

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 21<sup>st</sup> November 2022 at 7.30pm.**

**Present:** Cllr J Ambrose (Chairman), Cllr M. Holmes, Cllr S. Ingleton, Cllr D. Martin, Cllr S. Peck, Cllr M. Pittman, Cllr A Wright

**In attendance:** Mrs J Hazlewood (Clerk), District Council Mary McLaren, County Councillor Simon Harley and one member of the public attended.

<p><b>HPC2111/01: Apologies</b> were received from Cllrs Abbott, Allinson and Fisk due to other commitments. Councillors <b>agreed</b> to these absences. Councillor Robertson was absent.</p>	
<p><b>HPC2111/02: 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>HPC2111/03 Public Forum:</b>  <b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting and invited questions from Councillors. She added that the Methodist Chapel has received a grant towards the Warm Spaces initiative.  <b>Suffolk County Council:</b> County Councillor Simon Harley had circulated his report prior to the meeting and invited questions. He provided some hard copies of the Cost-of-Living Support leaflet which were available online too. He informed Councillors that the County Council was set to have a 12-million-pound deficit in their budget this year and signposted councillors to a survey for people to give their views on the priorities of council spending for 2023/24. The link to the survey is: <a href="https://www.smartsurvey.co.uk/s/7BQY0J/">https://www.smartsurvey.co.uk/s/7BQY0J/</a>  <b>3.02 Residents:</b> The resident present asked when the village sign by Potash Farm would be replaced, as it had been demolished some time ago by a car. The resident agreed to lodge this with Highways via the reporting tool. He also asked whether the coat of arms on Church Green would be replaced with CRIII, but following a conversation, it was agreed that this was a historical coat of arms which celebrated Queen Elizabeth's reign from 1952-2002. It was agreed to consider an additional coat of arms or something similar following the coronation of King Charles III.</p>	
<p><b>HPC2111/04 To consider and approve the Minutes of the Parish Council's Meeting held on 17<sup>th</sup> October 2022:</b> It was proposed by Cllr Ingleton and seconded by Cllr Holmes that the minutes of the Parish Council Meeting held on Monday 17<sup>th</sup> October 2022 be approved and signed. <b>All Councillors were in favour</b> and the minutes were duly signed by the Chairman.</p>	
<p><b>HPC2111/05 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 Clerk will set up a working party early in the New Year with Cllr Allinson and Cllr Ingleton to review the Asset Register, with particular reference to insurance values</li> <li>• The gate into the play area had been adjusted so that it was now self-closing</li> <li>• The gate to the playpark still needs attention and the Clerk will pursue further</li> <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 had been held and immediate aims identified. The group will encourage other residents to join the working party</li> <li>• The latest version of the Neighbourhood Plan is on the website</li> <li>• The Clerk had been in touch with SCC re the street lighting and all but 3 lights had been completed. An estimate of the cost for remedial work to 3 outstanding lights was awaited, but a cost for the work to date would be submitted by SCC in the meantime.</li> </ul>	<p style="text-align: center;">Cllr Allinson &amp; Clerk Cllrs Allinson &amp; Holmes Cllr Ambrose</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk Cllr Allinson</p>

