices (3) – Website, General and Employees and Councillors. It was proposed by Cllr Martin and seconded by Cllr Ingleton that the above policies be adopted without change. All Councillors agreed.</p> <p>6.02: To receive the Clerk’s report. There were no further questions.</p> <p>6.03: To consider the Council’s response to the Ukraine crisis: Cllr Allinson explained the legality restricting the Parish Council from donating and it was agreed that the draft statement should be published in the Parish Papers/Minutes. It was noted that Cllr Ambrose had donated his chairman’s allowance to DEC. All Councillors agreed.</p>	
<p>HPC2103/07 Finance:</p> <p>7.01 To receive a financial report from the Responsible Finance Officer, including a bank reconciliation, a commentary and the current budget analysis. The report from the RFO had been circulated prior to the meeting. Cllr Ingleton took the opportunity to thank the Clerk for the additional, in-depth comments that had been included with the report. There were no further questions.</p> <p>7.02: To note that the National Joint Council for Local Government Services (NJC) has agreed an increase in pay scales of 1.75% applicable from 1st April 2021 to 31st March 2022.</p> <p>7.03: To note that the National Living Wage will increase to £9.50 with effect from 1st April, which will be implemented for the Community Caretaker. It was proposed by Cllr Martin and seconded by Cllr Ingleton that 7.02 and 7.03 be agreed. All Councillors agreed.</p> <p>7.04: To consider an annual incremental increase for the Clerk’s salary, as detailed in her contract, with effect from 1st April 2022. It was proposed by Cllr Martin and seconded by Cllr Ingleton that the above points be <i>awarded</i>. All Councillors agreed.</p> <p>7.05: To consider awarding an additional incremental point for successfully completing the CILCA course, in accordance with the Clerk’s employment contract. If agreed, the Clerk’s salary</p>	

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point will increase from LC1 point 11 to LC1 point 13. It was proposed by Cllr Martin and seconded by Cllr Ingleton that the above points be awarded. **All Councillors agreed.**

7.06: To consider the quotation from Suffolk County Council to convert the street lighting to LED lamps. A report had been circulated, together with the quotation. Cllr Allinson noted that it was understood that it was unnecessary to undertake a tender process as the works were very niche and the contract would be directly with SCC. **All Councillors agreed in principle to pursuing the quotation on the basis of the information provided.**

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

22/03/22	Mrs J Hazlewood – (Parish Clerk Salary) BACs	£ 694.70
22/03/22	Mr P Goodchild – (Community Caretaker Salary) BACs	£ 200.77
22/03/22	HMRC – (PAYE & Employers NI) BACs	£ 240.55
22/03/22	Mrs J Hazlewood – (Stationery & Expenses) BACs	£ 35.99
22/03/22	SALC (payroll services) BACs	£ 82.80
22/03/22	SALC (training Clerk) BACs	£ 36.00
22/03/22	SALC (training Cllr) BACs	£ 31.20
22/03/22	E.ON Next (pavilion electricity) DD	£ 19.47
22/03/22	1 st prize Lottery March (cheque)	£ 19.25
22/03/22	2 nd prize Lottery March (cheque)	£ 11.55
22/03/22	3 rd prize Lottery January (cheque)	£ 7.70
22/03/22	Holbrook Village Hall (Hire of hall) BACs	£ 45.00
22/03/22	Chairman's Allowance (4 th quarter) SO	£ 75.00

In addition, the Council were asked to approve the payment for footway lighting to Suffolk County Council (£4253.03)* and the premium for the Pavilion insurance (£243.57) from Community Action Suffolk, both of which were due on 1st April 2022. If agreed, BACs requests would be implemented and authorised to be paid on 1st April.

* The invoice for footway lighting was £876.01 less than the bill for 21/22, due to the difficulty of carrying out routine maintenance.

Authorisation of the payments detailed above, was proposed by Cllr Pittman and seconded by Cllr Wright. **All Councillors agreed.**

HPC2103/08: Planning

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

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.

Council had recommended refusal. **Awaiting Decision**

DC/21/06584: Proposal: Householder application – insertion of window to ground floor.

