

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 19th June 2023 at 7.30pm.

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

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

<p>HPC1906/01 Apologies: To receive apologies for absence: no apologies were received. Cllr Pittman and Cllr Abbott were not present at the meeting.</p>	
<p>HPC1906/02 Declarations of Pecuniary and local non-pecuniary interest 2.01: 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 made. 2.02: to receive requests for dispensations - no requests received.</p>	
<p>HPC1906/03 : Public Forum 3.01: To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor. District Cllr McLaren reported that concerns about electric scooters in Holbrook are being investigated. Cllr McLaren asked Cllr Connick to forward details of the Babergh owned car park issues to which he had been alerted. County Councillor Simon Harley highlighted one or two key points from his report. Following a query from Cllr Ambrose, Cllr Harley confirmed that SCC are not funding any more “Quiet Lanes”– but suggested Holbrook Council write to him in the first instance if they wished to nominate a suitable lane. 3.02: To receive questions and matters of concern from members of the public who are present. No members of the public were present</p>	<p>Cllr Connick</p>
<p>HPC1906/04: To consider and approve the minutes of the Parish Council meeting held on 15th May 2023. It was proposed by Cllr Allinson and seconded by Cllr Holmes that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1906/05: Business remaining from previous meetings and ongoing projects: 5.01: To receive an update on the actions from the meeting held on 15th May 2023</p> <ul style="list-style-type: none"> • To update the management plan for Alton Green – this is ongoing and in hand • To update the Parish Plan – in hand • Litter picks would be organised in due course by Cllr Holmes and Cllr Allinson • So far only one family had registered their interest in re-opening the Peninsula Sports Centre – this was still ongoing • The clerk had written to the house in Denmark Gardens re the trees overhanging The Cut. No response had been received to date. • Cllr Ambrose had met with the Practice Manager of the surgery and would continue to liaise regularly. The Practice Manager would also provide information for residents via the Parish Papers. • The timing of the light on the street was scheduled by SCC rather than being part of the schedule for the new LED lights purchased by HPC. • Path near St. Mary’s has been dealt with by Cllr Wright and Cllr McLaren • Primrose Hill – Cllr Allinson will liaise with the clerk re the issues on Primrose Hill. • Playground surface – the Council had received a very comprehensive answer from the suppliers of bonded mulch for Babergh and HSE have also confirmed its safe use. <p>5.02: To receive a report from the Climate Change Working Group Meeting held on 22nd May. In addition to the notes circulated, Cllr Holmes and Cllr King gave a brief review of the current plans, which included producing an action plan. 5.03: To receive an update on the Bulk Buy Scheme. A working party had met to plan how best to promote and administer the scheme and further advice had been received from SCC. Cllr King had made contact with the suppliers of the insulation products and was awaiting a response. It was agreed that it would be beneficial to get the project underway before the Autumn/Winter. 5.04: To note the information received from Babergh Open Spaces and Playgrounds re the surfacing of the children’s playground. This had been referred to above. The Clerk was asked to write to the residents who had raised the concern.</p>	<p>Cllr Allinson/ Clerk</p>

HPC1906/06: Correspondence received requiring a response and new business:**6.01:** To review the following policies:

- (a) Document Retention Scheme
- (b) GDPR and Information Management Policy
- (c) Policy for Dispensations.

The above policies had been circulated prior to the meeting and it was proposed by Cllr Ingleton and seconded by Cllr King that all policies be adopted as reviewed. **All Councillors agreed.**

6.02: To consider signing up to the Civility and Respect Pledge. A report had been circulated prior to the meeting. Following a discussion, It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the powers be delegated to the clerk to sign the pledge on behalf of Holbrook Parish Council. **All Councillors agreed.**

6.03: To consider the email received from Friends of Shotley Library. Cllr Harley reported that it costs about £7,000 plus to run this library facility and their funding had been withdrawn from Suffolk Libraries. Following a discussion, the clerk was asked to write to them, to ask for further information and to establish how many residents of Holbrook would benefit from the scheme if Holbrook's precept funds were to be used for a grant. The clerk would also explain the terms and timing of Holbrook's grant scheme

6.04: To consider subscribing to the campaign to reduce speed limits to 20 mph. Following a discussion, it was agreed that the clerk would circulate the information on the 20-mph campaign which could then be discussed at the July council meeting.

6.05: To note the contents of the Clerk's report. The report had been circulated prior to the meeting and there were no further questions.

