

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17th April 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 Wright

In attendance: Mrs J Hazlewood (Clerk), County Councillor Simon Harley, District Councillor Mary McLaren. 0 members of the public attended.

<p>HPC1704/01: Apologies were received from Cllrs Peck. Councillors agreed to the absence.</p>	
<p>HPC1704/02: Declarations of pecuniary and local non-pecuniary interests and requests for dispensations: No requests for dispensations were received in connection with the agenda.</p>	
<p>HPC1704/03 Public Forum: 3.01 Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. Cllr McLaren thanked the Council for their support over the last four years. Councillors had no questions but thanked Cllr McLaren for her report and for her support to the Council. Suffolk County Council: County Councillor Simon Harley had circulated his report prior to the meeting. Cllr Harley highlighted some points from his report. Cllrs thanked Cllr Harley for his report. 3.02 Residents: There were no residents present.</p>	
<p>HPC1704/04 To consider and approve the Minutes of the Parish Council's Meeting held on 20th March 2023: It was proposed by Cllr Allinson and seconded by Cllr Abbott that the minutes of the Parish Council Meeting held on Monday 20th March 2023 be approved and signed. All Councillors were in favour and the minutes were duly signed by the Chairman.</p>	
<p>HPC1704/05 Business remaining from previous meetings and ongoing projects: 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. There are now plans to plant trees and the tree survey report has been done. • To update the Parish Plan – also ongoing • A litter pick on Holbrook Creek and Alton Green will be arranged in due course in the. Cllr Allinson mentioned a couple of possible dates and Cllr Holmes mentioned that on 27th May a Spring Walk led by S. Hooton had been arranged and he had agreed that some litter picking could take place as part of the walk. • To invite expressions of interest from residents/groups to use the Sports Centre at Holbrook Academy (see item 6.02) • To photograph the red path near the Compasses – there is a need for sweeping rather than the hedge needing cutting back. It may be something which the CSHG could undertake and, if not, it would be reported to Highways. • To chase the insertion of a white line at the end of the Academy's drive. This had now been completed. • To write to the owners of the fence which was leaning over the pavement on Ipswich Road opposite Butchers' Corner. The Clerk had written to the householders and they are engaging a fencing company to rectify the issue. • To write to the owners of the house at the Corner of Clench Road, where the path from the Academy joins Clench Road, as their hedge is overgrown. The Clerk had written to ask them to trim back the hedge when possible but had received no response. • Cllr Ambrose had tried to liaise with Holbrook & Shotley Surgery but had no response so far but would continue to pursue this. <p>5.02: To receive an update on the Parish Council's Climate Action Working Group Meeting. Notes of the meeting and an updated terms of reference for the group had been circulated to councillors. Cllr Holmes reported that there is an interactive workshop led by Simon Hooton on Friday 21st April at 7.30 p.m. which will explore how the village is affected and can contribute to the climate change agenda. It is the first public event for the group. The Eco surveys for both Churches are well underway. A logo for the group has been designed by Hither House Gallery.</p> <p>5.03: To receive an update re the signs for Page Close, Church Hill and The Mill. Copies of emails from Cllr Harley had been circulated with the agenda. There will be a cost implication for the signs on Church Hill and for the Mill and County Councillor Harley had requested costings to be supplied.</p>	<p style="text-align: center;">Cllr Allinson & Clerk</p> <p style="text-align: center;">Cllrs Allinson & Holmes</p> <p style="text-align: center;">Cllr Allinson</p> <p style="text-align: center;">Cllr Ambrose</p>

