

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20<sup>th</sup> February 2023 at 7.30pm.**

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

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

<p><b>HPC2002/01: Apologies</b> were received from Cllrs Allinson, Fisk, Holmes and Peck. Councillors <b>agreed</b> to the absences. Apologies were also received from District Councillor Mary McLaren. Cllr Abbott was not present.</p>	
<p><b>HPC2002/02: Declarations of pecuniary and local non-pecuniary Interests and requests for dispensations:</b> Cllr Ambrose declared a non-pecuniary interest in Agenda Item 8.02, planning application DC/23/00516. No requests for dispensations were received in connection with the agenda.</p>	
<p><b>HPC2002/03 Public Forum:</b>  <b>3.01 Babergh District Council:</b> District Councillor McLaren had circulated her report prior to the meeting. Councillors had no questions.  <b>Suffolk County Council:</b> County Councillor Simon Harley had circulated his report prior to the meeting and invited questions.. He confirmed that at a recent budget meeting it was agreed to increase Council Tax by 4%. He reported that the current indications were that SCC were unlikely to reach their carbon neutral target by 2030  <b>3.02 Residents.</b> One resident was present and Council agreed to ask them to speak at item 5.04</p>	
<p><b>HPC2002/04 To consider and approve the Minutes of the Parish Council’s Meeting held on 16th January 2023:</b> It was proposed by Cllr Martin and seconded by Cllr Pittman that the minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> January 2023 be approved and signed. <b>All Councillors were in favour</b> and the minutes were duly signed by the Chairman.</p>	
<p><b>HPC2002/05 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. This is ongoing.</li> <li>• To update the Parish Plan – also ongoing</li> <li>• A litter pick on Holbrook Creek and Alton Green will be arranged in due course in the Spring &amp; late Summer with the help of the scouts.</li> <li>• The Hyams Lane planning application has been withdrawn from the planning meeting.</li> <li>• The funding deadline for a water fountain was 28<sup>th</sup> Feb. Cllr Holmes was investigating this further.</li> <li>• Cllr Ambrose agreed to adjust the gate to the play area.</li> <li>• Cllr Allinson had met with the residents of Clifton Wood re the trees they would like to plant and had picked up some trees from the Woodland Trust.</li> <li>• Cllr Ingleton had passed on the issues at New Lane to Cllr Harley</li> <li>• The Clerk had informed SCC re the decision to turn off the lights between 11 p.m. and 7 a.m. Lights controlled by SCC were turned off between 11.30 p.m. and 6.00 p.m. Some lights, not on the CMS system currently had no facility to be turned off at night (some on Ipswich Road and Lower Holbrook)</li> <li>• There had been no further progress with the siting of an additional defibrillator.</li> <li>• Thermal Camera - It transpired that '13' referred to the operating system of the I-phone rather than the model of the phone so most phones owned by volunteers were usable.</li> <li>• To update the Emergency Plan. The Clerk had sent a reminder email.</li> <li>• The Clerk had written to 4 companies who provide play equipment but so had only received one quote. She was meeting one company on site later in the week.</li> <li>• The signed precept request form had been sent to BMSDC and had been acknowledged.</li> <li>• Cllr Allinson had established the status of the footpath between The Street and the Reade Field and had reported the issue to the relevant authority, sending photographs.</li> </ul> <p><b>5.02:</b> To receive an update on Climate Action Working Group Meeting. Notes of the meeting had been circulated to councillors.</p> <p><b>5.03:</b> To receive an update on the thermal imaging camera project: 65 properties have been surveyed and the project had been welcomed by residents taking part.</p>	<p style="text-align: center;">Cllr Allinson &amp; Clerk Cllrs Allinson &amp; Holmes</p> <p style="text-align: center;">Cllr Holmes</p> <p style="text-align: center;">Cllr Ambrose Cllr Allinson Cllr Ingleton</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllrs Fisk &amp; Pittman</p>

