


HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18th July 2022 at 7.30pm.

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

In attendance: Mrs J Hazlewood (Clerk), County Councillor Simon Harley, District Councillor Mary McLaren and two members of the public.

<p>HPC1807/01: Apologies were received from Cllrs Abbott, Allinson, and Peck due to other commitments. Councillors agreed to these absences</p>	
<p>HPC1807/02: Declarations of pecuniary and local non-pecuniary interests and requests for dispensations: Cllr Ambrose declared a non-pecuniary interest in application DC/22/03286 under HPC1807/8.02. No requests for dispensations were received in connection with the agenda.</p>	
<p>HPC1807/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. She added thanks to the PC for advertising the Parking Strategy meeting which was well attended. There were no further questions. Suffolk County Council: County Councillor Simon Harley had circulated a report prior to the meeting. He encouraged councillors to add their names to the petition to persuade SCC to produce an in-house bid for Highways maintenance to improve efficiency and reduce costs. https://www.petitions.net/for_suffolk_county_council_to_develop_an_in-house_bid_for_suffolk_highways_maintenance 3.02 Residents: A resident shared a concern about the overhanging part of The Mill building, particularly when two large vehicles pass on that part of Church Hill. They felt that signage should be put in place to warn vehicles of this hazard. Vehicles have mounted the pavement thus causing damage. Clerk to contact Highways via the reporting tool to register the concern and to request a sign. The Chairman encouraged the resident to report all illegal activity or near misses to the police. The resident also raised speeding as an issue on that stretch of road. The Clerk would contact the coordinator of the Community Speed Watch Team and would keep the resident in touch with any developments. A representative from CAS, raised issues faced by the Mother and Toddler group in Holbrook. Unfortunately, the cost of running the group is not always met by the attendance and could close in the future without some financial help. It was agreed that the group is a valuable facility for the village. Cllr Ambrose explained the Parish Council's grant procedure and the CAS rep said there may be sources of funding which the PC could access. Cllr McLaren and Cllr Harley both offered ways to help source some suitable funding.</p>	<p style="text-align: center;">All cllrs</p> <p style="text-align: center;">Clerk</p>
<p>HPC1807/04 To consider and approve the Minutes of the Parish Council's Meeting held on 20th June 2022: It was proposed by Cllr Holmes and seconded by Cllr Ingleton that the minutes of the Parish Council Meeting held on Monday 20th June 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.</p>	


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<p>HPC1807/05 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 agreed that all avenues had been explored re the parking issues before and after school and no further action could be taken at this stage. • A litter pick on Holbrook Creek and Alton Green will be arranged in due course – Cllr Holmes has been in contact with the scouts to do a joint venture. • Cllr Ambrose will attend the planning meeting for the hybrid planning application at Hyams Lane when it was re-convened • A storage facility for Parish Council goods is still being investigated. • All councillors were reminded to check that their register of interests is up to date • Cllr Ambrose had contacted the organiser of the oil buying consortium who, in turn, had contacted the oil companies and he was told that it was not possible to reduce the minimum delivery of oil. • Cllr Ambrose had met with the Practice Manager from Holbrook Surgery about concerns raised about the inability to see a doctor in person. Occasionally it is not possible for a doctor to see patients if a receptionist is not present, but generally face to face appointments were possible. The Practice Manager had promised to provide updates affecting the practice for the Parish Papers • Councillors were encouraged to fill in the climate survey in the Parish Papers • The Clerk had written to the resident of Denmark House re the laurel hedge and had received a positive response <p>5.02: To receive an update on the Parish Plan – a meeting still needs to be scheduled to move this forward</p> <p>5.03: To receive an update on the Neighbourhood Plan: nothing further to report at this stage.</p> <p>5.04: To receive an update on the parking issues: Cllr Ambrose had circulated a report from the meeting held with Babergh District Council to discuss their parking strategy. Various strategies from residents were suggested, including making Denmark Gardens a resident only parking area, but this would exacerbate the problem elsewhere in the village. It was agreed that there was no viable solution at this stage and no further action would be taken.. Holbrook Academy has been asked to conduct a feasibility study to investigate viable solutions within the grounds.</p> <p>5.05: To receive an update on the CSHG: Cllr Ambrose confirmed that conversations are still taking place between the new volunteer and the ex-coordinator</p> <p>5.06: No further news had been received re the commencement of the lighting project – the last communication indicated that the work might start in August. The Clerk will chase.</p> <p>5.07: To receive an update on the Hedgehog Highway proposal – clerk will chase</p> <p>5.08: To receive an update on the Peninsula Sports Centre fitness sessions: the sessions are up and running. They started slowly but will hopefully build. They are now closed for the summer holidays but will continue next term and funds should enable the sessions to run until the end of summer term 2023. There will be publicity in the next Parish Papers, which will include an explanation about who the sessions are aimed at – i.e., people within the village and peninsula who may not be able to access gym facilities elsewhere.</p>	<p>Cllr Allinson & Clerk</p> <p>Cllrs Allinson & Holmes Cllr Ambrose Ongoing</p> <p>All Cllrs</p> <p>All Cllrs</p> <p>Parish Plan Group</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Ambrose</p>
<p>HPC1807/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the Complaints Procedure</p> <p>6.02: To review and, if agreed, adopt the Training and Development Policy</p> <p>6.03: To review and, if agreed, adopt the Travel Expenses Policy.</p> <p>6.04: To review and, if agreed, adopt the Pre-Planning Application Protocol.</p> <p>Items 6.01-6.04 had been circulated prior to the meeting. It was proposed by Cllr Wright</p>	

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and seconded by Cllr Pittman that the above policies and procedures be adopted. **All Councillors agreed**

6.05: To note the concerns of a parishioner re speeding and signage (copy email had been circulated to councillors prior to the meeting). This had been discussed in 3.02.