Clerk

Clerk

HPC1906/07: Finance:

7.01: To receive a financial report from the RFO including the bank reconciliation up to and including 31st May and a commentary. The report was noted and there were no further questions

7.02: It was noted by Councillors that the bank reconciliation had been independently verified by a councillor who was not a cheque or bank signatory.

7.03: To note that the RFO has set the period for the Public Rights of the Unaudited Annual Governance and Accountability Return and advertised the dates along with associated documentation. The dates set were 5th June to 14th July 2023. Councillors noted that the appropriate paperwork had been published.

7.04: To consider the quotations for the new slide and play equipment. The quotations had been circulated to councillors, together with a brief report. Following a discussion, it was agreed that it was hard to compare the quotations as each company supplied slightly different equipment. Cllr Ambrose proposed that further funding be sought for the log traverse, the slide and the accessible gate referred to in item 7.05 using the quotes from Playquip. **All councillors agreed.**

7.05: To consider the quotation for an accessible gate at the Reade Road entrance of the Reade Field. See item 7.04 above.

7.06: To authorise payments including any other payments received since the publication of the agenda.

31.05.23	Suffolk Preservation Society (subscription) (debit card)	£ 30.00
31.05.23	SARS – subscription (debit card)	£ 25.00
20.06.23	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 26.00
20.06.23	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 674.45
20.06.23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
20.06.23	HMRC – PAYE & Employer's NI (BACs)	£ 200.74
20.06.23	Community Action Suffolk – donation (BACs)	£ 30.00
20.06.23	All Saints PCC – grant (BACs)	£ 500.00
20.06.23	Holbrook Helpers – grant (BACs)	£ 500.00
20.06.23	Stutton & Holbrook 1 st Responders – grant (cheque)	£ 100.00
20.06.23	SLCC – Membership (BACs)	£ 146.00
20.06.23	Open Spaces – subscription (BACs)	£ 45.00
20.06.23	Holbrook Village Hall – Hall hire (BACs)	£ 75.00
20.06.23	Holbrook Village Hall – grant (BACs)	£ 300.00
20.06.23	Babergh District Council – Lottery Licence (BACs)	£ 20.00
20.06.23	Tuddenham Press – Parish Papers	£ 315.00
20.06.23	Tuddenham Press – printing of GHGW banner (BACs)	£ 7.20
20.06.23	Mark Thompson – Fitness Classes (BACs)	£ 200.00
20.06.23	Lottery 1 st Prize (cheque)	£ 24.00

20.06.23	Lottery 2 nd Prize (cheque)	£ 14.40	
20.06.23	Lottery 3 rd Prize (cheque)	£ 9.60	
20.06.23	SWARCO	£ 1017.00	
09.07.23	Microsoft – Annual licence (debit card)	£ 59.99	
Cllr Allinson proposed and Cllr Wright seconded that the above payments be agreed. All councillors agreed			
HPC1906/08 Planning			
08.01 To receive an update on the status of planning applications , appeals, enforcement referrals and plans previously reviewed.			
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.			
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 Granted			
08.02: To consider new applications received:			
DC/23/02278 Proposal: Householder Application - Erection of two storey rear/side extension and external insulation to the flank wall. Location: 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG. Following a discussion approval was proposed by Cllr Ingleton and seconded by Cllr King. All Councillors agreed.			
DC/23/02549 Proposal: Application for Works to Trees subject to Tree Preservation Order BT328/A1 - Re Pollard 1 No. Holm Oak (T1). Crown reduce 3 No. Sycamore (T2, T3 and T4) by up to 30%. Reduce, re balance and deadwood crown of 1 No. Oak (T5) by up to 3m. Reduce and reshape crown of 1No. Holly (T6) by 3m and Fell 2 No. Sycamore (T7 and T8) Location: 1 Pettwood Gardens, Holbrook, Ipswich, Suffolk IP9 2WE. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Holmes. All councillors agreed.			
HPC1906/09: Councillors Reports: to note Councillors reports and activities since the last meeting			
<ul style="list-style-type: none"> • Cllr Ingleton reported that she will replenish the wooden planter outside the Coop. • Cllr Allinson reported that the trees on the Reade Field were in need of water, which it was hoped might be undertaken by volunteers and the plastic guards may need to be removed. • Cllr King raised the issue of a 30s sign which is damaged and would report it on the reporting tool. 			
HPC1906/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on 17 th July 2023 Meeting Agenda.			All Cllrs
HPC1906/11: Date of the next Parish Council Meeting will be held on Monday 17th July 2023 at Holbrook Village Hall at 7.30 p.m.			
John Ambrose Chairman Date 17.07.23			

The meeting finished at 8.58 p.m.

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