HOLBROOK PARISH COUNCIL

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

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HPC2006/01: Apologies 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.	
HPC2006/02; 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.	
HPC2006/03 Public Forum:	
3.01 Babergh District Council: 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 27th June 7-9 and encouraged	
councillors to attend. The Clerk to display the publicity material around the village.	Clerk
Suffolk County Council: County Councillor Simon Harley had circulated a report prior	0.0
to the meeting but had not been able to attend the meeting due to illness.	
3.02 Residents: there were no residents present.	
HPC2006/04 To consider and approve the Minutes of the Parish Council's Meeting	
held on 16 th May 2022: It was proposed by Clir Holmes and seconded by Clir Ingleton	
that the minutes of the Parish Council Meeting held on Monday 16 th May 2022 be	
approved and signed. All Councillors were in favour and the minutes were duly signed	
by the Chairman.	
HPC2006/5 Business remaining from previous meetings and ongoing projects:	
5.01 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 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	
 Biodiversity – it was agreed to merge the biodiversity and climate change groups 	Clirs
to form a single working group	Allinson &
To organise a litter pick on Holbrook Creek and Alton Green at some point – still	Holmes
to happen as they are being used regularly now	пошеѕ
To attend the planning meeting for the hybrid planning application at Hyams Lane	Cllr
when it was re-convened	Ambrose
	Allibrose
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.	Ongoing
 To investigate using part of the pavilion for storage of council property 	Ongoing
 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	
The new goalposts had been ordered and delivered and were in the pavilion	
The new computer had been purchased and was up and running	C!!-
To investigate the work carried out on trees backing onto The Cut, which had	Cllr
been a hazard to walkers on the Cut. Councillor Allinson was unable to attend	Ambrose
the meeting and this item will be carried forward.	D:-
E 00. To receive an undate on the Devich Dies.	Parish
5.02: To receive an update on the Parish Plan – a meeting still needs to be scheduled	Plan
to move this forward	Group

- **5.03:** 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.
- **5.04:** 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.
- **5.05:** To receive an update on the parking issues. The meeting to discuss the local parking issues is still to be arranged
- **5.06**: To receive an update on the CSHG: Cllr Ambrose confirmed that conversations are taking place between the new volunteer and the ex-coordinator
- **5.07:** 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
- **5.08:** 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.

HPC2006/06 Correspondence received requiring a response and new business:

- **6.01**: 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
- **6.02:** Councillors were reminded to update their register of interests, in accordance with the Code of Conduct adopted at the meeting held on 16th May. To check their current listing, councillors were asked to follow this link https://babergh-self.achieveservice.com/service/Public Parish Members Register of Interests and to let the Clerk know if any changes needed to be made.
- **6.03:** To review and, if agreed, adopt the GDPR & Information Management Policy had been, which had been circulated prior to the meeting
- **6.04:** To review and, if agreed, adopt the Document Retention Scheme, which had been circulated prior to the meeting.
- **6.05:** 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. **All Councillors agreed.**
- .6.06: 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.
- **6.07** The contents of the Clerk's report were noted.

HPC2006/07 Finance:

- **7.01:** To receive the RFO report. The Clerk highlighted potential over and underspends
- **7.02:** 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
- **7.03**: 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.
- **7.04:** 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.

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

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 nd prize for June - cheque	£ 12.30
21/06/22	Lottery – 3 rd 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

HPC2006/09: Councillors' reports to receive reports from Councillors on activities and issues relating to the parish since the last meeting.	
 Cllr Ambrose mentioned that The Compasses has been surveyed as one entity, the pub, the grounds and the car park, but it had not yet been sold. 	
 Cllr Ambrose commended the wide range of community events happening in Holbrook. 	
 Cllr Holmes informed councillors that the Festival of Suffolk torch procession was very successful 	
 Cllr Ingleton reminded councillors about the Fun Day on the Reade Field, offering activities for all. Cllr Ingleton suggested that the Parish Council write to the local MP to encourage him to support a reduction of the minimum oil delivery. Cllr Ambrose agreed to get in touch with the organiser of the local oil buying consortium 	CIIr Ambrose
 Cllr Peck has had received complaints that residents were unable to get face- to-face consultations at the surgery. Cllr Peck was asked to provide further details about the problems experienced, following which, Cllr Ambrose would talk to the practice manager. Cllr McLaren highlighted that PALs, Healthwatch and the GP Federation could help with concerns. 	
 Cllr Fisk reported that the light on Primrose Hill was still not working, despite being first reported a year ago, with several subsequent reports. He also asked about the proposed new pavilion and what progress was being made. Cllr Ingleton reported that options were being considered and, because of the cost of the project, the Council would have to go through the procurement process. 	
 Cllr Holmes reminded councillors to fill in the climate survey in the Parish Papers and also asked about the frequency of the dog and litter bin collections and it was noted that a collection had been missed due to the two extra bank holidays. 	Clirs
The Clerk was asked to write a letter to Denmark House to ask them if they could trim back the laurel hedge	Clerk
HPC2006/10: Items for future agenda:	
Councillors were also asked to send the Clerk any items they wanted to be included in the Monday 18 th July 2022	Clerk All Councillors
HPC2006/11: Date of the next meeting:	
The next full meeting of the Parish Council will take place on Monday 18 th July 2022 at 19.30 in the Village Hall.	
John Ambrose 19 th July 2022 Chairman	
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The meeting finished at 8.45 p.m.

Accessible version of signed minutes