

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17<sup>th</sup> July 2023 at 7.30pm.**

**Present:** Cllr J Ambrose, Cllr R. Connick, Cllr S. Ingleton, Cllr A. King, Cllr D. Martin, Cllr Pittman

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

<p><b>HPC1707/01 Apologies:</b> To receive apologies for absence: Cllrs Abbott, Allinson Holmes and Wright sent apologies. Councillors <b>accepted</b> the apologies, District Councillor McLaren also sent apologies.</p>	
<p><b>HPC1707/02 Declarations of Pecuniary and local non-pecuniary interest</b>  <b>2.01:</b> 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.  <b>2.02:</b> to receive requests for dispensations - no requests received.</p>	
<p><b>HPC1707/03 : Public Forum</b>  <b>3.01:</b> To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor. District Cllr McLaren was unable to be at the meeting as she was on annual leave.  County Councillor Simon Harley highlighted one or two key points from his report and answered questions. Cllr Harley additionally reported that there had been a County Council Meeting where simplifying changes to speed limits was introduced by the Green Party, but the debate had been closed down on a technicality.  <b>3.02:</b> To receive questions and matters of concern from members of the public who are present. A member of the public expressed concern about footpaths 5 and 4 in Holbrook which he believed did not comply with the rule that each footpath must be 1 metre wide. Following a discussion, the Chairman suggested that the resident log the issue through the reporting tool and encouraged others to do this where there was an issue. He explained that the Parish Council does not have the power to enforce compliance.</p>	
<p><b>HPC1707/04: To consider and approve the minutes</b> of the Parish Council meeting held on 19<sup>th</sup> June 2023. It was proposed by Cllr Ingleton and seconded by Cllr King that the minutes be approved and signed. <b>All Councillors agreed</b> and the minutes were duly signed.</p>	
<p><b>HPC1707/05: Business remaining from previous meetings and ongoing projects:</b>  <b>5.01:</b> To receive an update on the actions from the meeting held on 19<sup>th</sup> June 2023</p> <ul style="list-style-type: none"> <li>• To update the management plan for Alton Green – this is ongoing and in hand</li> <li>• To update the Parish Plan –this is also in hand</li> <li>• Litter picks would be organised in due course by Cllr Holmes and Cllr Allinson It was suggested that this could be passed on to the GHGW group.</li> <li>• The Peninsula Sports Centre negotiations were on hold, due to the changes at the Academy.</li> <li>• Primrose Hill – Cllr Allinson will liaise with the clerk re the issues on Primrose Hill, which are mainly in private ownership.</li> <li>• Cllr Connick had forwarded details to Cllr McLaren of the overgrown vegetation at the Car Park on Clench Road.</li> <li>• The Clerk had written to the residents who had raised concerns over the playground surfacing and had forwarded the reports sent by Babergh DC.</li> <li>• The Clerk had written to the friends of Shotley Library to seek further information about take up of their service from residents of Holbrook and had sent them a copy of the Council's grant policy.</li> <li>• The Clerk had circulated the information re the campaign for a 20-mph speed limit in certain village and urban roads.</li> <li>• The Clerk had registered the Council's commitment to the Civility and Respect Pledge and the Chairman signed the registration document.</li> </ul> <p><b>5.02:</b> To receive a report from the Climate Change Working Group Meeting held on 10<sup>th</sup> July. The notes of the meeting were circulated and Cllr King gave a brief explanation of the current focus.  <b>5.03:</b> To receive an update on the Bulk Buy Scheme. Cllr King has made contact with the supplier and was hoping to have a meeting in the near future, so that the scheme can be launched and insulation products installed before the late Autumn/Winter.</p>	

