

HOLBROOK PARISH COUNCIL

Minutes of the Annual Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16th May 2022 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr R. Allinson, Cllr M. Holmes, Cllr S. Ingleton, Cllr S. Peck, Cllr M Pittman, Cllr A. Wright

In attendance: Mrs J Hazlewood (Clerk), District Councillor Mary McLaren, County Councillor Simon Harley, Simon Lockwood – Headmaster RHS and 2 members of the public.

	Action
<p>HPC1605/01 Election of Chairman and signing of the Declaration of Acceptance: John Ambrose was proposed by Cllr Ingleton and seconded by Cllr Holmes. No other nominations were received and Councillors voted to elect Cllr Ambrose as Chairman unanimously. Cllr Ambrose signed the Declaration of Acceptance, witnessed and signed by the Proper Officer.</p>	
<p>HPC1605/02 Election of Vice-Chairman: Cllr Allinson was proposed by Cllr Peck and seconded by Cllr Ingleton. No other nominations were received and Cllr Allinson was elected as Vice Chairman by a unanimous vote</p>	
<p>HPC1605/03 Payment of the annual peppercorn rent for the Reade Field. Cllr John Ambrose handed 1 Holbrook reed to Simon Lockwood, the Headteacher of RHS for the payment of the peppercorn rent for the Reade Field. Simon Lockwood thanked the Chair and took the opportunity to remind Council that the RHS was holding a Festival of Sea, to which everyone was welcome. He also said that the Torch Relay as part of the Festival of Suffolk was leaving RHS at 8.30 a.m. on Friday 20th May, with music from the RHS Band and everyone was welcome to attend.</p>	
<p>HPC1605/04 Apologies: Apologies for absence were received from Cllr Martin & Cllr Abbott for personal circumstances. Councillors agreed to these absences.</p>	
<p>HPC1605/05; 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>HPC1605/06 Public Forum: 6.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting and invited questions. There were no questions. Suffolk County Council: County Councillor Simon Harley had circulated a report prior to the meeting, and invited questions. There were no questions. 6.02 Residents: Two residents attended to explain plans to create a hedgehog highway around the Reade Field and asked for the Council's support. Cllr Ingleton signposted them to a useful website. County Councillor Simon Harley asked if residents could be encouraged to create a habitat for hedgehogs in their gardens if the plans for a hedgehog highway went ahead. Cllr Ambrose said the PC would be keen to support this initiative.</p>	
<p>HPC1605/07 To consider and approve the Minutes of the Parish Council's Meeting held on 25th April 2022: It was proposed by Cllr Holmes and seconded by Cllr Ingleton that the minutes of the Parish Council Meeting held on Monday 25th April 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed.</p>	
<p>HPC1605/08 Confirmation of appointment of representatives to outside bodies: a list of the current representatives to outside bodies had been circulated prior to the meeting and all Councillors agreed to this without change, with the addition that Cllr Pittman agreed to assist Cllr Fisk with the Emergency Plan.</p>	
<p>HPC1605/09 Formation of Sub Committees: to agree to the existing sub-committees and to consider forming any other committees. Cllr Wright agreed to be added to the Budget Planning Committee. All Councillors agreed.</p>	
<p>HPC1605/10 The Terms of Reference to the Budget & Finance Committee and the Planning Committee had been circulated prior to the meeting. Adopting the ToRs as written was proposed by Cllr Holmes and seconded by Cllr Allinson. All Councillors agreed</p>	
<p>HPC1605/11 Review of Council/Staff's subscriptions to other bodies. The subscriptions, as agreed in the 2022/23 budget plan, were agreed by all Councillors</p>	

 20/6/22

HPC1605/12 Business remaining from previous meetings and ongoing projects:

12.01 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.
- To arrange a meeting with the Academy and interested parties re parking issues at school start and finishing times. Cllr Ambrose explained that the meeting will be arranged to take place in the village hall, rather than at the Academy.
- 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.
- To organise a litter pick at Holbrook Creek and Alton Green:
- The Clerk had written to SCC to accept the quote for LED street lighting, as agreed at the meeting of 25/4
- The Clerk had written to the Coop to see if they would consider having a car electric charging point
- The Clerk had lodged a further report to Highways to ask them to fill the new grit bins and to let the Clerk know when this may be happening.
- The planning meeting for the proposed development on land south of Honeysuckle Cottage with access via Hyam's Lane is now scheduled for 25th May. The indication from the reports available is that the planning officer is recommending approval, but the final decisions will be up to the committee. Cllr McLaren confirmed that she will raise the issue of visibility splays at the meeting.

