

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17<sup>th</sup> October 2022 at 7.30pm.**

**Present:** Cllr J Ambrose (Chairman), Cllr G Abbott, Cllr R. Allinson, Cllr R. Fisk, C Cllr S. Ingleton, Cllr D. Martin, Cllr S. Peck, Cllr M Robertson, Cllr A Wright

**In attendance:** Mrs J Hazlewood (Clerk), District Council Mary McLaren, County Councillor Simon Harley No members of the public attended.

<p><b>HPC1710/01: Apologies</b> were received from Cllrs Holmes and Pittman due to other commitments. Councillors <b>agreed</b> to these absences.</p>	
<p><b>HPC1710/02: Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations:</b> 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><b>HPC1710/03 Public Forum:</b>  <b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting and invited questions. Cllr McLaren was thanked for her report and there were no further questions.  <b>Suffolk County Council:</b> County Councillor Simon Harley had circulated a report prior to the meeting and invited questions. He highlighted the Suffolk scheme Warm Homes Suffolk scheme which offers advice and financial assistance to eligible households to insulate and heat their homes effectively. He had been in correspondence with a resident from Page Close and, as a result, Highways have agreed that the hedgerow needs cutting back further. He confirmed that Kill Your Speed Signs are currently unavailable. He also confirmed that, at the Council's request, Holbrook have been put on the list for quiet lanes but if successful, the Council may need to make a financial contribution. Cllr Ambrose pointed out that when the SID was installed, the Council should have received Kill Your Speed signs to install on the posts when the SID was not in place but were out of stock at the time. CC Simon Harley is looking into what alternative signs might be available.  <b>3.02 Residents:</b> there were no members of the public present.</p>	
<p><b>HPC1710/04 To consider and approve the Minutes of the Parish Council's Meeting held on 26<sup>th</sup> September 2022:</b> It was proposed by Cllr Ingleton and seconded by Cllr Wright that the minutes of the Parish Council Meeting held on Monday 26<sup>th</sup> September 2022 be approved and signed. <b>All Councillors were in favour</b> and the minutes were duly signed by the Chairman.</p>	
<p><b>HPC1710/05 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. Cllr Allinson is hoping to have a draft by the next meeting.</li> <li>• A litter pick on Holbrook Creek and Alton Green will be arranged in due course with the Scouts</li> <li>• Cllr Ambrose will attend the planning meeting for the hybrid planning application at Hyams Lane when scheduled</li> <li>• The Rural Café Caravan are visiting various places in the County from November indoors Their itinerary is on their website, which includes a list of warm spaces, community shops, etc.</li> <li>• The Clerk had contacted Highways re the "Reduce Your Speed" sign requested for Church Hill. See 3.01</li> <li>• A meeting was still to be set up re the Asset Register between the Clerk, Cllr Ingleton and Cllr Allinson but, in the meantime, the clerk had been informed that the values on the Asset Register should remain the same and reflect purchase price, or historic value, but a separate valuation could be made for insurance purposes so that assets are comprehensively insured.</li> <li>• The gate to the playpark still needs attention and the Clerk will pursue further</li> </ul>	<p style="text-align: center;">Cllr Allinson &amp; Clerk Cllrs Allinson &amp; Holmes Cllr Ambrose</p> <p style="text-align: center;">Clerk/Cllrs Ingleton &amp; Allinson</p> <p style="text-align: center;">Clerk</p>

