

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 19th December 2022 at 7.30pm.

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

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

<p>HPC1912/01: Apologies were received from Cllrs Peck, Robertson and Wright due to illness/other commitments. Councillors agreed to these absences.</p>	
<p>HPC1912/02: Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations: A non-pecuniary interest was declared by Cllr Allinson re the planning application DC/22/06108, Cllrs Fisk and Ambrose declared non pecuniary interests in two of the potential recipients of grants in the 2023/4 budget plan. No requests for dispensations were received in connection with the agenda.</p>	
<p>HPC1912/03 Public Forum:</p> <p>3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting and invited questions. Councillors had no further questions and thanked District Councillor McLaren for her report.</p> <p>Suffolk County Council: County Councillor Simon Harley had circulated his report prior to the meeting and invited questions. Cllr Harley added that there would now be an elected leader of the County Council which would take place for the first time in 2024 and will run for 5 years. After the first term of office future elections will coordinate with the County Council elections. The appointment of an elected leader will attract some additional money and additional power with education. Cllr Ingleton highlighted problems with potholes in New Lane and Cllr Harley asked her to forward the reports to him so that he could follow it up with Highways.</p> <p>3.02 Residents: 2 residents attended and expressed their interested in the article in the Parish Papers about a Greener Holbrook. Cllr Holmes explained that a working party has just been set up and they would be welcome to join the group. The Clerk will contact them by email. The next meeting is planned for 9th January 2022. At Cllr McLaren’s suggestion, the Clerk will inform SALC of the Parish Council’s Climate Action group.</p>	<p>Cllr Ingleton</p> <p>Clerk</p>
<p>HPC1912/04 To consider and approve the Minutes of the Parish Council’s Meeting held on 21st November 2022: It was proposed by Cllr Ingleton and seconded by Cllr Pittman that the minutes of the Parish Council Meeting held on Monday 21st November 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.</p>	
<p>HPC1912/05 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. Cllr Allinson is hoping to have a draft by the next meeting. A litter pick on Holbrook Creek and Alton Green will be arranged in due course with the Scouts in the Spring/Summer Cllr Ambrose will attend the planning meeting for the hybrid planning application at Hyams Lane when scheduled. 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 Playquip looked at the gate into the play area and said it needs adjusting to facilitate self-closing. No further action had been taken and the Clerk will follow this up. Cllr Allinson reported that trees had been received from the Woodland Trust and he would liaise with the residents of Clifton Wood re their request to plant some more trees in their cul-de-sac. To source a suitable noticeboard for the Reade Road end of Reade Field. Cllr Ambrose had received an offer from a resident to make a suitable board. To chase the outstanding work to complete the eco-lighting project. The Clerk had been in touch with Suffolk County Council who had promised to give an update as soon as possible. Meanwhile, 85% of the cost of the work was now being paid. 	<p>Cllr Allinson & Clerk</p> <p>Cllrs Allinson & Holmes</p> <p>Cllr Ambrose</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Allinson</p> <p>Clerk</p>