**Cllr
Allinson &
Cllrs
Cllr
Ambrose**

Clerk

**Cllrs
Holmes &
Allinson**

12.02: To receive an update on the Parish Plan – a meeting still needs to be scheduled to move this forward

12.03: To receive an update on the Neighbourhood Plan: the plan is with Babergh following the consultation

12.04: To receive an update on the arrangements for the Queen's Jubilee – all is now in hand

12.05: To receive an update on the parking issues – already covered in 8.01

12.06: To receive an update on the CSHG: Cllr Ambrose confirmed that there is a volunteer who will speak to the ex-coordinator

12.07: To receive an update on the use of the Peninsula Sports Centre: the headteacher has secured some grant funding from Babergh of £7,700 to facilitate two additional slots 4-5 on Thursdays and Fridays for fitness sessions. The funding will include a qualified facilitator plus the cost of additional cleaning, etc. As the funds cannot be processed through the Academy, it was proposed that the funds are managed by the Parish Council and the PC employ someone to do this. Following a discussion about employment and insurance issues, it was suggested that appointing a sub-contractor might be the best way forward. It was agreed that a detailed agreement would need to be drawn up between the Academy and the PC if the scheme went ahead. Councillors agreed in principle to investigate this further and were asked to canvass opinions from the community to see if there was sufficient interest in fitness sessions.

HPC1605/013 Correspondence received requiring a response and new business:

13.01: To consider and, if agreed, adopt the new national code of conduct. The new Code of Conduct had been circulated prior to the meeting and Cllr Allinson proposed and Cllr Pittman seconded that the new Code be adopted. **All Councillors agreed.**

13.02: To review and, if agreed, adopt the Standing Orders of the Council, noting that changes had been made to Standing Order 18, in line with advice from NALC. Cllr Ingleton proposed and Cllr Pittman seconded that the Standing Orders be adopted. **All Councillors agreed.**

13.03: To approve the programme of policy review and implementation for the year 2022/23 The table of policy review had been circulated prior to the meeting and adoption was proposed by Cllr Allinson and seconded by Cllr Holmes. **All Councillors agreed**

13.04: To note that BMSDC are carrying out a Community Governance Review and to consider if the council wishes to make a submission on the first stage by 27th May. There were no proposals for submissions at this stage.

13.05: To receive the Clerk's report – the contents of the Clerk's report were noted and there was a brief discussion about how to address the storage issue of council property. It was proposed to investigate using part of the pavilion for storage.

**Cllr
Ambrose**



20/6/22

HPC1605/14 Finance:

14.01 To receive the report of the Internal Auditor and agree actions on any matters arising. The Internal Auditor's report had been circulated prior to the meeting. There were no matters arising and the Parish Council thanked the Clerk for the work undertaken.

14.02: To approve the annual statement of accounts for Holbrook Parish Council for the year ended 31st March 2022, following the approval of the Internal Auditor. Proposed by Cllr Pittman and Cllr Ingleton and **All Councillors agreed**. The Receipts and Payments account was duly signed by the RFO and Chairman

14.03: To consider and approve Section 1 of the Annual Governance Accountability Return (AGAR). Section 1 had been circulated prior to the meeting. Approval was proposed by Cllr Allinson and seconded by Cllr Ingleton. **All councillors agreed**, and section 1 was signed by the RFO/Clerk and the Chairman.

14.04: To consider and approve Section 2 of the AGAR. Section 2 of the AGAR had been circulated prior to the meeting, signed by the RFO. Approval was proposed by Cllr Allinson and seconded by Cllr Holmes. **All Councillors agreed** and AGAR Section 2 was signed by the Chairman. The Clerk will submit all the necessary documentation to the External Auditor.

14.05: To consider and, if agreed, adopt The Statement of Internal Controls for the year ending 31st March 22. This had been circulated prior to the meeting and adoption was proposed by Cllr and Holmes seconded by Cllr Pittman. **All councillors agreed**

14.06: To consider purchasing new full-size goal posts for the Reade Field. A report from Cllr Allinson had been circulated prior to the meeting with three quotations. The quotes were discussed and it was proposed to go ahead with the purchase of goal posts from Mark Harrod, using CIL funds. This purchase was proposed by Cllr Ingleton and seconded by Cllr Wright **All Councillors agreed**

14.07: To receive the report of the RFO. A report, including a summary, commentary and bank reconciliation had been circulated prior to the meeting. There were no further questions.

