

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at the Methodist Chapel on Monday 26th September 2022 at 7.30pm.

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

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

<p>HPC2609/01: Apologies were received from Cllrs Abbott, Allinson, Fisk, Holmes & Martin due to other commitments. Councillors agreed to these absences. Apologies were also received from County Councillor Simon Harley.</p>	
<p>HPC2609/02: 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>HPC2609/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting and invited questions. Cllr McLaren added that she is inviting Parishes to think about warm spaces and the Chairman confirmed that the Parish Council would coordinate the opening of the warm spaces. So far the Methodist Chapel had been identified as a venue. Cllr McLaren suggested the coffee caravan and the clerk will contact the owner. Cllrs noted Cllr McLaren's word of caution re adopting schemes without any governance. She also reported that the Belle Vue application in Sudbury had been refused. Suffolk County Council: County Council lor Simon Harley had circulated a report prior to the meeting but was unable to attend the meeting. It was noted that the half marathon is now on Sunday 23rd October. Cllr Ambrose reported that the Village Hall Cttee are considering the EV charging point. 3.02 Residents: there were no residents present</p>	
<p>HPC2609/04 To consider and approve the Minutes of the Parish Council's Meeting held on 15th August 2022: It was proposed by Cllr Ingleton and seconded by Cllr Pittman that the minutes of the Parish Council Meeting held on Monday 15th August 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.</p>	
<p>HPC2609/05 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 which is on the planning agenda for 19th October, if he is available. • A reporting link to report road safety issues is on the website • The Coordinator of the Community Speed Watch Group had written an article for the website and for the next Parish Papers • Cllr Allinson had completed a comprehensive application form for the biodiversity project at Babergh DC and he and the Clerk had had a subsequent site meeting with the Biodiversity officer • Two new recruits had recently been added to the CSW team, including the resident from Page Close who had expressed concerns about road safety on Church Hill. • The Clerk had reported that the boardwalk opposite the Mill was becoming spongy and uneven. Highways had responded to say they didn't think any action was needed • The Clerk had brought copies of the GDPR checklist for Councillors to the meeting and invited Councillors to take one to complete. <p>5.02: To receive an update on the Parish Plan – a meeting had taken place in early September and a report will be presented to the next meeting</p>	<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;">Cllrs</p> <p style="text-align: center;">Cllr Allinson</p>

<p>5.03: To receive an update on the Neighbourhood Plan: the plan is with consultants and will be presented to the Parish Council meeting in October for adoption.</p> <p>5.04: To receive an update on the CSHG: a new coordinator has agreed to take over and the equipment currently held in the previous coordinator's shed will be housed in the pavilion</p> <p>5.05: Eco lighting: Most of the work on the lights has taken place. There is some additional work required on a couple of the lights and the timings need to be confirmed once all lights have been completed.</p> <p>5.06: To receive an update on the Hedgehog Highway proposal – no further update had been received. Cllr Ingleton pointed out that the biodiversity plans for the Reade Field would be beneficial to hedgehogs</p> <p>5.07: To receive an update on the road safety issues on Church Hill. Councillors had received a copy of the email exchange between a resident and County Cllr Harley. There is a request for a “kill your speed” sign. County Councillor Harley had said he would support this and provide some funding from his Highway budget, the Parish Council would also need to provide funds. The Clerk will try to ascertain how much it would cost to install such a sign. Highways are looking into the request for a tall building sign near The Mill, but their response was that as it was historical and, as it hadn't had a sign there before, it was unlikely that a new sign and maintenance would be agreed to be necessary.</p> <p>5.08: To receive an update on the Community Speed Watch Team. The coordinator had agreed to take responsibility for the SID sign in the village. Two new recruits had been added to the team. The coordinator had visited the lower part of Church Hill and had witnessed several cars speeding up as they went past The Mill. He was investigating whether a new site could be added to the CSW further down the hill.</p>	Clerk						
<p>HPC2609/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the updated Asset Register – the values listed on the register were discussed and it was agreed to set up a working party with Cllr Allinson, Ingleton and the Clerk need to review and report back to the Council.</p> <p>6.02: To review and, if agreed, adopt the Grant Scheme Policy – following a discussion a phrase was added to the second bullet point in 12, which now reads “The amount being requested and the total cost of the project”</p> <p>6.03: To review and, if agreed, adopt the Community Engagement Policy. Copies of the policies in item 6.01-6.03 had been circulated prior to the meeting. It was proposed by Cllr Ingleton and seconded by Cllr Wright that all three reviewed policies be adopted, with the changes mentioned above. All Councillors agreed</p> <p>6.04: To note the contents of the Clerk's report. It was noted that the planter is now in place outside the Coop.</p> <p>6.05: To note the contents of email expressing concern about the safety of the children's play area. Laminated temporary notices saying “no dogs allowed in the play area” had been put up on the fence surrounding the play area but had been removed by persons unknown. Professional notices have been ordered and should be in place within the next few days. The issue with the gate self-closing is being investigated.</p> <p>6.06: A request had been received from residents of Clifton Wood to plant more trees on their grass verges. A copy of the email had been circulated prior to the meeting. All Councillors agreed that this was an excellent idea. The Tree Warden is liaising with them.</p>	Clerk Clerk Cllr Allinson						
<p>nHPC2609/07 Finance:</p> <p>7.01: The RFO's report and commentary had been circulated prior to the meeting, highlighting any variations from the original budget.</p> <p>7.02: It was noted that the 2nd year's premium of our 3-year contract with Zurich has increased, due to a small additional premium to cover the cost of insuring the fitness classes.</p> <p>7.03: Councillors considered the letter from SAAA re opting out of the central procurement arrangements for appointing an external auditor and the other relevant documents which had been circulated. It was proposed by Cllr Ingleton and seconded by Cllr Pittman not to opt out of the central procurement process. All Councillors agreed.</p> <p>7.04: To agree the following payments, including those received since the publication of Agenda. These include a Debit Card payment to Wickes and a cheque for the Methodist Chapel. Authorisation of the payments detailed below was proposed by Cllr Ingleton and seconded by Cllr Robertson. All Councillors agreed.</p> <table border="1" data-bbox="135 1960 1308 2027"> <tr> <td data-bbox="135 1960 311 1993">30/08/22</td> <td data-bbox="311 1960 1109 1993">Screwfix – Fire Equipment for Pavilion (Debit card)</td> <td data-bbox="1109 1960 1308 1993">£ 56.98</td> </tr> <tr> <td data-bbox="135 1993 311 2027">31/08/22</td> <td data-bbox="311 1993 1109 2027">Nelson Potter – fence panels (Debit card)</td> <td data-bbox="1109 1993 1308 2027">£ 13.44</td> </tr> </table>	30/08/22	Screwfix – Fire Equipment for Pavilion (Debit card)	£ 56.98	31/08/22	Nelson Potter – fence panels (Debit card)	£ 13.44	
30/08/22	Screwfix – Fire Equipment for Pavilion (Debit card)	£ 56.98					
31/08/22	Nelson Potter – fence panels (Debit card)	£ 13.44					

