HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16th January 2023 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr G. Abbott, Cllr R Allinson, Cllr M. Holmes, Cllr S. Ingleton, Cllr D. Martin, Cllr S. Peck, Cllr M. Pittman.

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

HPC1601/01: Apologies were received from Cllrs Fisk & Robertson. Councillors agreed to the			
absences.			
HPC1601/02: Declarations of pecuniary and local non-pecuniary Interests and requests to			
dispensations: No declarations of pecuniary or non-pecuniary interests or requests for dispensation			
were received in connection with the agenda.			
HPC1601/03 Public Forum:			
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 Council McLaren for her report. Cllr Ambrose confirmed that he and the clerk would be attending the To and Parish Liaison Meeting on 1st February at East Bergholt. Suffolk County Council: County Councillor Simon Harley had circulated his report prior to the meeting and invited questions. Cllr Harley confirmed that budget discussions are taking place and there is a recommended increase of 3.9% in Council tax which would leave a substantial shortfall the Council's budget. Cllr Allinson queried the accuracy of the number of houses to be built for the budget of £6 million quoted in the report and Cllr Harley agreed it was an approximate estimate. Councillors thanked Cllr Harley for his report. 3.02 Residents: A resident from Lower Holbrook raised the issue of the flooding in Lower			
Holbrook, which he felt could cause a serious hazard. It has been reported to the Council, but with			
no resolution. County Councillor Simon Harley agreed to raise it with the Flooding Team at SCC			
Cllr Harley also suggested reporting it to the Highways Emergency Number.			
HPC1601/04 To consider and approve the Minutes of the Parish Council's Meeting held on 19 th December 2022: It was proposed by Cllr Holmes and seconded by Cllr Ingleton that the minutes of the Parish Council Meeting held on Monday 19 th December 2022 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.			
HPC1601/05 Business remaining from previous meetings and ongoing projects:			
5.01 To receive an update on the actions from the previous meeting:	Cllr		
The management plan for Alton Green was still to be updated and shared with the residents	Allinson & Clerk		
surrounding the Green. This is ongoing.	Clirs		
To update the Parish Plan – also ongoing	Allinson		
A litter pick on Holbrook Creek and Alton Green will be arranged in due course in the Spring	&		
& late Summer with the help of the scouts.	Holmes		
Cllr Ambrose will attend the planning meeting for the hybrid planning application at Hyams	Cllr Ambrose		
Lane when scheduled.	Allibiose		
 A working party with Cllrs Allinson and Ingleton and the Clerk to review the Asset Register had been scheduled for 30th January. 			
 The Clerk had contacted Playquip again re the red gate not closing correctly and Cllr Ambrose had agreed to adjust the gate to the play area. Cllr Allinson had been in touch with the residents of Clifton Wood re the trees they would like to plant and was meeting with them in a few days. In addition to the trees already received, he was due to pick up trees through the Tree Warden Network. 	Clerk Cllr Ambrose Cllr Allinson Cllr Ingleton		
 Cllr Ingleton agreed to forward the issues reported on New Lane to Cllr Harley Eco Lighting Project: the Clerk had been in touch with Suffolk County Council: 3 lights require additional works in the form of a statutory service disconnection and reconnection in order to complete the conversion to LED, at an additional cost of £420.00 plus VAT per Light £1260 plus VAT total This was an agreed additional cost at the time the work was commissioned. The timing of the lights was discussed and, the final proposal was that all lights go off between 11 p.m. and 7 a.m. It was agreed to monitor this. The Clerk would inform SCC about the proposed timing. 	Clerk		

