

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15th August 2022 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr R. Allinson, Cllr R Fisk, Cllr M. Holmes, Cllr S. Ingleton, Cllr M Pittman, Cllr M Robertson

In attendance: Mrs J Hazlewood (Clerk), County Councillor Simon Harley, and 1 member of the public.

<p>HPC1508/01: Apologies were received from Cllrs Abbott, Peck and Wright, due to other commitments. Councillors agreed to these absences. Apologies were also received from District Councillor Mary McLaren, due to holiday commitments.</p>	
<p>HPC1508/02: Declarations of pecuniary and local non-pecuniary interests and requests for dispensations: No pecuniary or local non-pecuniary interests were declared in connection with items on the Agenda. No requests for dispensations were received in connection with the agenda.</p>	
<p>HPC1508/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting but was unable to attend. It was agreed to publish the information about the extension of the energy rebate scheme on our website and facebook page. Suffolk County Council: County Council lor Simon Harley had circulated a report prior to the meeting and invited questions. He reported that the Shotley pop-up library is due to close, despite being very popular. He has a meeting with the head of libraries to see if there is a way in can be kept open. Councillors were invited to send feedback to bobby.bennett@suffolk.gov.uk if they wished to support the Shotley pop-up library. Cllr Harley also reported progress with the cycle path on Freston Hill. The Parish Council had registered an interest in using thermal cameras to assess heat loss in homes but had had no response. Cllr Harley offered to follow this up if the Parish Council did not hear anything in the future. 3.02 Residents: no items</p>	
<p>HPC1508/04 To consider and approve the Minutes of the Parish Council's Meeting held on 18th July 2022: It was proposed by Cllr Ingleton and seconded by Cllr Pittman that the minutes of the Parish Council Meeting held on Monday 18th July 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.</p>	
<p>HPC1508/05 Business remaining from previous meetings and ongoing projects: 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. • 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. The application was still not on the planning agenda • A storage facility at the pavilion for Parish Council goods has been established. • All councillors were reminded to check that their register of interests is up to date • Cllrs were asked to consider adding their names to the petition requesting SCC to make an in-house bid for Highways Maintenance to improve efficiency and to reduce costs. • The Clerk had registered a resident's concern about heavy vehicles mounting the pavement and causing possible damage to an overhanging building but had received no response to date. Cllr Harley had also been consulted Highways re this issue, including the suggestion that a sign should be installed. • The Clerk had written to SCC to chase a start date for the eco lighting project and was told work would probably start in September • The Clerk had asked for an update on the progress of the hedgehog highway proposal – see below • The Chairman had published details about the exercise classes at Holbrook Academy, clarifying the aim of the funding and the target group 	<p style="text-align: center;">Cllr Allinson & Clerk</p> <p style="text-align: center;">Cllrs Allinson & Holmes Cllr Ambrose</p> <p style="text-align: center;">All Cllrs</p>