Location: 14 Mill Rise, Holbrook Suffolk IP9 2QH. **Granted**


DC/22/00289: Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Permission DC/18/05228 dated 23/01/19 – Appearance, Landscaping, Layout and Scale for erection of 7 no. dwellings (comprising 2 no. 2 bed bouses, 3 no. 3 bed houses and 2 no 3 bed chalet bungalows) served via new access from Ipswich Road. **Location:** Land East of Ipswich Road, Holbrook, IP9 2QT. **Awaiting Decision**

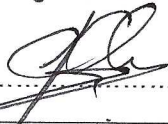
08.02 To consider new planning applications received

DC/21/01802: Proposal (re-application request) 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.

Following a discussion, Holbrook Parish Council recommend refusal. The Parish Council agree that the proposed application is fundamentally in conflict with the emerging Holbrook Neighbourhood Plan and the BMSDC Joint Local Plan. The Parish Council firmly support the comments previously submitted on their behalf in April and June 2021. The Parish Council also fully supports the comments submitted in objection by the Holbrook Neighbourhood Plan Working Group. Refusal was proposed by Cllr Ingleton, seconded by Cllr Robertson and **agreed by all councillors,**

DC/22/01314: Proposal: Application for Works to Trees subject to Tree Preservation Order BT112/G1 – Reduce canopy and reshape 1 no Oak and reduce and reshape 1 no Lime.

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<p>Location: 2 Holm Oak, Denmark Gardens, Holbrook, Suffolk IP9 2BH. Following a discussion, and acknowledging that the resident has a long history of responsible management of the trees under TPO within their property boundary, approval was recommended by Cllr Martin, seconded by Cllr Pittman and agreed by all councillors DC/22/01359: Proposal: Householder application – erection of single storey rear extension.</p> <p>Location: Gwenhurst, Heathfield Road, Holbrook, Suffolk, IP9 2QB. Following a discussion, the Parish Council felt that the single storey extension would have little impact on the neighbouring properties and it was specifically noted that the property behind was a bungalow. Approval was proposed by Cllr Pitman, seconded by Cllr Robertson and agreed by all councillors.</p>	
<p>HPC2103/09: 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 Martin had attended an Alton Water User Group meeting on 24th February which meeting included a review of Alton Water through the pandemic from the Park Manager, planned improvements to the Watersports Centre facilities, the inclusion of 4 Highland Cattle on a permanent basis and plans for an open-air theatre event. It was noted that recruitment was proving challenging and it was agreed that this might provide opportunities for local young people. • Cllr Allinson noted that the Parish Council had received several concerns regarding the removal or cutting of hedges in the bird nesting season which had been dealt with and the topic has been addressed in a pending Parish Papers article. It was noted that some communication had taken place regarding the visibility at Page Close and that the developer has subsequently taken action to trim the hedge back further. A group discussion followed regarding concerns about Parish Council objections to planning applications based on local knowledge of visibility and access concerns, which have previously been overlooked in a Highways response. Cllr Harley explained that he was currently having some training in this area and would pose the question. • It was noted that the Annual Parish Meeting would be held on Monday 4th April and that, unfortunately, the Headteacher of the Royal Hospital School was unable to attend to accept the Holbrook Reed, so this would take place at the Village Fete instead. Cllr Ingleton noted that, from memory, it was normally the Head Boy and Head Girl that were also in attendance to accept the Reed. 	
<p>HPC2103/10 Items for future agenda: To amend the Financial Management Risk Assessment in response to now having a debit card. Councillors were also asked to send the Clerk any items they wanted to be included in the 25th April 2022 agenda. Councillors were reminded that the Annual Parish Meeting is being held on Monday 4th April at 7.30 p.m. at the Village Hall.</p>	<p>Clerk All Councillors</p>
<p>HPC2103/11 Date of the next meeting: The next full meeting of the Parish Council will be on Monday 25th April 2022 at 19.30 in the Village Hall.</p> <p>Chairman.......... Date..... 25/4/22.....</p>	

The meeting finished at 8:40p.m.