

## HOLBROOK PARISH COUNCIL

**Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 25<sup>th</sup> April 2022 at 7.30pm.**

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

**In attendance:** Mrs J Hazlewood (Clerk), District Councillor Mary McLaren and 3 members of the public

<p><b>HPC2504/01 Apologies:</b> Apologies for absence were received from Cllrs Fisk and Peck due to personal circumstances. <b>Councillors agreed</b> to these absences. Apologies were also received from County Councillor Simon Harley</p>	<p><b>Action</b></p>
<p><b>HPC2504/02 Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations:</b> No declarations or requests for dispensations were received in connection with the agenda.</p>	
<p><b>HPC2504/03 Public Forum:</b>  <b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting and invited questions. Cllr Allinson asked if any provision was being made at Babergh for local houses which rely totally on electricity and agreed to email Cllr McLaren with the question.  <b>Suffolk County Council:</b> County Councillor Simon Harley had circulated a report prior to the meeting, but was unable to be present at the meeting.                      The Chairman proposed that item 8.02, Planning Application DC/22/01414 be brought forward to be discussed at 3.02 and Councillors <b>agreed</b> to this change  <b>3.02 Residents:</b> Residents of 5 Jervis Close shared their plans for their planning application. Issues had been raised by neighbours about loss of sunlight and daylight and, following research and discussion, the Parish Council felt that they could not make an informed decision without further professional advice on how the plans would affect the light of neighbouring properties. It was therefore proposed by Cllr Allinson and seconded by Cllr Ingleton that this would be the Parish Council's response to Babergh Planning Dept. <b>All Councillors agreed.</b> Cllr McLaren recommended that the residents seek advice from the planning officer and possibly request a site visit.</p>	
<p><b>HPC2504/04 To consider and approve the Minutes of the Parish Council's Meeting held on 21<sup>st</sup> March 2022:</b> It was proposed by Cllr Ingleton and seconded by Cllr Wright that the minutes of the Parish Council Meeting held on Monday 21st March 2022 be approved and signed. <b>All Councillors were in favour</b> and the minutes were duly signed.</p>	
<p><b>HPC2504/05 Business remaining from previous meetings and ongoing projects:</b>  <b>5.01 To receive an update on the actions from the previous meeting:</b></p> <ul style="list-style-type: none"> <li>• The management plan for Alton Green was still to be updated and shared with the residents surrounding the Green.</li> <li>• To arrange a meeting with the Academy and interested parties re parking issues at school start and finishing times – still ongoing</li> <li>• To provide a report to the council to consider how it could promote biodiversity within the community – the clerk was gathering information and would report back to Council in due course.</li> <li>• The statement agreed on the situation in Ukraine had been published in the Parish Papers.</li> <li>• The clerk had added text to the Financial and Management Risk Assessment to include the risk and mitigating measures associated with having a debit card.</li> <li>• To organise a litter pick at Holbrook Creek and Alton Green: it had not been possible to organise a litter pick to coincide with the national litter picking day, but Cllr Holmes and Cllr Allinson were hoping to organise one in the future. The clerk pointed out that she had taken delivery of litter-picking equipment and refuse bags from Babergh for when a litter pick could be arranged.</li> <li>• Cllr Ambrose will attend the planning meeting for the hybrid development on Hyams Lane, which is now due to take place at the end of May</li> </ul> <p><b>5.02:</b> To receive an update on the Parish Plan. A meeting is intended to take place in early May to discuss the reporting and second phase.  <b>5.03:</b> To receive an update on the Neighbourhood Plan: a brief written update had been given to the Annual Parish Meeting. The plan has been amended by the consultant and will then go to</p>	<p><b>Cllr Allinson &amp; Cllrs</b></p> <p><b>Clerk</b></p> <p><b>Cllrs Holmes &amp; Allinson</b></p> <p><b>Cllr Ambrose</b></p>

