

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15th May 2023 at 7.30pm.

Present: Cllr J Ambrose, Cllr G. Abbott, Cllr R. Allinson, Cllr M. Holmes, Cllr S. Ingleton, Cllr A. King, Cllr D. Martin, Cllr M Pittman, Cllr Wright

In attendance: Mrs J Hazlewood (Clerk), District Councillor Mary McLaren (who arrived later due to attendance at another Parish Council meeting) and 1 members of the public attended.

<p>HPC1505/01: Election of Chairman and signing and receipt of the Declaration of Office form: Cllr Ambrose, as the sole nominee for Chairman, was proposed by Cllr Ingleton and seconded by Cllr Holmes All Councillors voted in favour</p>	
<p>HPC1505/02: Election of Vice-Chairman. Cllr Ambrose proposed and Cllr Wright seconded Cllr Allinson for Vice-Chairman. All Councillors voted in favour</p>	
<p>HPC1505/03 Apologies: To receive apologies for absence: Apologies were received from County Councillor Simon Harley due to another commitment.</p>	
<p>HPC1505/04 To agree to the co-option of councillors to the 2 vacancies: Following an introduction, R. Connick was proposed by Cllr Ingleton and seconded by Cllr King All Councillors voted in favour and R. Connick was duly elected as a councillor and signed the declaration of acceptance of office.</p>	
<p>HPC1505/05: To receive the signed Declarations of Acceptance of Office forms from all councillors and to remind councillors to complete their register of interest forms within 28 days of taking office. All elected Councillors had completed their Declarations before the start of the meeting and noted that their register of interests form had to be submitted within 28 days of taking office.</p>	
<p>HPC1505/06 Declarations of Pecuniary and local non-pecuniary interest 6.01: to receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25. There were no declarations and no requests for a dispensation.</p>	
<p>HPC1505/07 : Public Forum 7.01: To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor. Cllr McLaren highlighted that there was no overall majority from any one party in Babergh which would need some work to be done going forward. 7.02: To receive questions and matters of concern from members of the public who are present. No matters were raised.</p>	
<p>HPC1505/08: To consider and approve the minutes of the Parish Council meeting held on 17th April 2023. It was proposed by Cllr Ingleton and seconded by Cllr Abbott that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1505/09: General Power of Competence – to confirm that the council fulfils the eligibility criteria to use the power for the next four years. The council had at least two-thirds of its members elected and the Clerk had the CILCA qualification so Council resolved that it was able to use the General Power of Competence</p>	
<p>HPC1505/10: Confirmation of appointment of representatives to outside bodies: To confirm the allocation of responsibilities to individual Councillors, as circulated, and to amend as necessary. The following appointments were agreed:</p> <ul style="list-style-type: none"> • Village Hall Committee: Cllr Ambrose • Emergency Planning: Cllrs King and Pittman • Shotley Peninsula Tourist Group: Cllr King, Cllr Martin • Alton Water User Group: Cllr Martin • SALC: Cllr Martin • Tree Warden: Cllr Allinson • Churches Together: Cllr Holmes • Police and Parish Forum – any councillor according to availability 	
<p>HPC1505/11: Sub-committees/Working Groups: to decide on the formation or continuation of any sub committees or working groups:</p> <ul style="list-style-type: none"> • Budget Working Group: Cllrs Holmes Pittman and Ambrose and the Clerk. • Planning Committee any 4 councillors as and when required. • Climate Action Working Group Cllr Holmes and Cllr Martin; 	

These minutes were adopted and signed by the Chairman at the meeting held on 19.6.23.