<p><b>5.04:</b> To receive an update on the Hedgehog Highway project: the grant of £520 from the AONB will be paid to the Parish Council on receipt of the invoices for the purchased goods. Items to be purchased are: road signs and signs for the entrances to the Reade Field to make people aware of the hedgehog highway, stickers for windows of participating households, wooden hedgehog houses (some made locally), a trail camera which will be lent to participating households and ground anchors for the hedgehog houses It was agreed ground anchors will be needed for the hedgehog houses. The final list would be sent to the Clerk. All purchases needed to be completed by 13<sup>th</sup> March in order to claim the grant. It was proposed by Cllr Martin and seconded by Cllr Ingleton that the agreed items be purchased as soon as possible. <b>All Councillors agreed.</b></p> <p><b>5.05:</b> To receive an update on the installation of a water fountain. Cllr Holmes was investigating further.</p> <p><b>5.06:</b> To receive an update following the Asset Register working party. The insurance values have been reviewed and a fully updated register will be produced at the next meeting.</p> <p><b>5.07:</b> To receive an update on the flooding at Lower Holbrook – County Cllr Simon Harley has been following this up and the appropriate action now seems to have taken place.</p>	<p><b>Clerk</b></p> <p><b>Cllr Holmes</b></p>																																							
<p><b>HPC2002/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To review and, if agreed, adopt the following reviewed policies:</p> <ul style="list-style-type: none"> <li>• Public participation at meetings</li> <li>• Reporting at meetings</li> <li>• Policy for communicating with the media.</li> </ul> <p>It was proposed by Cllr Ingleton and seconded by Cllr Wright that these reviewed policies be adopted <b>All Councillors agreed.</b></p> <p><b>6.02:</b> To note that the Parish Council Elections take place on 4<sup>th</sup> May and to note the procedures councillors must follow if they wish to stand for re-election. A brief report had been circulated to Councillors in advance of the meeting. Nomination papers can be given to the clerk who will deliver them to Pinewood on 28<sup>th</sup> or 29<sup>th</sup> March. Council noted that Photo ID is required for anyone voting, at the polling station, which will be publicised widely. BMSDC have promised to circulate all households.</p> <p><b>6.03:</b> To note that the Annual Parish Meeting will be held on Tuesday 25<sup>th</sup> April at the Village Hall. The RHS will provide entertainment and send a senior member of staff to accept the Holbrook reed.</p> <p><b>6.04:</b> The contents of the email from Wrabness Parish Council (circulated with the Agenda) were noted, but it was felt that there was little HPC could do to influence planning applications in Wrabness. The clerk will respond Wrabness accordingly.</p> <p><b>6.05:</b> To consider a request for a bug hotel on the Reade Field. It was felt that there are sufficient areas on the Reade Field which are good habitats for bugs, particularly now that some of the grassy areas will be left to grow longer. The Clerk will email the Council's response to the applicant.</p> <p><b>6.06:</b> The contents of the Clerk's report were noted.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>																																							
<p><b>HPC2002/07 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. Councillors had no further questions.</p> <p><b>7.02:</b> The signed precept form had been submitted to BMSDC and an acknowledgement had been received.</p> <p><b>7.03:</b> To note that the bank reconciliation up to and including 31<sup>st</sup> January 2023 will be verified against the bank statements by a councillor who was not a bank signatory</p> <p><b>7.04:</b> To authorise the following payments including any received prior to the meeting.</p> <table border="1" data-bbox="140 1563 1337 2020"> <tr> <td>21.02.23</td> <td>Mrs J M Hazlewood – Clerk's Expenses (BACs)</td> <td>£ 45.35</td> </tr> <tr> <td>21.02.23</td> <td>Mrs J M Hazlewood – Clerk's Salary January (BACs)</td> <td>£674.45</td> </tr> <tr> <td>21.02.23</td> <td>Mr W. Abbott – Community Caretaker Salary (BACs)</td> <td>£267.58</td> </tr> <tr> <td>21.02.23</td> <td>HMRC – PAYE &amp; Employer's NI (BACs)</td> <td>£180.34</td> </tr> <tr> <td>21.02.23</td> <td>Tuddenham Press – Parish Papers (BACs)</td> <td>£269.00</td> </tr> <tr> <td>21.02.23</td> <td>Suffolk Cloud – Web hosting (BACs)</td> <td>£150.00</td> </tr> <tr> <td>21.02.23</td> <td>Cllr R Allinson – travel expenses</td> <td>£ 20.25</td> </tr> <tr> <td>21.02.23</td> <td>WAVE – pavilion water (DD)</td> <td>£ 82.23</td> </tr> <tr> <td>21.02.23</td> <td>E-On – pavilion electricity (DD)</td> <td>£ 18.57</td> </tr> <tr> <td>21.02.23</td> <td>Mark Thompson – fitness classes (BACs)</td> <td>£200.00</td> </tr> <tr> <td>21.02.23</td> <td>Lottery 1<sup>st</sup> Prize (cheque)</td> <td>£ 24.00</td> </tr> <tr> <td>21.02.23</td> <td>Lottery 2<sup>nd</sup> Prize (BACs)</td> <td>£ 14.40</td> </tr> <tr> <td>21.02.23</td> <td>Lottery 3<sup>rd</sup> Prize (cheque)</td> <td>£ 9.60</td> </tr> </table>	21.02.23	Mrs J M Hazlewood – Clerk's Expenses (BACs)	£ 45.35	21.02.23	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£674.45	21.02.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£267.58	21.02.23	HMRC – PAYE & Employer's NI (BACs)	£180.34	21.02.23	Tuddenham Press – Parish Papers (BACs)	£269.00	21.02.23	Suffolk Cloud – Web hosting (BACs)	£150.00	21.02.23	Cllr R Allinson – travel expenses	£ 20.25	21.02.23	WAVE – pavilion water (DD)	£ 82.23	21.02.23	E-On – pavilion electricity (DD)	£ 18.57	21.02.23	Mark Thompson – fitness classes (BACs)	£200.00	21.02.23	Lottery 1 <sup>st</sup> Prize (cheque)	£ 24.00	21.02.23	Lottery 2 <sup>nd</sup> Prize (BACs)	£ 14.40	21.02.23	Lottery 3 <sup>rd</sup> Prize (cheque)	£ 9.60	
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In addition to the above, the expenditure on the Hedgehog Highway will be processed which will be repayable by the grant from AONB as agreed (item 5.04)  
Cllr Ingleton proposed and Cllr Pittman seconded that the above payments be agreed and paid. **All Councillors agreed.**

