

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20<sup>th</sup> June 2022 at 7.30pm.**

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

**In attendance:** Mrs J Hazlewood (Clerk), District Councillor Mary McLaren, no members of the public.

<p><b>HPC2006/01: Apologies</b> were received from Cllrs Abbott, Allinson, Martin and Wright due to other commitments. Councillors agreed to these absences. Apologies were also received from County Councillor Simon Harley, due to illness.</p>	
<p><b>HPC2006/02; 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>HPC2006/03 Public Forum:</b>  <b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. Cllr McLaren added that there was a public meeting to discuss the BMSDC Parking Strategy at Holbrook village hall on 27<sup>th</sup> June 7-9 and encouraged councillors to attend. The Clerk to display the publicity material around the village.  <b>Suffolk County Council:</b> County Councillor Simon Harley had circulated a report prior to the meeting but had not been able to attend the meeting due to illness.  <b>3.02 Residents:</b> there were no residents present.</p>	<p><b>Clerk</b></p>
<p><b>HPC2006/04 To consider and approve the Minutes of the Parish Council's Meeting held on 16<sup>th</sup> May 2022:</b> It was proposed by Cllr Holmes and seconded by Cllr Ingleton that the minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> May 2022 be approved and signed. <b>All Councillors were in favour</b> and the minutes were duly signed by the Chairman.</p>	
<p><b>HPC2006/5 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 an open meeting in the village hall with the Academy and interested parties re the parking issues at both school's start and finishing times</li> <li>• Biodiversity – it was agreed to merge the biodiversity and climate change groups to form a single working group</li> <li>• To organise a litter pick on Holbrook Creek and Alton Green at some point – still to happen as they are being used regularly now</li> <li>• To attend the planning meeting for the hybrid planning application at Hyams Lane when it was re-convened</li> <li>• Councillors had been asked to canvas support for the fitness sessions to be held at the Peninsula Sports Centre. Fitness sessions started last week and will run until the end of term.</li> <li>• To investigate using part of the pavilion for storage of council property</li> <li>• To submit the AGAR documents to the External Auditor: as reported in 7.02 the Clerk had submitted all the required documents to the External Auditor</li> <li>• The new goalposts had been ordered and delivered and were in the pavilion</li> <li>• The new computer had been purchased and was up and running</li> <li>• To investigate the work carried out on trees backing onto The Cut, which had been a hazard to walkers on the Cut. Councillor Allinson was unable to attend the meeting and this item will be carried forward.</li> </ul>	<p><b>Cllrs Allinson &amp; Holmes</b></p> <p><b>Cllr Ambrose</b></p> <p><b>Ongoing</b></p> <p><b>Cllr Ambrose</b></p>
<p><b>5.02:</b> To receive an update on the Parish Plan – a meeting still needs to be scheduled to move this forward</p>	<p><b>Parish Plan Group</b></p>