<ul style="list-style-type: none"> <li>• Cllr Allinson will liaise with Clifton Wood residents re the tree planting and has sourced some trees and hedging for the community</li> <li>• A climate strategy working party would be convened when Cllr Holmes was back from holiday.</li> <li>• The vacancy for a community caretaker had been advertised - two applications had been received and one further expression of interest. The deadline is 30<sup>th</sup> October after which the Chair and the Clerk would draw up a shortlist and interview.</li> </ul> <p><b>5.02:</b> To receive an update on the Parish Plan – a meeting had taken place in early September and a report will be circulated in due course</p> <p><b>5.03:</b> To receive an update on the Neighbourhood Plan: a Q &amp; A session had been held the previous week with the consultant prior to being presented for adoption at this meeting. Councillors were asked to formally adopt the plan so that it could be submitted to Babergh DC. It was proposed by Cllr Allinson and seconded by Cllr Fisk that the plan be adopted. <b>All councillors agreed.</b> The clerk would inform the NP Group and the submitted version would be put on our website</p> <p><b>5.04:</b> To receive an update on the CSHG: A working party will be set up in due course with the new coordinator to carry out some of the identified tasks</p> <p><b>5.05: Eco lighting:</b> no further update on the lighting. The coordinator at SCC has been on holiday. The clerk will chase this up so that the project can be finalised.</p> <p><b>5.06:</b> To receive an update on the Hedgehog Highway proposal – nothing further had been heard re the hedgehog project, although the plans for biodiversity for the Reade Field had been well received. Cllr Ingleton reported that requests had been made to houses surrounding the Reade Field to leave holes in their boundaries for the hedgehogs to get through.</p> <p><b>5.07:</b> To receive an update on the road safety issues on Church Hill. See 3.02 above.</p> <p><b>5.08:</b> To receive an update on the Community Speed Watch Team. The new recruits have been out on a watch. Three watches have taken place since the last meeting. The hope is to increase the number of watches to at least one per fortnight. The Chairman is going to meet with the coordinator of the CSW team, who will take over the management of the SID. It was agreed that the data from the SID could be particularly useful for the CSW team on where and when to target their activities.</p>	<p>Clerk/Cllr Holmes</p> <p>Cllr Allinson</p> <p>Clerk</p> <p>Clerk</p>
<p><b>HPC1710/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To review and, if agreed, adopt the Health and Safety Policy</p> <p><b>6.02:</b> To review and, if agreed, adopt the Equality and Diversity Policy</p> <p><b>6.03:</b> To review and, if agreed, adopt the Lone Working 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 Ingleton and seconded by Cllr Fisk that all three reviewed policies be adopted, with the changes mentioned above. <b>All Councillors agreed</b></p> <p><b>6.04:</b> To note the request from a resident at Admirals Quarter for a defibrillator in that area. The Clerk had circulated a short report which give a rough estimate of the cost of a defib, but the issue was where it could be sited. A defibrillator in a case would need an electricity supply to keep it at an appropriate temperature. The clerk would investigate at St. Mary's and the surrounding area and would also contact Taylor Wimpey. The clerk would also investigate whether a defibrillator without a cabinet would be a possibility, thereby swerving the need for an electrical supply.</p> <p><b>6.05:</b> Councillors noted the contents of the clerk's report which had been circulated prior to the meeting.</p>	<p>Clerk</p>
<p><b>nHPC1710/07 Finance:</b></p> <p><b>7.01:</b> The RFO's report and commentary had been circulated prior to the meeting, highlighting any variations from the original budget. The clerk confirmed that Invoices had been issued for advertising space in the Parish Papers.</p> <p><b>7.02:</b> To organise a working party meeting in November to draft a budget for 2023/2024. The Clerk would arrange a mutually suitable date for the working party, consisting of Cllrs Ambrose, Holmes and Fisk and the Clerk. The Clerk to ask Cllr Pittman if he would like to join the working party. The Chairman confirmed that the current financial difficulties facing people would be carefully considered when setting the precept for 2023/2024</p> <p><b>7.03:</b> Councillors <b>noted</b> that the bank reconciliation and bank statements had been independently checked and verified by Cllr Allinson.</p> <p><b>7.04:</b> To agree the following payments, including those received since the publication of</p>	<p>Clerk</p>

Agenda. The amount for fitness classes was confirmed as £150 and an invoice for trimming the edge of the pond at Alton Green had been received since the publication of the agenda from M & D Cordle for £48.00