<ul style="list-style-type: none"> • Reade Field Working Group, Cllrs Connick, Pittman and Ingleton. 	
<p>HPC1505/12: To review terms of reference for Sub-committees and Working Groups: Cllr Allinson proposed and Cllr Pittman seconded that these terms of agreement, as circulated, were adopted. All Councillors agreed.</p>	
<p>HPC1505/13: Items outstanding from previous meeting:</p> <p>13.1: To receive an update on actions from the previous meeting:</p> <ul style="list-style-type: none"> • To update the management plan for Alton Green and share it with the residents surrounding the Green – in hand. • To update the Parish Plan – in hand. • To organise litter picks at Holbrook Creek and Alton Green – in hand. • To invite expressions of interest from residents/groups to use the Sports Centre at Holbrook Academy – one family had registered their interest so far and councillors were asked to pass on any other expressions of interest to the Clerk. • To circulate the ANPR data received from the March survey to Councillors – this had been done. • To write a letter of thanks to The Swan Football Club for their fundraising activities and contribution to the Pavilion Fund – a letter of thanks had been sent to the Chair. • To write to the house in Denmark Gardens who owns the trees which are causing some issues in The Cut – in hand. • To liaise with Holbrook Surgery – Cllr Ambrose is still trying to make contact with the Practice Manager. <p>13.02: To receive an update on the Hedgehog Highway (circulated): in addition to the report received from the organiser of the HH, signs have gone up on the Reade Field and stickers have been distributed to households surrounding the Reade Field. There are some signs to put up on existing posts within the village.</p> <p>13.03: To note the statistics from the recent ANPR data -no further comment on this</p>	<p style="text-align: center;">Cllr Allinson “ Cllrs Allinson & Holmes Cllrs</p> <p style="text-align: center;">Clerk Cllr Ambrose</p>
<p>HP1505/14: Correspondence received requiring a response and other business:</p> <p>14.01: To review and adopt the National Code of Conduct (circulated)</p> <p>14.02: To review and adopt the reviewed Standing Orders of the Council (circulated)</p> <p>14.03: To approve a programme of policy review and implementation (circulated)</p> <p>It was proposed by Cllr Allinson and seconded by Cllr Wright, that to adopt Items 14.01-14.03 as reviewed. All Councillors agreed.</p> <p>14.04: To agree a schedule of Parish Council Meetings up until and including the next Annual Meeting of the Parish Council in May 2024 (circulated) – the proposed meeting dates were agreed as circulated with the exception of March 2024, which was changed to 18th March. All agreed.</p> <p>14.05: To receive a report about the Bulk Buy Scheme following the Thermal Imaging project. Two reports had been circulated and were discussed. It was agreed that this was a good thing to promote and could be promoted through the GHGW as well as in the Parish Papers.</p> <p>14.06: The contents of the Clerk’s report were noted. Since the report was circulated, the clerk reported that she had met with members of the Football team to have the football pitch inspected by a representative of Suffolk Football Association. Once the survey has been received, the Council will be offered funding to carry out remedial work on the pitch – the amount will depend upon the surveyor’s assessment.</p>	
<p>HPC1505/15: Finance:</p> <p>15.01: To receive the report of the Internal Auditor for the financial year 2022/23: the report had been circulated to Councillors - no matters requiring action were raised by the Internal Auditor. Cllrs noted the report.</p> <p>15.02: To approve the Annual Statement of Accounts for Holbrook Parish Council for the year ended 31st March 2023 – proposed by Cllr Holmes and seconded by Cllr Ingleton. All Councillors Agreed</p> <p>15.03: To consider and approve and sign Section 1 of the Annual Governance Accountability Return (AGAR): proposed Cllr Martin and seconded by Cllr Pittman – All Councillors Agreed and Section 1 was duly signed.</p> <p>15.04: To consider approve Section 2 of the AGAR Cllr Allinson and seconded by Cllr Martin. All Councillors Agreed and Section 2 was signed by the Chairman.</p> <p>15.05: To consider and adopt, if agreed, the Statement of Internal Controls for the year ending 31st March 2023. It was proposed by Cllr Ingleton and seconded by Cllr Allinson that the Statement of Controls be approved and signed. All Councillors agreed.</p>	