<ul style="list-style-type: none">To pursue the possibility of a defibrillator at Admirals Quarter: the Clerk had been in touch with companies providing defibs. There still remains an issue of where a defibrillator could be successfully sited. The Clerk will continue to investigate.The clerk had forwarded the correspondence re Page Close to the District Councillor, who had followed this up and sent the details to Planning Enforcement.The Clerk had written a letter of thanks to the couple who had planted flowers, etc. around the memorial.The Clerk is writing a letter of thanks to the lady who had cleaned the bus shelter.The Clerk had written to St. Mary's re the discarded masks and gloves and had received a reply who confirm that they do their best to encourage visitors, staff etc. to use the bins provided to dispose of any discarded PPEThe Clerk had sent the Academy details to Cllr Pittman and they had responded to him, although currently there seemed to be no suitable slots for football practice. <p>5.02: To receive an update on the Parish Plan – Cllr Ambrose reported that many of the actions emerging from the survey had been completed. He will provide an update in due course.</p> <p>5.03: See 5.1 above. The timings of the lights are still to be confirmed and will be considered at the next meeting.</p>	Clerk																					
<p>HPC1912/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the Safeguarding Policy</p> <p>6.02: To review and, if agreed, adopt the Tree Management Policy</p> <p>6.03: To review and, if agreed, adopt the Accessibility Statement for the website</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 Allinson that all four reviewed policies be adopted, All Councillors agreed</p> <p>6.04: To note that the Thermal Imaging Camera had been assigned to HPC from Tuesday 24th January to Monday 20th February and to determine how to ensure this was widely advertised. The Clerk would email councillors to recruit volunteers to do the surveys and would ensure Council was aware of the process which needed to be followed. Publicity could go into the next Parish Papers and Facebook/Stutton Shorts.</p> <p>6.05: To note and discuss the contents of the reports from the applicant of the change of use and planning application for The Compasses Inn. Council, although disappointed with the tone of the report, felt there was no further action to take. The Clerk was asked to write to the Director of Economic Development to express the Council's concerns about losing a business and local employment</p> <p>6.06: The contents of the Clerk's report were noted.</p>	<div>Clerk</div> <div>Clerk</div>																					
<p>HPC1912/07 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. Council noted that the bank reconciliation up to the end of November was independently verified by a member of the Council who was not a signatory to the account.</p> <p>7.02: To consider the contents of the draft budget and accompanying notes, including list of contractors & method of payments, projected salaries and subscriptions. Council were asked to adopt the budget and the proposed precept which had been circulated prior to the meeting. Cllr Ambrose informed Council that the budget working party had not increased the precept in the light of the current financial situation. Keeping the precept the same as last year would result in a 20p increase in Council Tax Band D. Questions were invited from Councillors and following a discussion, Cllr Ingleton proposed and Cllr Allinson seconded that the budget plan and the proposed precept of £31,930 (the same precept as 22/23) be adopted. All Councillors agreed.</p> <p>7.03: To agree the following payments, including those received since the publication of Agenda. The amount for fitness classes was confirmed as £200 and the lottery fund had increased to £45. The invoice received from O. Abbott for grass cutting was confirmed as £150.</p> <table><tr><td>30/11/22</td><td>Amazon, stationery, diary and printing paper (Debit card)</td><td>£ 31.91</td></tr><tr><td>30/11/22</td><td>Amazon, stationery, envelopes (Debit Card)</td><td>£ 6.99</td></tr><tr><td>05/12/22</td><td>Screwfix – PPE for Community Caretaker (Debit Card)</td><td>£ 42.86</td></tr><tr><td>09/12/22</td><td>Jewson's – Rock Salt for Berners Field (Debit Card)</td><td>£ 45.94</td></tr><tr><td>20/12/22</td><td>Mrs J M Hazlewood Salary & backdated pay (BACs)</td><td>£ 1090.45</td></tr><tr><td>20/12/22</td><td>Mrs J M Hazlewood Expenses (BACs)</td><td>£ 42.29</td></tr><tr><td>20/12/22</td><td>W. Abbott – Community Caretaker (BACs)</td><td>£ 267.58</td></tr></table>	30/11/22	Amazon, stationery, diary and printing paper (Debit card)	£ 31.91	30/11/22	Amazon, stationery, envelopes (Debit Card)	£ 6.99	05/12/22	Screwfix – PPE for Community Caretaker (Debit Card)	£ 42.86	09/12/22	Jewson's – Rock Salt for Berners Field (Debit Card)	£ 45.94	20/12/22	Mrs J M Hazlewood Salary & backdated pay (BACs)	£ 1090.45	20/12/22	Mrs J M Hazlewood Expenses (BACs)	£ 42.29	20/12/22	W. Abbott – Community Caretaker (BACs)	£ 267.58	
30/11/22	Amazon, stationery, diary and printing paper (Debit card)	£ 31.91																				
30/11/22	Amazon, stationery, envelopes (Debit Card)	£ 6.99																				
05/12/22	Screwfix – PPE for Community Caretaker (Debit Card)	£ 42.86																				
09/12/22	Jewson's – Rock Salt for Berners Field (Debit Card)	£ 45.94																				
20/12/22	Mrs J M Hazlewood Salary & backdated pay (BACs)	£ 1090.45																				
20/12/22	Mrs J M Hazlewood Expenses (BACs)	£ 42.29																				
20/12/22	W. Abbott – Community Caretaker (BACs)	£ 267.58																				