<p>formal consultation at Babergh. It is hoped that the plan will be ready to go to public referendum by the Autumn.</p> <p><b>5.04:</b> To receive an update on the arrangements for the Queen’s Jubilee – a further committee meeting, including representatives of the Parish Council, is being held on Thursday to finalise details. Activities include: Jubilee Quiz, Beacon Lighting, Barn Dance, a Village Fete alongside Rendlesham Cup Quoits match, Street Parties, a pictorial display in the Village Hall, events at the Churches and the primary school children were making flags and bunting.</p> <p><b>5.05:</b> To receive an update on the parking issues – there was nothing further to report, due to the Easter holidays, but it is hoped that a open meeting will be set up in the near future.</p> <p><b>5.06:</b> To receive an update on the CSHG: a meeting still needs to take place between the outgoing and the incoming coordinator.</p> <p><b>5.07:</b> To receive an update on the Eco Lighting project and quotation. The Clerk had contacted the internal auditor to ask whether or not it was necessary to get three quotations, since Suffolk County Council had carried out all the necessary due diligence and had gone out to tender twice. The auditor said she would be happy with us accepting the SCC quote because they had complied with all the regulations, provided the quote was below the £25,000, the limit when contracts have to comply with the Public Contracts Regulations 2015. Apart from saving electricity costs, and approximately £80 per light conversion, the other advantage will be that faults will be automatically notified to SCC.</p> <p><b>5.08:</b> To receive a report of the Annual Parish Meeting held on 4<sup>th</sup> April 2022. There were several members of the public present and a number of local organisations gave a report of their activities. The minutes are now on the website.</p>	
<p><b>HPC2504/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To review and approve the Reserves Policy – Cllr Allinson proposed and Cllr Ingleton seconded that the policy be approved. <b>All Councillors agreed.</b></p> <p><b>6.02:</b> To adopt the ASSET Register which had been updated to 31<sup>st</sup> March 2022. Cllr Holmes proposed and Cllr Pittman seconded that it be adopted. <b>All Councillors agreed</b> – the Clerk suggested that the insurance values need to be reviewed before the next update in September.</p> <p><b>6.03:</b> Councillors noted contents of the Clerk’s report</p>	
<p><b>HPC2504/07 Finance:</b></p> <p><b>7.01</b> To receive a financial report from the Responsible Finance Officer, including a bank reconciliation, a commentary and a budget analysis to end March 22. The report from the RFO had been circulated prior to the meeting. The Clerk added that the first half of the precept had been received, plus additional CIL funds of £1322.02.</p> <p><b>7.02:</b> Councillors noted the draft (pending completion of the audit) end of year payments and receipts summary, which was signed by the RFO and the Chairman.</p> <p><b>7.03:</b> To consider and agree the Reserves Statement as at 31<sup>st</sup> March 2022. Proposed by Cllr Allinson and seconded by Cllr Martin. <b>All Councillors agreed.</b></p> <p><b>7.04:</b> To approve the CIL spending detailed on the spreadsheet circulated prior to the meeting. It was proposed by Cllr Ingleton and seconded by Cllr Martin that the CIL return be agreed and signed. <b>All Councillors agreed.</b> It was proposed that the Parish Council investigates buying additional planters to position along the main road. It was agreed to consider this, noting that licences would be required to put planters in place along Ipswich Road.</p> <p><b>7.05:</b> Councillors noted the necessary financial documents for 2021/22 had been delivered to the Internal Auditor</p> <p><b>7.06:</b> Councillors noted that the BACs payments for street lighting and for pavilion insurance, agreed at the last meeting, had been processed at the beginning of this month.</p> <p><b>7.07:</b> To consider and agree the additional risk and safeguards added to the Financial and Management Risk Assessment (page 7), which had been circulated: it was proposed by Cllr Allinson and seconded by Cllr Ingleton that the additional risks and safeguards be agreed.– <b>All Councillors agreed.</b></p> <p><b>7.08:</b> It was noted that the Lloyds bank statements and reconciliation up to and including 31<sup>st</sup> March 2022 had been verified by a councillor who is not a bank signatory.</p> <p><b>7.09:</b> To consider accepting the quotation from SCC for LED lamps, following the advice reported in 5.07. The initial quote, circulated prior to the meeting in March, was for £19001.37 plus VAT, plus an additional quote to upgrade our 4 existing LED lamps would make a total quote of £20,201.37 plus VAT (with VAT £24,241.64). It was proposed by Cllr Allinson and seconded by Cllr Holmes that this quote be accepted. <b>All Councillors agreed</b></p>	