<ul style="list-style-type: none"> <li>An email had been received from the management group for Admirals Quarter to say that they would agree in principle to have a defibrillator somewhere on the development, but the cost of any electricity and maintenance would have to be met by the Parish Council. The Clerk will follow this up</li> <li>The budget working party meeting was set for Monday 28<sup>th</sup> November at 7.00 p.m. The Clerk will confirm the time and place.</li> <li>The Clerk had written to the Academy re a white line and they had agreed to have a white line at the end of their drive.</li> <li>The Clerk had been looking at noticeboards. A simple board to be erected near the fence seemed to be the best option. Clerk would follow this up.</li> <li>Information about the grit bins had been put on the website. Grit was needed for the Berners Field grit bin. The clerk would follow this up.</li> </ul> <p><b>5.02:</b> To receive an update on the Parish Plan – a report was still pending  <b>5.03:</b> To receive an update on the CSHG: the Chairman reported that the group is now up and running. He added that the Council had received an offer from a resident to clean all the signs in Holbrook and they have been put in touch with the coordinator of the CSHG.  <b>5.04:</b> Eco lighting: see above  <b>5.05:</b> The Hedgehog Highway group had received an offer of funding  <b>5.06:</b> To receive an update on the road safety issues on Church Hill. There was still some debate about the cutting back of the vegetation to improve the visibility to the entrance to Page Close. The clerk was asked to email Cllr McLaren with the details of the correspondence to see if it needed to be pursued with planning enforcement. Cllr Harley had requested an estimate of cost for the Reduce Your Speed sign.  <b>5.07:</b> To receive an update on the Community Speed Watch Team. The Team continues to carry out speed checks at least fortnightly. Two ANPR cameras had been in place from 14<sup>th</sup> November to 21<sup>st</sup> November – one at Berners Field and one at the far end of RHS  <b>5.08:</b> To receive an update on the appointment of the new Community Caretaker. Councillor Ambrose reported that there had been 4 applicants. Following interviews, the post was offered to Bill Abbott, subject to satisfactory references</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Allinson</p> <p>Clerk</p>
<p><b>HPC2111/06 Correspondence received requiring a response and new business:</b>  <b>6.01:</b> To review and, if agreed, adopt the Sickness &amp; Absence Policy  <b>6.02:</b> To review and, if agreed, adopt the Staff Appraisal Policy  <b>6.03:</b> To review and, if agreed, adopt the Discipline Policy  <b>6.04:</b> To review and, if agreed, adopt the Grievance Policy  Copies of the policies in item 6.01-6.04 had been circulated prior to the meeting. It was proposed by Cllr Holmes and seconded by Cllr Martin that all four reviewed policies be adopted, <b>All Councillors agreed</b>  <b>6.05:</b> To note the contents of the letter from James Cartlidge MP. Cllr McLaren offered to try and clarify the energy payments being offered. She agreed to send information to the Clerk for circulation.  <b>6.06:</b> Ratification of the appointment of Bill Abbott as Community Caretaker was proposed by Cllr Ingleton and seconded by Cllr Wright and <b>all Councillors agreed.</b>  <b>6.07:</b> The contents of the Clerk's report were noted.</p>	
<p><b>HPC2111/07 Finance:</b>  <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 reported that the 2<sup>nd</sup> quarter of the grant for the Community Caretaker had now been received and all but one invoice for advertisements had been settled  <b>7.02:</b> To note that the budget working party meeting was planned for 28<sup>th</sup> November,  <b>7.03:</b> It was proposed to appoint Heelis and Lodge as the Internal Auditors for the 2022/23 financial year – proposed by Cllr Holmes and seconded by Cllr Martin. <b>All Councillors agreed</b>  <b>7.04:</b> To note the contents of the national pay agreement and to approve the implementation of the pay agreement. Implementation of the new pay scale from April 22 was proposed by Cllr Peck, seconded by Cllr Pittman. <b>All Councillors agreed</b>  <b>7.05:</b> Approval of the appointment of a consultant to assist with the response to the change of use of the Compasses was proposed by Cllr Peck and seconded by Cllr Martin. <b>All Councillors agreed.</b>  <b>7.06:</b> To agree the following payments, including those received since the publication of Agenda. The amount for fitness classes was confirmed as £175 and the lottery fund had increased to £42. No invoice had been received from O. Abbott. The RBL payment for the poppy wreath had</p>	

been agreed at the last meeting, but the bank details had only just been received. The quote for signs for the Reade Field had been accepted and the invoice would need paying on completion.

