HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20th March 2023 at 7.30pm.

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

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

HPC2003/01: Apologies were received from Cllrs Fisk, Holmes and Robertson. Cllr Fisk has			
decided to resign as a councillor. Councillors agreed to the absences.			
HPC2003/02: Declarations of pecuniary and local non-pecuniary Interests and requests for			
dispensations: No requests for dispensations were received in connection with the agenda.			
HPC2003/03 Public Forum:			
3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the			
meeting. Councillors had no questions but thanked Cllr McLaren for her report. Suffolk County Council: County Councillor Simon Harley had circulated his report prior to the			
meeting and highlighted some points and invited questions. Cllr Harley was asked about the logistics			
of installing a new Zebra crossing, as a request had been received from a resident. Cllr Harley said			
the cost was around £200,000 and are only usually agreed as part of a new housing development.			
Re the flooding in Lower Holbrook, with which Cllr Harley had been involved: action had been taken			
which proved temporarily effective, but it is now flooding again as a result of the recent rain. Clir			
Harley confirmed that Highways have agreed it is their responsibility and have added it to their work			
schedule. A question was raised about the possible removal of paid car park meters in favour of apps.			
Cllr Harley had no knowledge of any plans to do this. Cllr McLaren confirmed that Babergh had a			
parking strategy.			
3.02 Residents: There were no residents present.			
HPC2003/04 To consider and approve the Minutes of the Parish Council's Meeting held on 20 th			
February 2023: It was proposed by Cllr Ingleton and seconded by Cllr Martin that the minutes of the			
Parish Council Meeting held on Monday 20th February 2023 be approved and signed. All Councillors			
were in favour and the minutes were duly signed by the Chairman.			
HPC2003/05 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 &		
surrounding the Green. This is ongoing.	Clerk		
To update the Parish Plan – also ongoing	Clirs		
A litter pick on Holbrook Creek and Alton Green will be arranged in due course in the Spring	Allinson &		
& late Summer with the help of the scouts.	Holmes		
 The Hyams Lane planning application had been re-scheduled for Wednesday 22nd March. 			
Cllr Ambrose will attend.			
The clerk had responded to the email from Wrabness Parish Council as requested.			
The Chairman had updated the Emergency Plan, which would be kept until after the			
elections in May to ensure all the contacts are up to date.			
The Clerk had written to the resident who had requested a bug hotel on the Reade Field,			
explaining the Council's decision not to have one on the field at this point.			
All the payments for the Hedgehog Highway had been processed, as agreed at the			
previous meeting, in order to claim the grant. An acknowledgement had been received			
from AONB, but no payment as yet.			
To invite expressions of interest from residents/groups to use the Sports Centre at Holbrook			
Academy. The Clerk proposed an article on Shaun's Shorts and Facebook, as well as	Clerk		
some posters around the village and word of mouth.			
Cllr Ambrose had tried to liaise with Holbrook & Shotley Surgery but had no response.	Cllr		
	Ambrose		
5.02: To receive an update on Climate Action Working Group Meeting. Notes of the meeting had			
been circulated to councillors. There were no questions.			
5.03: To receive an update on the Hedgehog Highway project: the signs are yet to be delivered, but			
everything else is now in place. Photos will be supplied in due course. Cllr Ambrose invited members	All Clirs		
to help with tree planting trees during the weekend of 25/26th.			
	L.		

5.04: To receive an update on the Community Self Help Group (CSHG) activity. There have been two work parties on Petticoat Lane and The Cut. More activities have been planned.

HPC2003/06 Correspondence received requiring a response and new business:

6.01: To review and, if agreed, adopt the following reviewed policies:

- Publication Scheme
- FOI Request Policy
- Privacy Notices (3)
- Review of Asset Register

Cllr Allinson proposed and Cllr Ingleton seconded that all the above policies be adopted as reviewed. **All Councillors in favour.**

6.02: To note and consider the contents of the email re an additional zebra crossing. As reported in 3 above, the cost would be prohibitive. Cllr Allinson will photograph the red path near The Compasses to see if there is an issue which, if addressed, could alleviate some of the problems with crossing the road there.

Cllr Allinson

6.03: To receive a report from the Alton Water User Group The minutes had been circulated to councillors.