<p><b>5.03:</b> To receive an update on the Neighbourhood Plan: The Chairman reported that the plan is with Babergh following consultation and councillors should receive a final draft in due course.</p> <p><b>5.04:</b> To receive a report on the Queen’s Jubilee – all events went ahead and were enjoyed by attendees. The working group will get together to discuss future plans. Thanks were expressed to this group for all the work they put in to making the Jubilee celebrations a success.</p> <p><b>5.05:</b> To receive an update on the parking issues. The meeting to discuss the local parking issues is still to be arranged</p> <p><b>5.06:</b> To receive an update on the CSHG: Cllr Ambrose confirmed that conversations are taking place between the new volunteer and the ex-coordinator</p> <p><b>5.07:</b> To receive an update on the use of the Eco Lighting project. As mentioned in the Clerk’s report, the work is now scheduled for August, as work is still being carried out on SCC owned lighting</p> <p><b>5.08:</b> To receive an update on the Hedgehog Highway proposal. The information re hedgehog houses and other information had been passed on to the interested parties and there had been interest expressed from other residents.</p>										
<p><b>HPC2006/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To note the contents of the letter from BMSDC and to note that a reply had been sent to confirm that HPC had adopted the new Code of Conduct at its meeting on 16/05/22</p> <p><b>6.02:</b> Councillors were reminded to update their register of interests, in accordance with the Code of Conduct adopted at the meeting held on 16<sup>th</sup> May. To check their current listing, councillors were asked to follow this link <a href="https://babergh-self.achieveservice.com/service/Public_Parish_Members_Register_of_Interests">https://babergh-self.achieveservice.com/service/Public_Parish_Members_Register_of_Interests</a> and to let the Clerk know if any changes needed to be made.</p> <p><b>6.03:</b> To review and, if agreed, adopt the GDPR &amp; Information Management Policy had been, which had been circulated prior to the meeting</p> <p><b>6.04:</b> To review and, if agreed, adopt the Document Retention Scheme, which had been circulated prior to the meeting.</p> <p><b>6.05:</b> To review and, if agreed, adopt the Dispensations Policy, which had been circulated prior to the meeting. Cllr Fisk proposed, and Cllr Pittman seconded that all three reviewed policies be adopted. <b>All Councillors agreed.</b></p> <p><b>6.06:</b> To note the upcoming expiry of The Swan Public House as a Community Asset and to consider the next steps, if any, to be taken. It was agreed that no further action be taken.</p> <p><b>6.07</b> The contents of the Clerk’s report were noted.</p>										
<p><b>HPC2006/07 Finance:</b></p> <p><b>7.01:</b> To receive the RFO report. The Clerk highlighted potential over and underspends</p> <p><b>7.02:</b> To note that the relevant documents had been submitted to the External Auditor and the Notice of Exercise of Rights had been posted on the noticeboard</p> <p><b>7.03:</b> To note that a claim had been sent to HMRC for VAT spent during 21/22. The Clerk informed Councillors that the claim was for less than budgeted, as the VAT paid for street lighting in 21/22 had been included in the 20/21 claim. The claim has been paid in full and will be reflected in the June reconciliation.</p> <p><b>7.04:</b> To agree the following payments, including those received since the publication of the agenda, which included the request from Groundwork UK to repay the balance of the grant for consultancy for the Neighbourhood Plan, Microsoft Office 365 for the new computer and the Community Caretaker’s expenses for new boots.</p>										
<table border="1"> <tr> <td data-bbox="119 1915 327 1953">30/05/22</td> <td data-bbox="327 1915 1141 1953">Stutton Community Shop (envelopes) Debit card</td> <td data-bbox="1141 1915 1289 1953">£ 3.45</td> </tr> <tr> <td data-bbox="119 1953 327 1991">31/05/22</td> <td data-bbox="327 1953 1141 1991">Curry’s Business (new laptop – endorsed) Debit card</td> <td data-bbox="1141 1953 1289 1991">£ 449.00</td> </tr> <tr> <td data-bbox="119 1991 327 2020">09/06/22</td> <td data-bbox="327 1991 1141 2020">Amazon UK (Microsoft Office 365 subscription) Debit card</td> <td data-bbox="1141 1991 1289 2020">£ 43.90</td> </tr> </table>	30/05/22	Stutton Community Shop (envelopes) Debit card	£ 3.45	31/05/22	Curry’s Business (new laptop – endorsed) Debit card	£ 449.00	09/06/22	Amazon UK (Microsoft Office 365 subscription) Debit card	£ 43.90	
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21/06/22	Mrs J M Hazlewood (Clerk's Salary) BACs	£ 622.45	
21/06/22	Mrs J M Hazlewood (Clerk's Expenses) BACs	£ 35.99	
21/06/22	Mr P Goodchild (Community Caretaker Salary) BACs	£ 214.18	
21/06/22	Mr P Goodchild (Community Caretaker expenses) BACs	£ 89.99	
21/06/22	HMRC (PAYE & Employer's NI) BACs to be paid 5.6.22	£ 212.02	
21/06/22	E-On (Pavilion Electricity) DD	£ 18.30	
21/06/22	ICO (Registration Fee GDPR/Data Protection) DD	£ 35.00	
21/06/22	Holbrook Village Hall (Hire costs) BACs	£ 45.00	
21/06/22	M & D Cordle (Alton Green Grass Cutting) BACs	£ 228.00	
21/06/22	MH Goals (new goalposts) BACs	£1,358.60	
21/06/22	Babergh District Council (Litter & Dog bins) BACs	£1,822.87	
21/06/22	Tuddenham Press (Parish Papers) BACs	£ 235.00	
21/06/22	Babergh District Council (Lottery Licence) cheque	£ 20.00	
21/06/22	O. Abbott (Grass cutting & maintenance Reade Field) BACs	£ 150.00	
21/06/22	Lottery – 2 <sup>nd</sup> prize for June - cheque	£ 12.30	
21/06/22	Lottery – 3 <sup>rd</sup> prize for June - cheque	£ 8.20	
21/06/22	Groundwork UK (repayment of NP grant) BACs	£3,420.00	

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

#### **HPC2006/08: 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-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**

**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.

**Granted**

**DC/22/02526 – Non material amendment to Spring House Lower Holbrook – approved**

#### **08.02 To consider new planning applications received**

**DC/22/02531 Proposal: Householder Application** - Erection of a single storey side extension **Location:** Springfield House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA. Following a discussion, Cllr Ingleton proposed, and Cllr Fisk seconded that this planning application be approved. **All Councillors agreed**

**DC/22/02596 Proposal: Application for Works to trees Subject to Tree Preservation Order BT112/G1** - Reduce height and spread of 1 No. Oak by 1-1.5m. **Location:** 13 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG. Following a discussion, Cllr Fisk proposed, and Cllr Robertson seconded that this planning application be approved. **All councillors agreed**

**DC/22/02931: Proposal: Application for a Lawful Development Certificate for an Existing Use, Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning (Development Management Procedure) (England) Order 2015. Location:** Blackmore Barn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. (See attached letter from the Planning Authority explaining the nature of this application). Following a discussion, it was proposed by Cllr Holmes and seconded by Cllr Pittman that this be approved. **All Councillors agreed**