05/11/22	Nelson Potter – fence posts (Debit card)	£ 13.44
21/11/22	Mrs J. Hazlewood – Expenses and stationery (BACs)	£ 53.98
21/11/22	Mrs J Hazlewood – Salary (BACs)	£622.45
21/11/22	HMRC 0 PAYE & Employer's NI (BACs)	£158.37
21/11/22	SLCC – training costs (BACs)	£ 36.00
21/11/22	Wave – Pavilion water (DD)	£ 32.72
21/11/22	Tuddenham Press - Parish Papers (BACs)	£230.00
21/11/22	RBL - Poppy Wreath (BACs)	£ 50.00
21/11/22	E-on – Pavilion electricity (DD)	£ 18.60
21/11/22	Mark Thompson – Fitness classes (BACs)	£175.00
21/11/22	Lottery 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> prizes November (cheques 2672/3/4)	£ 42.00
21/11/22	Signs for You – Reade Field signs (BACs)	£245.03

Cllr Pittman proposed and Cllr Holmes seconded that the above payments be agreed. **All Councillors in favour.**

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

**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 **Refused**

**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 **Granted**

**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. Awaiting Decision**

**8.02 To consider new applications received**

**DC/22/05076: Proposal: Full Application** - Change of Use of public house (Sui Generis) to form 3 No residential dwellings (Use Class C3) including external staircase, and erection of 2 No chalet bungalows (Use Class C3), including vehicular parking and hard and soft landscaping. **Location:** Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR. Following a discussion, it was agreed that it would be a loss to the community and the claim that it was not viable was mainly due to poor management. There would also be a loss of employment. It was agreed to send the consultant's report in full to object to the change of use. It was proposed by Cllr Wright and seconded by Cllr Ingleton to recommend refusal and individuals were encouraged to lodge their own objections. **All Councillors agreed.**

**HPC2111/09: Councillor Reports:** to note councillors' reports and activities since the last meeting

- Cllr Ambrose reported that Regulation 16 consultation of The Neighbourhood Plan will run from 28<sup>th</sup> November to Wednesday 24<sup>th</sup> January. Hard copies would be available at the Co-op. He also reported that The Armistice services were well attended by residents and included contributions from children from the local schools. He also reported that the Events Team were continuing to make plans and had held another successful film night.
- Cllr Holmes reported on the Climate Action Working Group – the group had met and were encouraging other residents to join. The group would be working with the Church and Chapel to carry out an eco-survey which could be extended to other buildings in the community. Several priorities had been identified and the group would continue to develop its aims and objectives and a plan of action at its monthly meetings.
- Cllr Peck asked the Clerk to write a letter of thanks to the lady who cleaned the bus shelter. There were lots of masks and gloves outside St. Mary's. The Clerk would send a

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Clerk**

<p>letter to see if they could provide a bin on the exit. The pavement floods outside Holly House at the end of The Cut and needs reporting on the reporting tool.</p> <ul style="list-style-type: none"> <li>• Cllr Pittman reported that the Swan Football team are top of the league and would like to be able to use the training facilities at the Academy if possible. It was suggested that the football team write to the Academy to see if they could offer facilities. The clerk would send the contact email address</li> <li>• A letter was requested to go to the couple who replanted around the memorial ready for the Remembrance services.</li> </ul>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p>
<p><b>HPC2111/10: To consider items for future agendas:</b> Councillors were asked to send the Clerk any items they wanted to be included in the Monday 19<sup>th</sup> December Meeting Agenda.</p>	<p style="text-align: center;"><b>All Cllrs</b></p>
<p><b>HPC2111/11: Date of the next Parish Council Meeting will be held on Monday 19<sup>th</sup> December</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>19<sup>th</sup> December 2022</b>  <b>Date</b>.....</p>	

The meeting finished at 8.25 p.m.

These minutes were signed by the Chairman on 19<sup>th</sup> December 2022. A copy of the original signed minutes is held by the Clerk