**7.10:** To authorise the following payments:

26/04/22	Mrs J M Hazlewood (Clerk's Salary) BACs	£ 622.45
26/04/22	Mr P Goodchild (Community Caretaker Salary) BACs	£ 214.18
26/04/22	HMRC (PAYE & Employer's NI) BACs to be paid 5.5.22	£ 212.02
26/04/22	Mrs J Hazlewood (Clerk's Expenses) BACs	£ 56.92
26/04/22	APM Refreshments (paid by debit card)	£ 15.49
26/04/22	Vertas (Grounds Maintenance) BACs	£ 230.87
26/04/22	P. Goodchild (Black sacks for Community Caretaker) BACs	£ 28.79
26/04/22	Compass Point (Neighbourhood Plan consultancy) BACs	£1,980.00
26/04/22	O. Abbott (Repairs to Pavilion roof) BACs	£ 242.31
26/04/22	SALC (Membership) BACs	£ 657.03
26/04/22	E.On Next (Pavilion Electricity)	£ 18.77
26/04/22	Suffolk Wildlife Trust (Membership) BACs	£ 38.00
26/04/22	Earth Anchors (bin for bus stop Ipswich Rd), BACs	£ 158.34
26/04/22	P3 Group (B. Adcock – grant for mower expenses) BACs	£ 40.00
26/04/22	Tuddenham Press (Parish Papers) BACs	£ 205.00
26/04/22	Lottery – 1 <sup>st</sup> prize for April - cheque	£ 20.00
26/04/22	Lottery – 2 <sup>nd</sup> prize for April - BACs	£ 12.00
26/04/22	Lottery – 3 <sup>rd</sup> prize for April - cheque	£ 8.00

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

**HPC2504/08: 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.

**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 houses, 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. **Granted**

**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. **Awaiting Decision**

**Decision**

**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.

**Location:** 2 Holm Oak, Denmark Gardens, Holbrook, Suffolk IP9 2BH **Granted**

**DC/22/01359: Proposal:** Householder application – erection of single storey rear extension.

**Location:** Gwenhurst, Heathfield Road, Holbrook, Suffolk, IP9 2QB. **Awaiting Decision**

**DC/22/00282: Discharge of Conditions** – land south of Church Green Cottages. To note that the conditions as specified have been **approved**

**08.02 To consider new planning applications received**

**DC/22/01659: Proposal:** Application for Works to Trees subject to a Tree Preservation Order BT112 – Crown reduce 2 no. oak trees in rear garden (T1 & T2), reducing the height and spread of the trees by approx. 2-3m and balance. Remove large deadwood over 20mm. This is to maintain trees to a suitable size and to reduce limb failure in adverse weather conditions.

**Location:** The Acorns, 1A Holm Oak, Denmark Gardens, Holbrook, Suffolk IP9 2BH.

Following a discussion, and considering the Tree Warden's advice, approval was proposed by Cllr Ingleton and seconded by Cllr Pitman. **All Councillors Agreed**

**DC/22/01414: Proposal:** Householder application – erection of single storey extension and first floor extension (following demolition of existing conservatory). **Location:** 5 Jervis Close, Holbrook, Suffolk, IP9 2RR – see 3.02 above.