To pursue the possibility of a defibrillator at Admirals Quarter: There had been little additional progress on this. The clerk had advertised the climate action working group via posters around the village. The clerk had forwarded further information about the thermal imaging camera to councillors to seek volunteers to carry out the surveys. The Clerk had written to the Director of Economic Development, expressing the Council's concern about losing a business and employment opportunity within the village if the change of use for the Compasses was agreed. To date no response had been received. 5.02: To receive an update on Climate Action Working Group Meeting. Notes of the meeting had been circulated to Councillors. It had been agreed to use the thermal imaging camera project in the first instance and to signpost people to the help available to improve heat loss. The emphasis of future activity and publicity was "save money and save the planet" The next meeting was planned for Monday 6th February 7 p.m. at the Methodist Chapel 5.03: To discuss publicising the thermal imaging camera project. Notices had been put up around the village, on the website and on Facebook. There will be an article in the Parish Papers and In Touch. The Clerk reported that there were already 29 households booked. Volunteers were required. Clerk There was a question about the spec of the I-phones which needed to be used, which the Clerk was investigating. Clerk 5.04: To update the Emergency Plan. The Emergency plan needed bringing up to date with current Clirs contact numbers etc. Cllrs Fisk and Pittman had agreed to work on this Fisk & **Pittman** HPC1601/06 Correspondence received requiring a response and new business: 6.01: To review and, if agreed, adopt the Financial & Management Risk Assessment. It was proposed by Cllr Allinson and seconded by Cllr Abbott that the this be adopted - All Councillors agreed. 6.02: To review and, if agreed, adopt the Financial Regulations. It was proposed by Cllr Ingleton and seconded by Cllr Allinson that this be adopted. All Councillors agreed. 6.03: To review and, if agreed, adopt the Parish Council's Business Continuity Plan - it was proposed by Cllr Ingleton and seconded by Cllr Martin that this plan be adopted. All Councillors agreed. 6.04: To consider the quote received from Playquip for new/replacement equipment on the Reade Clerk Field. Following a discussion, it was agreed that the Clerk should seek quotes from other companies for both the traverse log and upgrading of the slide. 6.05: To consider installing a water drinking fountain in a suitable position within the village. There were grants currently available from Sea Change.org up to £2,500 but the Parish Council would need to fund running costs. In principle the Council agreed to investigate this further Cllr McLaren offered to seek feedback from any other organisations who had installed water fountains. 6.06: The contents of the Clerk's report were noted. The Chairman reported that the Village Hall Committee agreed to allow the Headway mobile shop to visit and trade in the Community Car Park. The Clerk reported that a further visit from the ANPR camera was planned for 6th-13th March HPC1601/07 Finance: 7.01: The RFO's report and commentary had been circulated prior to the meeting, highlighting any variations from the original budget. Councillors had no further questions. 7.02: The form for the precept for 2023/24 of £31,930.00, the sum agreed at the December meeting. was signed by the Chairman, the Vice Chairman and the Clerk and would be submitted to Babergh Clerk District Council before the deadline of 31st January 2023. 7.03: To agree the following payments, including those received since the publication of the Agenda. The following details had since been received: Clerk's salary £674.45, Mark Thompson, Fitness Classes £100, S. Ingleton reimbursement of Jubilee trees £136.00, total of lottery prizes for January £47.00. These are included below: John Ambrose – Chairman's Allowance 3rd guarter (BACs) £ 75.00 20.12.22 Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs) 17.01.23 £ 35.99 17.01.23 Mrs J M Hazlewood – Clerk's Salary January (BACs) £674.45 17.01.23 Mr W. Abbott – Community Caretaker Salary (BACs) £267.58 17.01.23 HMRC - PAYE & Employer's NI (BACs) £180.34 17.01.23 Vertas - Grass Cutting (BACs) £230.87 E-ON - Electricity pavilion (DD) £ 18.23 17.01.23 M. Thompson - Fitness Classes (BACs) £100.00 17.01.23 17.01.23 S. Ingleton - Jubilee Trees (BACs) £136.00 17.01.23 Lottery 1st Prize (cheque) £ 23.50

Clerk

17.01.23	Lottery 2 nd Prize (BACs)	£ 14.10
17.01.23	Lottery 3 rd Prize (cheque)	£ 9.40

Cllr Ingleton proposed and Cllr Pittman seconded that the above payments be agreed and paid. All Councillors agreed.

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

DC/21/06061Appeal 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. **Note: this is a request for reconsultation**. **Reason(s) for re-consultation**: Revised access **plan received 28th September 2022**. **Awaiting Decision**

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**

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 **Awaiting Decision**

DC/22/06108 Proposal: (Clir 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. **Awaiting Decision**

8.02 To consider new applications received:

DC/22/06126 Proposal: Householder Application - Removal of existing garage and replacement with larger garage. **Location**: Caxton House, 4 Caxton Close, Holbrook, Ipswich Suffolk IP9 2GZ. Following a discussion, approval was recommended by Cllr Allinson and seconded by Cllr Holmes. **All Councillors agreed.**

DC/22/06187 Proposal: Planning Application -Change of use of land to residential amenity land and construction of pool and erection of pool house with walled surround and terrace **Location**: Pettwood, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. Following a discussion, approval was recommended by Cllr Ingleton and seconded by Cllr Holmes. **All Councillors agreed.**

HPC1601/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- The Chairman reported there were several "warm spaces" sessions taking place in the
 Methodist Chapel, some organised by the Chapel and some by All Saints Church, All
 sessions are for the wellbeing of the community and everyone is encouraged to make use
 of them. Cllr Ambrose also reported that he had attended the funeral of Sally Hehir who had
 been a highly respected ex-councillor.
- Cllr Martin asked if street cleaning was still taking place as there were a lot of dead leaves
 and debris on Firebronds Road and Heathfield Road which could be hazardous. It was
 agreed that the CSHG can help with pavements, but Highways are responsible for the
 roadways. It was suggested that reports should be made to Highways.

 Cllr Holmes added that The Cut was often hazardous and difficult to pass with a buggy of mobility vehicle. Cllr Ingleton: The Street end of the footpath between the Street and Reade Road needs attention, due to potholes and flooding. Cllr Allinson offered to ascertain who is responsible for the path. Cllr Ingleton has also passed to the Clerk some drawings of the potential nepavilion. 				
HPC1601/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included in the Monday 2023 Meeting Agenda.				
HPC1601/11: Date of the next Parish Council Meeting will be held on Monday 20 th February 2023 at Holbrook Village Hall at 7.30 p.m.				
John Ambrose	20 th February 2023			
Chairman	Date			

The meeting finished at 8.15 p.m.

The original signed copy of these minutes are held by the Clerk in the Council's Minute Book. Please contact the clerk if you would like to view a copy of the original signed minutes.