#### **HPC2002/08 Planning**

**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/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

Reason(s) for re-consultation: Revised ground floor plan, site plan and noise impact assessment received **Awaiting Decision**

**DC/22/05076: Proposal: Full Application** - Change of Use of public house (Sui Generis) to form 3No residential dwellings (Use Class C3) including external staircase, and erection of 2No chalet bungalows (Use Class C3), including vehicular parking and hard and soft landscaping. **Location:** Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR **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 **Application withdrawn**

**DC/22/06108 Proposal:** 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 **Granted**

**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 **Granted**

**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 **Awaiting Decision**

**8.02 To consider new applications received:**

**DC/23/00137 Proposal:** Application for prior approval for a proposed installation, alteration or replacement of other Solar Photovoltaics (PV) equipment on the roofs of non-domestic buildings - The Town and Country Planning (General Permitted Development) Order 2015 (As Amended) - Schedule 2, Part 14, Class J - Installation of a 60 kWp roof-mounted solar PV system for renewable energy generation **Location:** Woodlands Farm, Woodlands Road, Holbrook, IP9 2PT. Following a discussion, approval was proposed by Cllr Wright and seconded by Cllr Martin. **All Councillors agreed.**

**DC/23/00451 Proposal:** Application for Works to Trees subject to Tree Preservation Order BT328/A1 - Reduce height and spread of 1No. Oak (T1) by up to 4m. Reduce height and spread of 1No. Yew (T2) by up to 4m. Crown clean 1No. Pine (T3) by removing all dead and damaged limbs, reduce the low-level lateral limbs towards the garage to create a 2meter clearance. **Location:** Pettwood, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2Q. Following a discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Wright. **All Cllrs agreed.**

<p><b>DC/23/00430 Proposal:</b> Householder Application - Erection of single storey side extension. <b>Location:</b> The Dower House, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. Following a discussion, approval was proposed by Cllr Robertson and seconded by Cllr Martin. <b>All Councillors agreed</b></p> <p><b>DC/23/00516 Proposal:</b> (Councillor Ambrose absented himself from this item and Cllr Wright took the Chair) Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouse (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA - Convert workshop into 1 No. Dwelling. <b>Location:</b> The Workshop, Land at Woodlands Corner, Woodlands Road, Holbrook IP9 .2PU. Following discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Pittman <b>All Councillors agreed.</b> Councillor Ambrose re-joined the meeting.</p> <p><b>DC/23/00655 Proposal:</b> 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 steel frame barn into 3no. 80m2 dwellinghouses <b>Location:</b> Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Following discussion approval was proposed by Cllr Ingleton and seconded by Cllr Wright. <b>All Councillors agreed.</b></p> <p><b>DC/23/00681 Proposal:</b> Householder Application - Erection of part single and part two storey rear extension, including construction of 10No solar panels. Erection of open front porch, increasing parking area on drive including new render to walls and replacement windows and doors. <b>Location:</b> Fairview, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR Following discussion, approval was proposed by Cllr Pittman and seconded by Cllr Robertson <b>All Councillors agreed</b></p>	
<p><b>HPC2002/09: Councillors Reports:</b> to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Ambrose: The examiner has recommended the Neighbourhood plan and it will now lend weight to planning applications. The date for a referendum has yet to be agreed. A meeting with the Locality Officer had taken place to discuss the pavilion and to find a way to open the peninsula sports centre more widely. It has been recommended that a Community Interest Company is set up to run the sports centre independently, which is being investigated. Groups who want to use the sports centre are encouraged to email the clerk, so that there is evidence of need. This will need to be publicised widely throughout the peninsula.</li> <li>• Cllr Ingleton reported that there were funds available to help with the pavilion – ideally for a wider use to include a room for community use. Women's football would attract funding.</li> <li>• Cllr Martin raised a question about Holbrook surgery. She had been made aware that there is some apprehension about the future of Holbrook Surgery, as many clinics and appointments seem to be diverted to Shotley. The situation will continue to be monitored.</li> </ul>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Cllr Ambrose</b></p>
<p><b>HPC2002/10: To consider items for future agendas:</b> Councillors were asked to send the Clerk any items they wanted to be included in 20<sup>th</sup> March Meeting Agenda.</p>	<p style="text-align: center;"><b>All Cllrs</b></p>
<p><b>HPC2002/11: Date of the next Parish Council Meeting will be held on Monday 20<sup>th</sup> March 2023</b> at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;"><b>John Ambrose</b> <span style="float: right;"><b>20<sup>th</sup> March 2023</b></span></p> <p><b>Chairman</b>..... <span style="float: right;"><b>Date</b>.....</span></p>	

The meeting finished at 20.55 p.m.

*These minutes were signed as a true record of the meeting held on 20<sup>th</sup> February at the Parish Council's meeting on 20<sup>th</sup> March 2023. A copy of the original signed minutes is held by the Clerk.*