<ul style="list-style-type: none"> • The Clerk had lodged a response, in liaison with the Chairman, to the re-application of the hybrid development near Hyams Lane • the Clerk had written to a house in Clench Road to ask them to trim back their hedge. Councillor Allinson pointed out that it was not an ideal time for bird life to undertake hedge trimming. <p>5.02: To receive an update on the Parish Plan – a meeting still needs to be scheduled to move this forward. Cllr Allinson reported that a meeting is planned for early September.</p> <p>5.03: To receive an update on the Neighbourhood Plan: An email from the Chairman of the Neighbourhood Plan Group had been circulated to Councillors: the environmental screening had caused delays; the draft plan has been revised following consultation; the Parish Council would be asked to formally agree the plan at either the September or October meeting, following which it will be submitted.</p> <p>5.04: To receive an update on the CSHG: Cllr Ambrose confirmed that he has had no feedback re handover conversations taking place between the outgoing coordinator and the prospective new coordinator.</p> <p>5.05: Eco lighting: The work on the lights is due to start in September as reported above.</p> <p>5.06: To receive an update on the Hedgehog Highway proposal – a brief update was received just prior to the meeting: hedgehogs are regularly seen in gardens in Holbrook and a Holbrook Hedgehog Highway was being proposed as a community project with a small working party, ideally with a member of the Parish Council on board. The help of a local specialist has been enlisted, who has offered advice and practical help. £50 has been raised so far and other sources of funding were being investigated, to buy materials, signage and a few hedgehog houses plus an interactive way to record sightings i.e., via a trail camera. It was suggested that an approach to the Scouts might enlist some help and interest. The Clerk would feed this back.</p> <p>5.07: The coordinator of the speed watch team (IB) attended the meeting and gave a verbal report outlining recent activities: Watches take place 1 or 2 times a month. There had been positive feedback from passers-by. Members of the watch had learned that perception of speed is not always a true perception. On average an hour's watch sees 200 vehicles passing per hour. IB explained that the sites used are the ones approved by the police. Certain sites which were originally chosen and which were popular with residents did not meet the safety standards. He went on to report that the new speed detector is much more effective than the previous one. It was agreed that the public should be encouraged to register speeding and road safety concerns with the police and the clerk will put the link on the website. To carry out more watches, additional volunteers were needed. He was asked to write a small piece to encourage recruitment. Councillors thanked IB and his team for their valuable work.</p>	<p>Clerk</p>
<p>HPC1508/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the Information Security Policy</p> <p>6.02: To review and, if agreed, adopt the Subject Access Request Policy</p> <p>6.03: To review and, if agreed, adopt the Volunteer Policy.</p> <p>Copies of the policies in item 6.01-6.03 had been circulated prior to the meeting. It was proposed by Cllr Fisk and seconded by Cllr Ingleton that all three reviewed policies be adopted. All Councillors agreed</p> <p>6.04: To note the recommendations for Parish Councils to avoid breaching GDPR. A report had been circulated prior to the meeting, with recommendations, particularly regarding all Councillors having a dedicated email address for council work only. This had been discussed before by Council and, following a further discussion, it was agreed that no changes were necessary at the moment. There was also a checklist for Councillors to remind them of their obligations under the Data Protection Act. Councillors were invited to sign the checklist and return it to the Clerk. The Clerk would bring some hard copies to the next meeting.</p> <p>6.05: To note the contents of the Biodiversity Project from Babergh and to determine areas within Holbrook and Lower Holbrook where seeds and hedging could be beneficial. Several options were discussed and Cllr Allinson agreed to feed back to the Clerk so that the form could be returned before the deadline of 31st August. It was suggested that the Parish Council might launch an “adopt a tree” initiative, where volunteers would agree to regularly water and look after a new tree.</p> <p>6.06: To note the concerns about speeding on Church Hill and the suggestions made to combat speeding by the resident concerned. A copy of an email had been circulated prior to the meeting. The concerns and some of the remedies suggested were noted but it was pointed out that poor visibility had been a key factor in the PC’s refusal of the original planning application. The Clerk</p>	<p>Cllrs Clerk</p> <p>Cllr Allinson/ Clerk</p>