6.06: The contents of the Clerk's report were noted.

HPC1807/07 Finance:

7.01: To receive the RFO report and commentary which highlighted any variations from the original budget

7.02: To note that Cllr Allinson had independently verified the bank reconciliation to 31st May 2022 with the bank statements

7.03: To agree the following payments, including those received since the publication of the agenda, which included an invoice for the fitness sessions and notification that the first quarter of the Chairman's allowance (£75) had been paid on 20th June 2022

19/07/22	Mrs J M Hazlewood – salary (BACs)	£ 622.45
19/07/22	Mrs J M Hazlewood – Expenses and Stationery (BACs)	£ 50.39
19/07/22	Patrick Goodchild – Salary (BACs)	£ 213.98
19/07/22	HMRC – PAYE & Employer's NI (BACs)	£ 212.22
19/07/22	Playquip – repairs to zip wire (BACs)	£ 174.00
19/07/22	SLCC – Membership (BACs)	£ 144.00
19/07/22	Vertas – Reade Field Grass Cutting (BACs)	£ 230.87
19/07/22	E-on Next – Pavilion Electricity (DD)	£ 17.77
19/07/22	Mark Thompson – Fitness sessions (BACs)	£ 200.00
19/07/22	Lottery 1 st prize July (cheque)	£ 20.50
19/07/22	Lottery 2 nd prize July (BACs)	£ 12.30
19/07/22	Lottery 3 rd prize July (cheque)	£ 8.20

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

HPC1807/08: Planning

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

DC/22/02531 Proposal: Householder Application - Erection of a single storey side extension **Location:** Springfield House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA. **Granted**


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. **Granted**


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. **Awaiting Decision**

8.02: To consider new applications received:

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<p>DC/22/03100 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 - "The Cart Lodge", Harkstead Road, Holbrook has been used as an independent residential dwelling with evidence beginning in 2003. Location: The Dairy, Wall Farm, Harkstead Road, Holbrook Ipswich. Following a discussion, it was proposed by Cllr Robertson and seconded by Cllr Ingleton that the proposal is approved. All Councillors agreed</p> <p>DC/22/03089: Proposal: Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale to be Reserved) Town and Country Planning Act 1990 - Severance of garden and erection of 1No. single storey dwelling. Location: Orchard Lea, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. Following discussion, it was proposed by Cllr Fisk and seconded by Cllr Ingleton that the application is refused on the grounds that it is for market housing, and not affordable housing, All Councillors agreed.</p> <p>DC/22/03178: Proposal: Householder Application - Erection of single storey rear extension and erection of extension to garage. Location: 11 Mill Rise, Holbrook, Ipswich, Suffolk IP9 2QH. Following a discussion approval was proposed by Cllr Holmes and seconded by Cllr Wright. All Councillors agreed</p> <p>DC/21/06061 Appeal Reference: APP/D3505/W/22/3293517 - Appeal by W. Wrinch Proposal: Full Planning Application - Erection of a 1 No detached dwelling and new vehicular access. Location: Land South of Harkstead Road, Lower Holbrook, IP9 2RJ, Following discussion, it was agreed that Parish Council had nothing to add to their previous recommendation.</p> <p>DC/22/03286 Proposal: (Cllr Ambrose absented himself at this point and Cllr Wright took the Chair). Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA - Convert workshop into 1 No. Dwelling. Location: Woodlands Corner, Woodlands Road, Holbrook, Suffolk IP9 2PU. Following discussion approval was proposed by Cllr Fisk and seconded by Cllr Holmes. All Councillors agreed. (Councillor Ambrose resumed the Chair)</p> <p>DC/21/01802 Proposal: 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 Reason(s) for re-consultation: Access Drawing and Supplementary Information received on 07.07.2022. which can be found on the Council's website at: http://www.babergh.gov.uk/planning/development-management/application-search-andcomment/search-for-applications/. Further comments in relation to this application to be made before 22nd July 2022. Following a discussion, it was agreed that the PC's previous comments stand and the application does not address the housing needs of the village as well as the concerns about the effect on Hyams Lane. The Clerk was asked to submit a response to this effect.</p>	Clerk
<p>HPC1807/09: Councillors Reports:</p> <ul style="list-style-type: none"> • Cllr Martin had attended the RHS speech day on behalf of the Parish Council and observed how professionally organised the day had been • Cllr Robertson had received a query about a hedge on Ipswich Road. Cllr Holmes will provide the clerk with details 	Clerk

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<ul style="list-style-type: none"> • Cllr Ingleton: reported a property in Clench Road needs the hedge cutting back. Clerk to write to the owner. Cllr Ingleton also reported that she had paid £116 into the Pavilion Fund from the proceeds of the Family Fun Day. 	Clerk
HPC1807/10: To consider items for future agendas:	All Cllrs
HPC1807/11: Date of the next Parish Council Meeting will be held on Monday 15th August 2022 at Holbrook Village Hall	
Chairman 	Date15/8/22

The meeting finished at 21.00