<p>15.06: To receive a report from the RFO, together with a budget summary, bank reconciliation and commentary. The report was noted and there were no further questions. The Clerk added that a reimbursement for VAT had been received from HMRC and also funds towards the pavilion from the Holbrook Trail – this income would be reflected in the summary presented to the next Council meeting.</p> <p>15.07: To note that the monies spent under LGA 1972 s.137 for 2023-23 amounted to £1545.00, which was well within the permitted limit of £8.82 per elector. Noted</p> <p>15.08: To note that the limit allowed for spending under LGA 1972 s.137 in 2023-24 is £9.93 for each person on the electoral roll for Holbrook and Lower Holbrook. Noted</p> <p>15.09: To review the bank mandates for Lloyds Bank and NSI Account (circulated): All Councillors Agreed that there needed to be no change to the current mandate.</p> <p>15.10: To approve the following payments including any payments received subsequent to the publication of the agenda:</p> <table border="1"> <tr> <td>03.04.23</td> <td>Co-op – Refreshments for APM (debit card)</td> <td>£ 8.03</td> </tr> <tr> <td>16.04.23</td> <td>Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)</td> <td>£ 68.40</td> </tr> <tr> <td>16.04.23</td> <td>Mrs J M Hazlewood – Clerk’s Salary January (BACs)</td> <td>£ 674.45</td> </tr> <tr> <td>16.04.23</td> <td>Mr W. Abbott – Community Caretaker Salary (BACs)</td> <td>£ 247.18</td> </tr> <tr> <td>16.04.23</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 200.74</td> </tr> <tr> <td>16.04.23</td> <td>Heelis & Lodge – Internal Audit fee (BACs)</td> <td>£ 260.00</td> </tr> <tr> <td>16.04.23</td> <td>Vertas - Reade Field Maintenance (BACs)</td> <td>£ 258.55</td> </tr> <tr> <td>16.04.23</td> <td>M & D. Cordle – Alton Green maintenance (BACs)</td> <td>£ 228.00</td> </tr> <tr> <td>16.04.23</td> <td>Holbrook Village Hall – Meeting hall hire (BACs)</td> <td>£ 50.00</td> </tr> <tr> <td>16.04.23</td> <td>WAVE - pavilion water (DD)</td> <td>£ 34.27</td> </tr> <tr> <td>16.04.23</td> <td>Babergh District Council – litter & dog bin emptying (BACs)</td> <td>£1,998.08</td> </tr> <tr> <td>16.04.23</td> <td>Mark Thompson – fitness classes (BACs)</td> <td>£ 200.00</td> </tr> <tr> <td>16.04.23</td> <td>Lottery 1st Prize (cheque)</td> <td>£ 24.00</td> </tr> <tr> <td>16.04.23</td> <td>Lottery 2nd Prize (cheque)</td> <td>£ 14.40</td> </tr> <tr> <td>16.04.23</td> <td>Lottery 3rd Prize (cheque)</td> <td>£ 9.60</td> </tr> <tr> <td>16.04.23</td> <td>O. Abbott – grass cutting Reade Field & Church Green (BACs)</td> <td>£ 150.00</td> </tr> </table>			03.04.23	Co-op – Refreshments for APM (debit card)	£ 8.03	16.04.23	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 68.40	16.04.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45	16.04.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18	16.04.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.74	16.04.23	Heelis & Lodge – Internal Audit fee (BACs)	£ 260.00	16.04.23	Vertas - Reade Field Maintenance (BACs)	£ 258.55	16.04.23	M & D. Cordle – Alton Green maintenance (BACs)	£ 228.00	16.04.23	Holbrook Village Hall – Meeting hall hire (BACs)	£ 50.00	16.04.23	WAVE - pavilion water (DD)	£ 34.27	16.04.23	Babergh District Council – litter & dog bin emptying (BACs)	£1,998.08	16.04.23	Mark Thompson – fitness classes (BACs)	£ 200.00	16.04.23	Lottery 1 st Prize (cheque)	£ 24.00	16.04.23	Lottery 2 nd Prize (cheque)	£ 14.40	16.04.23	Lottery 3 rd Prize (cheque)	£ 9.60	16.04.23	O. Abbott – grass cutting Reade Field & Church Green (BACs)	£ 150.00
03.04.23	Co-op – Refreshments for APM (debit card)	£ 8.03																																																
16.04.23	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 68.40																																																
16.04.23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45																																																
16.04.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18																																																
16.04.23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.74																																																
16.04.23	Heelis & Lodge – Internal Audit fee (BACs)	£ 260.00																																																
16.04.23	Vertas - Reade Field Maintenance (BACs)	£ 258.55																																																
16.04.23	M & D. Cordle – Alton Green maintenance (BACs)	£ 228.00																																																
16.04.23	Holbrook Village Hall – Meeting hall hire (BACs)	£ 50.00																																																
16.04.23	WAVE - pavilion water (DD)	£ 34.27																																																
16.04.23	Babergh District Council – litter & dog bin emptying (BACs)	£1,998.08																																																
16.04.23	Mark Thompson – fitness classes (BACs)	£ 200.00																																																
16.04.23	Lottery 1 st Prize (cheque)	£ 24.00																																																
16.04.23	Lottery 2 nd Prize (cheque)	£ 14.40																																																
16.04.23	Lottery 3 rd Prize (cheque)	£ 9.60																																																
16.04.23	O. Abbott – grass cutting Reade Field & Church Green (BACs)	£ 150.00																																																
<p>It was proposed by Cllr Holmes and seconded by Cllr Abbott to approve the above payments All Councillors agreed.</p>																																																		
<p>HPC1505/16 Planning</p> <p>16.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</p> <p>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.</p> <p>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</p> <p>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. Granted</p> <p>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. Refused</p> <p>16.02: To consider new applications received: no new applications had been received</p>																																																		
<p>HPC1505/17: Councillors Reports: to note Councillors’ reports and activities since the last meeting:</p> <ul style="list-style-type: none"> Cllr Ingleton questioned the timing of the LED lighting going off at night, as the light in The Street was going off at 10.30 p.m. The Clerk will investigate. 		<p>Clerk</p>																																																