12/09/22	Noticeboard Co. Ltd. – replacement security keys (Debit card)	£ 9.60
23/09/22	Wickes – metal post for dog bin (Debit card)	£ 7.00
27/09/22	Mrs J M Hazlewood – Expenses (BACs)	£ 26.00
27/09/22	Mrs J M Hazlewood – Salary (BACs)	£ 622.45
27/09/22	Patrick Goodchild – Salary (BACs)	£ 213.98
27/09/22	HMRC – PAYE & Employer's NI (BACs)	£ 212.22
27/09/22	J. Ambrose - expenses (BACs)	£ 11.25
27/09/22	E-on Next – Pavilion Electricity (DD)	£ 18.67
27/09/22	SALC – Training Expenses (BACs)	£ 67.20
27/09/22	SALC – Credit note against Inv 79, cancelled course	£ - 31.20
27/09/22	Zurich – Parish Council Insurance Policy (BACs)	£ 638.42
27/09/22	Mark Thompson – Fitness Classes (BACs)	£ 150.00
27/09/22	The Methodist Chapel – Hire of Chapel for meeting (Cheque)	£ 20.00

No lottery draw was made this month, as the new lottery has just started. A double draw will be made next month for September and October.

HPC2609/08: Planning

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

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 2690 - Severance of garden and erection of 1No. single storey dwelling. **Location:** Orchard Lea, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT **Awaiting Decision**

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 **Granted**

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**

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

DC/22/03300 Proposal: Application under S73 for Removal or Variation of a Condition following grant of Planning Permission B/14/00412 dated 03.10.2014. Town and Country Planning Act 2690.- To vary - Condition 3 (Operation of Site) - To allow camping to take place all year round.

Location: Land West of Alton Water Visitors Centre, Holbrook Road, Stutton, Suffolk. Following a discussion, and whilst being sympathetic to some of the objections from other organisations, it was agreed not to make any recommendations in this case. Proposed by Cllr Pittman and seconded by Cllr Ingleton. **All Councillors agreed.**

DC/22/03951 Proposal: Householder Application - Construction of an in-ground swimming pool and pool house. Landscaping, including planting of native wildflower meadow and native shrubs on mown grass ground within garden. **Location:** The Barley House, Wall Farm, Harkstead Road, Holbrook IP9 2RQ. *The Parish Council asked for an extension to 20th September, which was granted, but when checked on 13th September, the application had already been granted.*

DC/22/04375 Proposal: Full Planning Application - Erection of two storey side extension with rear balcony and staircase (following re-positioning of outbuilding). **Location:** Swan Inn, The Street, Holbrook, Ipswich Suffolk IP9 2PZ. Following a discussion, approval was recommended subject to the window in the front elevation matching the existing windows on the same elevation.

Proposed by Cllr Wright and seconded by Cllr Robertson. **All Agreed**

HPC2609/09: Councillor Reports: to note councillors' reports and activities since the last meeting

- Cllr Ambrose reported that The Community Caretaker had resigned and thanked him for his excellent work over the years. An advert would be put in the next edition of the Parish Papers to try and find a replacement. Cllr Ambrose also reported also that the community came together to carry out Operation London Bridge and all went according to plan. The team who planned the Jubilee events has agreed to continue as an Events Team – films

<p>are planned once a month, and in the future a Murder Evening and a Burns Night with Scottish dancing are planned.</p> <ul style="list-style-type: none"> • Cllr Pittman agreed to join Cllr Ingleton on the Reade Field Working Group. • Cllr Holmes was unable to be at the meeting but had reported via the Clerk that the intention was to introduce a Parish Climate Strategy and a working party would convene soon to take this forward. Cllrs were invited to join the working party. 	<p>Clerk/Cllr Holmes</p>
<p>HPC2609/10: To consider items for future agendas: Councillors were also asked to send the Clerk any items they wanted to be included in the Monday 17th October Meeting Agenda.</p>	<p>All Cllrs</p>
<p>HPC2609/11: Date of the next Parish Council Meeting will be held on Monday 17th October at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;">John Ambrose 17th October 2022</p> <p>Chairman..... Date.....</p>	

The meeting finished at 8.33

These minutes were agreed and signed by the Chairman at the meeting held on 17th October 2022