20/09/22	J. Ambrose – Chairman’s Allowance paid by DD	£ 75.00
10/10/22	Postage stamps paid by Debit Card	£ 13.04
17/10/22	Mrs. J. Hazlewood – expenses & stationery (BACs)	£ 40.77
17/10/22	Mrs J M Hazlewood – Salary (BACs)	£ 622.45
17/10/22	HMRC – PAYE & Employer’s NI (BACs)	£ 158.62
17/10/22	SALC – Payroll services (BACs)	£ 82.80
17/10/22	Playquip – Playground inspection (BACs)	£ 192.00
17/10/22	Vertas – Grass Cutting (BACs)	£ 230.87
17/10/22	E-on Next – Pavilion Electricity (DD)	£ 18.16
17/10/22	M & D Cordle – Alton Green (BACs)	£ 48.00
17/10/22	Mark Thompson – Fitness Classes (BACs)	£ 150.00
17/10/22	Stutton & Holbrook First Responders – grant (cheque)	£ 100.00
17/10/22	Holbrook Helpers – S. 137 grant (BACs)	£ 400.00
17/10/22	SARS –S.137 grant (cheque)	£ 25.00
17/10/22	Holbrook Village Hall – S. 137 grant (BACs)	£ 200.00
17/10/22	Holbrook Repair Café – S. 137 grant (BACs)	£ 200.00
17/10/22	Holbrook Academy – S.137 grant presentation evening (cheque)	£ 35.00
17/10/22	PCC All Saints – S.137 grant	£ 500.00
17/10/22	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Lottery prizes, September draw (cheques 2666/7/8)	£ 38.50
17/10/22	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Lottery prizes, October draw (cheques 2669/70/71)	£ 38.50
	RBL to be paid by BACs upon receipt of wreath for Remembrance	£ 50.00

Cllr Allinson proposed and Cllr Martin seconded that the above payments be agreed.. **All Councillors in favour.** As no draw was made in September for the lottery due to the start of a new 12-month period, two months’ prizes were drawn in October.

**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 **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/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 **Awaiting Decision**

**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 **Awaiting Decision**

**8.02 To consider new applications received**

**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. **Note: this is a request for re-consultation. Reason(s) for re-consultation:** Revised access plan received 28th September 2022. Following discussion, it was proposed by Cllr Martin and seconded by Cllr Wright that the revised access would not materially alter the council’s previous comments and their recommendation to refuse this application. **All councillors agreed** and the Clerk would log the Council’s views on the planning portal

Clerk

<p><b>HPC1710/09: Councillor Reports:</b> to note councillors' reports and activities since the last meeting</p> <ul style="list-style-type: none"> <li>• Cllr Martin had had concerns about the hedge by the Compasses which has now been trimmed</li> <li>• Cllr Peck asked if the Academy could put a white line at the end of their drive to encourage drivers to stop before pulling out onto the road. The clerk would write to the Academy.</li> <li>• Cllr Allinson reported that District Councillor McLaren had helped to enlist the planning officer's support to get the trees re-planted at Admirals Quarter in line with the original planning permission. He also reported that the Captain Blood event had been successful.</li> <li>• Cllr Ingleton asked if there could be another noticeboard at the Reade Road end of the Reade Field, so that notices were not put on the trees. The clerk would investigate. Following a brief discussion about funding for the pavilion Cllr McLaren suggested contacting her with the proposals for the pavilion and she would advise on grants which may be appropriate.</li> <li>• Cllr Ambrose reported that the grit bins have now been filled. He also reported that 38 people had attended the recent Film Night and a slight profit had been made. The next film is Elvis on 19<sup>th</sup> November. He confirmed that there would be an Act of Remembrance on 11<sup>th</sup> November at the Memorial and a Remembrance Service at the Church on Sunday 13<sup>th</sup> November.</li> <li>• Cllr Fisk suggested that the PC advertise using all its media outlets to let people know that anyone can use the grit in the grit bins in bad weather where needed, but they would need to bring their own shovels. The Chairman would add it to his article in the Parish Papers, the clerk would add a note to the website and the Facebook team would add it to the Council's facebook page.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk/ Chairman/ Facebook group</b></p>
<p><b>HPC1710/10: To consider items for future agendas:</b> Councillors were asked to send the Clerk any items they wanted to be included in the Monday 21<sup>st</sup> November Meeting Agenda.</p>	<p><b>All Cllrs</b></p>
<p><b>HPC1710/11: Date of the next Parish Council Meeting will be held on Monday 21<sup>st</sup> November</b> at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;"><b>John Ambrose</b> <b>Chairman</b>.....</p> <p style="text-align: right;"><b>21<sup>st</sup> November 22</b> <b>Date</b>.....</p>	

The meeting finished at 8.35

The minutes were signed by the Chairman of the Parish Council and an original copy of the signed minutes is kept in the Minutes folder held by the Clerk.