20/12/22	HMRC – PAYE & Employer's NI (BACs – 5.1.23)	£ 356.10	
20/12/22	Tuddenham Press, Parish Papers (BACs)	£ 259.00	
20/12/22	Compass Point – Consultant fees Compasses (BACs)	£ 180.00	
20/12/22	Holbrook Village Hall – Meeting hire charges (BACs)	£ 100.00	
20/12/22	E-on – Pavilion electricity (DD)	£ 18.75	
20/12/22	Suffolk County Council - LED Lighting (BACs) (85% of full cost)	£20580.90	
20/12/22	C. Sawyer – Parish Papers delivery expenses (BACs)	£ 27.48	
20/12/22	O. Abbott – grass cutting Reade Field & Church Green (BACs)	£ 150.00	
20/12/22	Mark Thompson – Fitness classes (BACs)	£ 200.00	
20/12/22	Lottery 1 st , 2 nd & 3 rd prizes December (cheques 2675/6 & BACs)	£ 45.00	
Cllr Holmes proposed and Cllr Pittman seconded that the above payments be agreed. All Councillors in favour.			
<p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</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/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</p> <p>DC/22/05076: Proposal: Full Application - Change of Use of public house (Sui Generis) to form 3 No 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 residential dwellings (Use Class C3) including external staircase, and erection of 2 No chalet bungalows (Use Class the change of use Awaiting Decision</p> <p>8.02 To consider new applications received</p> <p>DC/22/05859 Proposal: Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of 3no. dwellinghouses within existing steel frame barn. Casement windows to all habitable rooms, glazed doors to dining area. Location: Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH Following a discussion, and bearing in mind the limitations of the Parish Council's power in this category of application, it was proposed by Cllr Pittman and seconded by Cllr Ingleton that the clerk would record that the Council had no objection. All Councillors agreed.</p> <p>DC/22/06108 Proposal: (Cllr Allinson withdrew from the discussion) Full Planning Application - Change of Use of additional parcel of land to residential amenity land, erection of single storey side/rear extension, replacement windows/doors and replace upvc storm goods with cast metal; Erection of double cartlodge with external staircase (following demolition of existing garage) Location: Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Following a discussion, Cllr Ingleton proposed and Cllr Pittman seconded that the clerk would record that the council had no objection. All Councillors agreed</p>			Clerk
<p>HPC1912/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> Cllr Holmes raised a concern that a light in the Cut was not working. It was agreed that this light had never worked and it was being followed up as part of the current lighting project. Cllr Holmes had also attended a police forum meeting and had circulated her report, which highlighted that the work carried out by the Community Speedwatch Group had helped to initiate the ANPR and it is hoped that a device might regularly (possibly monthly) be present in Holbrook in the future. 			Clerk

<ul style="list-style-type: none"> • Cllr Allinson reported that District Cllr McLaren had reported to Planning Enforcement that the trees in Admirals Quarter need replanting. • Cllr Ingleton reported that she hopes to have specifications for the new pavilion by the next meeting. • Cllr Ambrose reported that he would regularly provide a Chairman's update, which Councillors found useful. 	
HPC1912/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included in the Monday 16 th January 2023 Meeting Agenda.	All Cllrs
<p>HPC1912/11: Date of the next Parish Council Meeting will be held on Monday 16th January 2023 at Holbrook Village Hall at 7.30 p.m.</p> <p>John Ambrose Chairman.....</p> <p>16th January 2023 Date.....</p>	

The meeting finished at 8.20 p.m.

These minutes were signed at the meeting held on 16th January 2023. The original signed copy is maintained by the Clerk