6.04: The contents of the Clerk's report were noted. The Clerk will chase the white line at the end of the Academy's driveway.

Clerk

HPC2003/07 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: As per item 5.03, the Clerk confirmed that a claim form had been submitted to AONB for the grant agreed for the Hedgehog Highway and was waiting to hear further from them.

7.03: To authorise the following payments including any received prior to the meeting. The Clerk reported that the electricity account had been credited this month with an alternative fuel payment grant of £150 and was now £131.42 in credit.

20.03.23	J. Ambrose – Chairman's Allowance – (SO)	£ 75.00
03.03.23	Amazon – Stationery (Invoices 162,163,164) (Debit Card0	£ 41.62
21.03.23	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 35.99
21.03.23	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 674.45
21.03.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 267.58
21.03.23	HMRC – PAYE & Employer's NI (BACs)	£ 180.34
21.03.23	SALC – payroll services (BACs)	£ 82.80
21.03.23	Holbrook Village Hall – hire charges (Inv 170a & 170b)(BACs)	£ 50.00
21.03.23	Compass Point – Consultant's fee NP (BACs)	£2,160.00
21.03.23	Lottery 1st Prize (cheque)	£ 24.00
21.03.23	Lottery 2 nd Prize (cheque)	£ 14.40
21.03.23	Lottery 3 rd Prize (cheque)	£ 9.60
21.03.23	Mark Thompson – Fitness classes (BACs)	£ 200.00

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

HPC2003/08:

8.01To 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,

Refused

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/22/06187 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 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. **Formal approval not required**

DC/23/00430 Proposal: Householder Application - Erection of single storey side extension. **Location**: The Dower House, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT **Awaiting Decision**

DC/23/00516 Proposal: 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. **Location**: The Workshop, Land at Woodlands Corner, Woodlands Road, Holbrook IP9 2PU **Awaiting Decision**

DC/23/00655 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 steel frame barn into 3no. 80m2 dwellinghouses **Location**: Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH **Prior approval required/Prior Approval agreed**

DC/23/00681 Proposal: 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. **Location**: Fairview, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR **Awaiting Decision**

8.02 To consider new applications received:

DC/23/01106 Proposal: Householder Application - Erection of a single storey side/rear extension (amended scheme to DC/21/06281). **Location**: Springfield House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA. Following discussion approval was recommended by Cllr Allinson and seconded by Cllr Wright. **All Councillors agreed**.

DC/23/01184 Proposal: Householder Application - Erection of a one and a half storey rear extension. **Location**: Alpha, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QT. Following discussion, approval was recommended by Cllr Allinson and seconded by Cllr Abbott **All Councillors agreed**

HPC2003/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose reported that a fence is leaning over the footpath on Ipswich Road, The Clerk was asked write to the house owners and, if no action taken, to report it to Highways. The gate has been repaired and the broken fence post had been replaced in the children's play area.
- Cllr Ingleton reported that the Swan Football team are organising several fund-raising events for the pavilion.
- Cllr Allinson confirmed plans for tree planting on the weekend 24th/25th March. The Clifton Wood planting has had to be postponed until the Autumn as more work needs to be done. Pettwood Gardens resident reported a fallen branch to a tree with a TPO and Cllr Allinson had recommended he contacted David Pizzey from SCC.
- Cllr Peck mentioned the footpath from the Academy drive to Clench Road was overgrown.
 The Clerk was asked to write to the homeowner to ask if they could cut it back when possible.

Clerk

Clerk

HPC2003/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included in 17 th April 2023 Meeting Agenda.		All Clirs
HPC2003/11: Date of the next Parish Council Meeting will be held on Monday 17 th April 2023 at Holbrook Village Hall at 7.30 p.m. The Annual Parish Meeting will be held at 7.30 p.m. on Tuesday 25 th April at the Village Hall.		
John Ambrose	17.04.23	
Chairman	Date	

The meeting finished at 20.21 p.m.

These minutes were signed by the Chairman as a true record of the Parish Council Meeting held on 20th March 2023. The original signed minutes are held in the minute book by the Clerk and can be viewed by contacting holbrookparishclerk@outlook.com