14.08: To consider purchasing a new computer for the Parish Council. Three competitive quotes had been obtained: £579 plus VAT, £499.99 plus VAT and £407.50 plus VAT. Councillors discussed the quotations and the spec required and it was proposed by Cllr Pittman and seconded by Cllr Wright that the quote for £407.50 plus VAT be accepted. **All Councillors agreed**.

14.09: To authorise the following payments, including those received after publication of the Agenda and prior to the meeting.:

17/05/22	Mrs J M Hazlewood (Clerk's Salary) BACs	£ 622.45
17/05/22	Mr P Goodchild (Community Caretaker Salary) BACs	£ 213.98
17/05/22	HMRC (PAYE & Employer's NI) BACs to be paid 5.5.22	£ 212.22
17/05/22	Mrs J Hazlewood (Clerk's Expenses) BACs	£ 56.92
17/05/22	WAVE (Pavilion water) DD	£ 31.28
17/05/22	Heelis & Lodge (Internal Audit) BACs	£ 195.00
17/05/22	O. Abbott (Reade Field grass cutting)	£ 150.00
17/05/22	E-on (Pavilion Electricity) DD	£ 17.64
17/05/22	O. Abbott (Repairs to Pavilion roof) BACs	£ 242.31
17/05/22	Suffolk Preservation Society (subscription) BACs	£ 30.00
17/05/22	Community Action Suffolk (subscription) BACs	£ 30.00
17/05/22	Open Spaces Society (subscription) BACs	£ 45.00
17/05/22	Lottery – 1 st prize for May - cheque	£ 20.50
17/05/22	Lottery – 3 rd prize for May - cheque	£ 8.20

Clerk

Clerk

Clerk

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


HPC1605/15: Planning

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

DC/21/01802: Proposal (re-consultation 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**

 20/5/22

<p>DC/22/01359: Proposal: Householder application – erection of single storey rear extension. Location: Gwenhurst, Heathfield Road, Holbrook, Suffolk, IP9 2QB. Granted</p> <p>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. Granted</p> <p>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 – Granted</p> <p>DC/22/01479: Discharge of Conditions for planning application DC/17/05819 – granted under Appeal reference APP/D3404/W18/3206195 – Conditions 2 (Details of external facing materials) Location: Foxgloves Harkstead Road, Lower Holbrook, Holbrook IP9 2RJ Discharge of conditions accepted</p> <p>08.02 To consider new planning applications received</p> <p>DC/22/02074: Proposal: Householder Application – Erection of front and rear single storey extensions (following demolition of conservatory) and replacement of all windows and doors. Location: 5 Clifton Wood, Holbrook, Ipswich, Suffolk IP9 2PY. Following discussion, approval was proposed by Cllr Allinson and seconded by Cllr Ingleton. All Councillors agreed</p>	
<p>HPC1605/16: 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 reported that the Jubilee activities had been organised and that it was very much a community event, well supported by other organisations and individuals. He also had attended a meeting at the Academy for new governors, and had an interesting morning participating in different activities • Cllr Holmes reminded people to drop their wedding pictures to All Saints Church if they had married there, to be part of an exhibition. She also reported giant hogweed encroaching along the Mill stream boardwalk which been reported to Suffolk County Council. Cllr Holmes reminded Council that the torch for Holbrook as part of the Torch Relay would be carried by Ethan Waddleton on Friday 20th May, starting at Hyam’s Lane at 9.25 and travelling to the village hall. She also mentioned that Inspire Suffolk have invited Councillors to attend a celebration at their headquarters. Cllr Holmes also mentioned that an article will be in the Parish Papers re climate change and she encouraged councillors to complete the survey. • Cllr Peck reported fly tipping of old carpet on Ipswich Road. She also had a near miss from a branch which fell in The Cut whilst work was being carried out at one of the houses in Holm Oak/Denmark Gardens. Cllr Allinson agreed to investigate • Cllr Ingleton reported that the Swan Football Team held a successful fundraising event at The Swan which raised money for the pavilion fund. 	<p>Cllr Allinson</p>
<p>HPC1605/17: Review of dates/places of meetings up until the next Parish Council Annual Meeting. A list of proposed dates had been circulated prior to the meeting. The dates of meetings were agreed</p>	
<p>HPC1605/18: Items for future agenda: Councillors were also asked to send the Clerk any items they wanted to be included in the Monday 20th June Meeting Agenda. The proposed Hedgehog Highway will be added to the agenda.</p>	<p>Clerk All Councillors</p>
<p>HPC1605/19: Date of the next meeting: The next full meeting of the Parish Council will take place on Monday 20th June 2022 at 19.30 in the Village Hall.</p> <p>Chairman.....  Date..... 20/6/22</p>	

The meeting finished at 9.05 p.m.