<p>was asked to write to the resident inviting him to join the speedwatch and to explain that his concerns had been considered by the PC.</p> <p>6.07: The contents of the Clerk's report were noted. The clerk added that the speed camera repairs cost £600, which was covered by our Gold Maintenance contract.</p>	Clerk																																							
<p>HPC1508/07 Finance:</p> <p>7.01: To receive the RFO report and commentary which highlighted any variations from the original budget – Cllr Ambrose reported that a cheque for a lottery win has been returned as a donation</p> <p>7.02: It was noted that Cllr Allinson has independently verified the Bank Statements with the Bank Reconciliation to 31st July 2022</p> <p>7.03: Councillors noted that the external auditor's report had been received and circulated and no issues were raised. The report has been posted on the website.</p> <p>7.04: To agree the following payments, including those received since the publication of Agenda. The invoice for the Parish Papers (Tuddenham Press) had been added. Authorisation of the payments detailed below was proposed by Cllr Ingleton and seconded by Cllr Allinson All Councillors agreed.</p> <table border="1" data-bbox="140 723 1307 1137"> <tr> <td>16/08/22</td> <td>Mrs J M Hazlewood – salary (BACs)</td> <td>£ 622.45</td> </tr> <tr> <td>16/08/22</td> <td>Mrs J M Hazlewood – Expenses and Stationery (BACs)</td> <td>£ 35.99</td> </tr> <tr> <td>16/08/22</td> <td>Patrick Goodchild – Salary (BACs)</td> <td>£ 214.18</td> </tr> <tr> <td>16/08/22</td> <td>HMRC – PAYE & Employer's NI (BACs)</td> <td>£ 212.02</td> </tr> <tr> <td>16/08/22</td> <td>SLCC – Training Expenses (BACs)</td> <td>£ 72.00</td> </tr> <tr> <td>16/08/22</td> <td>O. Abbott - Reade Field Grass Cutting (BACs)</td> <td>£ 130.00</td> </tr> <tr> <td>16/08/22</td> <td>PKF Littlejohn – External Audit fees (BACs)</td> <td>£ 360.00</td> </tr> <tr> <td>16/08/22</td> <td>E-on Next – Pavilion Electricity (DD)</td> <td>£ 20.59</td> </tr> <tr> <td>16/08/22</td> <td>WAVE – Pavilion Water (DD)</td> <td>£ 32.72</td> </tr> <tr> <td>16/08/22</td> <td>Tuddenham Press – Parish Papers (BACs)</td> <td>£ 230.00</td> </tr> <tr> <td>16/08/22</td> <td>Lottery 1st prize July (cheque)</td> <td>£ 20.50</td> </tr> <tr> <td>16/08/22</td> <td>Lottery 2nd prize July (cheque)</td> <td>£ 12.30</td> </tr> <tr> <td>16/08/22</td> <td>Lottery 3rd prize July (cheque)</td> <td>£ 8.20</td> </tr> </table>	16/08/22	Mrs J M Hazlewood – salary (BACs)	£ 622.45	16/08/22	Mrs J M Hazlewood – Expenses and Stationery (BACs)	£ 35.99	16/08/22	Patrick Goodchild – Salary (BACs)	£ 214.18	16/08/22	HMRC – PAYE & Employer's NI (BACs)	£ 212.02	16/08/22	SLCC – Training Expenses (BACs)	£ 72.00	16/08/22	O. Abbott - Reade Field Grass Cutting (BACs)	£ 130.00	16/08/22	PKF Littlejohn – External Audit fees (BACs)	£ 360.00	16/08/22	E-on Next – Pavilion Electricity (DD)	£ 20.59	16/08/22	WAVE – Pavilion Water (DD)	£ 32.72	16/08/22	Tuddenham Press – Parish Papers (BACs)	£ 230.00	16/08/22	Lottery 1 st prize July (cheque)	£ 20.50	16/08/22	Lottery 2 nd prize July (cheque)	£ 12.30	16/08/22	Lottery 3 rd prize July (cheque)	£ 8.20	
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<p>HPC1508/08: Planning</p> <p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</p> <p>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 Deemed Lawful</p> <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 Deemed Lawful</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 Awaiting Decision</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 Awaiting Decision</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, Awaiting Decision</p> <p>DC/22/03286 Proposal: 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</p>																																								

<p>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 Application withdrawn 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. Awaiting Decision 8.02: To consider new applications received: no new applications had been received in time to be included on this Agenda.</p>	
<p>HPC1508/09: Councillor Reports: to note councillors' reports and activities since the last meeting Cllr Ambrose: Cllr Ambrose reported that the committee set up for Jubilee are meeting again in September to organise some more events. Cllr Allinson: Cllr Allinson had trimmed the brambles on Church Hill. He will check the effect of the drought on the trees planted. He was hoping to complete the tree management plan in October. He had promised to look at the bus shelters to rationalise the costs included in the Asset Register, the amount insured and the sums held on reserves. Cllr Holmes and Cllr Allinson reported that the boardwalk opposite the Mill is uneven and becoming "spongy" and the Clerk was asked to report it to Highways. Cllr Ingleton: reported that she was having a further meeting with the Football Team to discuss the pavilion.</p>	Clerk
<p>HPC1508/10: To consider items for future agendas: Councillors were also asked to send the Clerk any items they wanted to be included in the Monday 19th September Meeting Agenda.</p>	All Cllrs
<p>HPC1508/11: Date of the next Parish Council Meeting will be held on Monday 19th September at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;">John Ambrose 26th September 2022 Chairman..... Date.....</p>	

The meeting finished at 8.37

Accessible version of the signed minutes