<p>5.04: To receive an update on the remedial works required for New Lane – a copy of Cllr Harley's email had been circulated with the meeting papers. The email from Highways had confirmed that the works had now been changed to the highest priority, as the potholes had deteriorated.</p>																																																		
<p>HPC1704/06 Correspondence received requiring a response and new business:</p> <p>6.01: To review and, if agreed, adopt the Reserves Policy Cllr Allinson proposed and Cllr Martin seconded that all the above policy be adopted as reviewed. All Councillors agreed.</p> <p>6.02: To seek expressions of interest from groups wishing to use the sports facilities at the Academy in preparation for forming a CIC and applying for funding. A meeting is being set up with the Locality team to discuss funding and the way forward. The proposal will be highlighted at the Annual Parish Meeting.</p> <p>6.03: To consider a request from a resident for a disabled access to the Reade Road entrance to the Reade Field. It was agreed that this could be considered when developing the plans for the pavilion project.</p> <p>6.04: The contents of the Clerk's report were noted. The Clerk reported that the audit papers, due to pressure of work, had not yet been delivered to the Internal Auditor, but would be delivered in the next couple of days.</p>																																																		
<p>HPC1704/07 Finance:</p> <p>7.01: The RFO's report and commentary had been circulated prior to the meeting which showed the position at the end of the finance year on 31st March 2023. Councillors had no further questions.</p> <p>7.02: To note the unaudited end of year receipts and payments account. This was noted by councillors and signed by the Chairman and the RFO.</p> <p>7.03: To note and agree the Reserves position proposed by Cllr Holmes and seconded by Cllr Robertson. All Councillors agreed.</p> <p>7.04: To note and agree the CIL statement as at 31st March 2023, proposed by Cllr Ingleton and seconded by Cllr Martin. All Councillors agreed and the CIL statement was signed by the Chairman and Vice Chairman.</p> <p>7.05: To authorise the following payments, including any payments received following the publication of the Agenda:</p> <table border="1"> <tr> <td>03.04.23</td> <td>Co-op – A5 envelopes (Debit Card)</td> <td>£ 1.20</td> </tr> <tr> <td>18.04.23</td> <td>Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)</td> <td>£ 42.10</td> </tr> <tr> <td>18.04.23</td> <td>Mrs J M Hazlewood – Clerk's Salary January (BACs)</td> <td>£ 674.45</td> </tr> <tr> <td>18.04.23</td> <td>Mr W. Abbott – Community Caretaker Salary (BACs)</td> <td>£ 247.38</td> </tr> <tr> <td>18.04.23</td> <td>HMRC – PAYE & Employer's NI (BACs)</td> <td>£ 200.54</td> </tr> <tr> <td>18.04.23</td> <td>Suffolk Cloud – website training (BACs)</td> <td>£ 60.00</td> </tr> <tr> <td>18.04.23</td> <td>SALC – Annual subscription (BACs)</td> <td>£ 617.39</td> </tr> <tr> <td>18.04.23</td> <td>Holbrook Village Hall – hire charge (BACs)</td> <td>£ 25.00</td> </tr> <tr> <td>18.04.23</td> <td>Suffolk County Council – lighting costs (BACs)</td> <td>£2,835.81</td> </tr> <tr> <td>18.04.23</td> <td>CAS - pavilion insurance (BACs)</td> <td>£ 308.00</td> </tr> <tr> <td>18.04.23</td> <td>Tuddenham Press – Parish Papers (BACs)</td> <td>£ 274.00</td> </tr> <tr> <td>18.04.23</td> <td>Suffolk Wildlife Trust – subscription (BACs)</td> <td>£ 38.00</td> </tr> <tr> <td>18.04.23</td> <td>Mark Thompson – fitness classes (BACs)</td> <td>£ 100.00</td> </tr> <tr> <td>18.04.23</td> <td>Lottery 1st Prize (cheque)</td> <td>£ 24.00</td> </tr> <tr> <td>18.04.23</td> <td>Lottery 2nd Prize (cheque)</td> <td>£ 14.40</td> </tr> <tr> <td>18.04.23</td> <td>Lottery 3rd Prize (cheque)</td> <td>£ 9.60</td> </tr> </table>			03.04.23	Co-op – A5 envelopes (Debit Card)	£ 1.20	18.04.23	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 42.10	18.04.23	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 674.45	18.04.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.38	18.04.23	HMRC – PAYE & Employer's NI (BACs)	£ 200.54	18.04.23	Suffolk Cloud – website training (BACs)	£ 60.00	18.04.23	SALC – Annual subscription (BACs)	£ 617.39	18.04.23	Holbrook Village Hall – hire charge (BACs)	£ 25.00	18.04.23	Suffolk County Council – lighting costs (BACs)	£2,835.81	18.04.23	CAS - pavilion insurance (BACs)	£ 308.00	18.04.23	Tuddenham Press – Parish Papers (BACs)	£ 274.00	18.04.23	Suffolk Wildlife Trust – subscription (BACs)	£ 38.00	18.04.23	Mark Thompson – fitness classes (BACs)	£ 100.00	18.04.23	Lottery 1 st Prize (cheque)	£ 24.00	18.04.23	Lottery 2 nd Prize (cheque)	£ 14.40	18.04.23	Lottery 3 rd Prize (cheque)	£ 9.60
03.04.23	Co-op – A5 envelopes (Debit Card)	£ 1.20																																																
18.04.23	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 42.10																																																
18.04.23	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 674.45																																																
18.04.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.38																																																
18.04.23	HMRC – PAYE & Employer's NI (BACs)	£ 200.54																																																
18.04.23	Suffolk Cloud – website training (BACs)	£ 60.00																																																
18.04.23	SALC – Annual subscription (BACs)	£ 617.39																																																
18.04.23	Holbrook Village Hall – hire charge (BACs)	£ 25.00																																																
18.04.23	Suffolk County Council – lighting costs (BACs)	£2,835.81																																																
18.04.23	CAS - pavilion insurance (BACs)	£ 308.00																																																
18.04.23	Tuddenham Press – Parish Papers (BACs)	£ 274.00																																																
18.04.23	Suffolk Wildlife Trust – subscription (BACs)	£ 38.00																																																
18.04.23	Mark Thompson – fitness classes (BACs)	£ 100.00																																																
18.04.23	Lottery 1 st Prize (cheque)	£ 24.00																																																
18.04.23	Lottery 2 nd Prize (cheque)	£ 14.40																																																
18.04.23	Lottery 3 rd Prize (cheque)	£ 9.60																																																
<p>Cllr Ingleton proposed and Cllr Allinson seconded that the above payments be agreed and paid. All Councillors agreed.</p>																																																		

HPC1704/08:

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

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 **Refused** Cllr Ambrose gave a brief report on the planning committee meeting where the decision had been made. He added that congratulations need to be given to the Neighbourhood Plan team.

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 **Awaiting Decision.** The Chairman suggested that we should now submit further comment to the Planning Committee in the light of the progress of our Neighbourhood plan.

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. **Decided – 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 **Granted**

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 **Formal approval required – approved.**

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**

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. **Awaiting decision**

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. **Awaiting decision**

8.02 To consider new applications received:

No new applications had been received since the last meeting.

HPC1704/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