<ul style="list-style-type: none"> • Cllr Ambrose reported that the Self-help Group have carried out remedial work on The Cut – their next project could be Primrose Hill. Cllr Allinson suggested we need to write to landowners re Primrose Hill and agreed to liaise with the Clerk. • Cllr Wright reported that the path by St. Mary’s Care Home is overgrown and almost impassable. It was agreed that it may be a project for the CSHG. Cllr Allinson and Cllr Wright will email Cllr McLaren with details. • Cllr Ingleton reported that one of the benches in the Millennium Wood has been demolished and will need replacing. • Cllr Allinson suggested that the Parish Clerk circulate the rest of the council with his research and response to the concerns expressed at the Annual Parish Meeting re the rubber surface used for the play equipment. A subsequent email had been received giving details of the concern. Following a discussion, Cllr Allinson suggested contacting the Parks and Open Spaces department at Babergh to seek an external point of view and agreed to email District Councillor McLaren with details. • Cllr Holmes reminded everyone about the meeting of GHGW on 22nd May. 	<p style="text-align: center;">Cllr Allinson/ Clerk</p> <p style="text-align: center;">Cllrs Allinson & Wright</p> <p style="text-align: center;">Cllr Allinson</p>
<p>VHPC1505/18: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on 19th June 2023 Meeting Agenda.</p>	<p style="text-align: center;">All Cllrs</p>
<p>HPC1505/19: Date of the next Parish Council Meeting will be held on Monday 19th June 2023 at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;">John Ambrose 19th June 2023</p> <p>Chairman..... Date.....</p>	

The meeting finished at 8.40 p.m.

The original copy of the signed minutes is held by the Clerk in the Minute Book.