<p><b>5.04:</b> To receive an update on the provision of an additional defibrillator at Admirals Quarter. The clerk updated Council on the provision of a defibrillator which did not require an electrical source.</p> <p><b>5.05:</b> To consider nominating Hyam's Lane/Hales Grove as a Quiet Lane – proposed by Cllr Pittman and seconded by Cllr King - <b>All Councillors agreed</b> and noted that there is no central funding for quiet lanes. The clerk will register Council's interest with Cllr Harley.</p>	<b>Clerk</b>																																							
<p><b>HPC1707/06: Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To review the following policies:</p> <ul style="list-style-type: none"> <li>(a) Complaints Procedure</li> <li>(b) Training &amp; Development Policy</li> <li>(c) Travel &amp; Expenses Policy.</li> <li>(d) Pre-planning Protocol</li> </ul> <p>The above policies had been circulated prior to the meeting and it was proposed by Cllr King and seconded by Cllr Martin that all policies be adopted as reviewed. <b>All Councillors agreed.</b></p> <p><b>6.02:</b> To receive and adopt the updated Emergency Plan for Holbrook. It was proposed by Cllr Ingleton and seconded by Cllr Pittman to adopt it. <b>All Councillors agreed</b> As soon as the missing numbers were added, it would be sent to the Emergency Planning Officer.</p> <p><b>6.03:</b> To consider whether HPC wish to support the campaign to reduce the speed limit to 20 mph on certain urban and village roads. Cllr King suggested the Council should try and define the impact of any change in terms of increased safety and possibly go to public consultation. Following a discussion, it was proposed by Cllr Ingleton and seconded by Cllr Martin that the Council will not sign the petition or join the campaign at this stage. <b>All Councillors agreed.</b></p> <p><b>6.04:</b> To consider whether the Council wish to apply for funding from the FA for the remedial work on the football pitch. A pitch report was circulated with the papers. Following a discussion, it was proposed by Cllr Ingleton and seconded by Cllr Connick not to go ahead with an application to the scheme on offer. <b>All Councillors agreed.</b></p> <p><b>6.05:</b> To appoint a new trustee to the Catherine Dean Trust. The Trust provides a cheque each year for the widows of the Parish. A vacancy had occurred due to the death of one of the Trustees. Council expressed their appreciation of all that Bob Fox contributed over the years. Cllr Martin proposed and Cllr Ingleton seconded that Andrew King be appointed as the new Trustee to the Catherine Dean Trust. <b>All Councillors agreed.</b></p> <p><b>6.06:</b> Councillors noted the contents of the Clerk's report. The clerk added that, since writing the report, she has registered the Council with a local fund giving body. There were no further questions.</p>																																								
<p><b>HPC1707/07: Finance:</b></p> <p><b>7.01:</b> To receive a financial report from the RFO including the bank reconciliation up to and including 30<sup>th</sup> June 2023 and a commentary. The report was noted. The clerk added that the Council was still waiting for a bill for the remainder of the LED lighting project and the uncontested election in May, There were no further questions.</p> <p><b>7.02:</b> To consider the proposal to remove the tree from Alton Green for the sum of £100. This had been raised as it was suggested that the new tree would benefit from the removal of the old tree. Cllr Allinson was unable to attend the meeting but is looking into this. He had also been asked to look at an ash tree on Alton Green and will report back to council.</p> <p><b>7.03:</b> To consider the quote for a defibrillator to be sited at Admirals' Quarter. Following a discussion, Cllr Ingleton proposed and Cllr Martin seconded that the purchase of a defibrillator should go ahead. Locality funding had been promised towards the cost.</p> <p><b>7.04:</b> To authorise payments including any other payments received since the publication of the agenda. Invoices for additional grass cutting on the Reade Field and Church Green had been received since the Agenda was published and are included in the payments.</p>	<b>Clerk</b>																																							
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<p>Cllr Pittman proposed and Cllr Martin seconded that the above payments be agreed. <b>All Councillors agreed</b></p>	
<p><b>HPC1707/08 Planning</b>  <b>08.01 To receive an update on the status of planning applications,</b> appeals, enforcement referrals and plans previously reviewed.  <b>DC/22/05076: Proposal: Full Application</b> - 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. <b>Location:</b> Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR  <b>Awaiting Decision.</b>  <b>DC/23/02278 Proposal:</b> Householder Application - Erection of two storey rear/side extension and external insulation to the flank wall. <b>Location:</b> 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG <b>Awaiting Decision</b>  <b>DC/23/02549 Proposal:</b> 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) <b>Location:</b> 1 Pettwood Gardens, Holbrook, Ipswich, Suffolk IP9 2WE. <b>Granted</b>  <b>8.02 To consider new applications received</b>  <b>DC/23/02967 Proposal:</b> Householder Application - Erection of two storey rear and side extension. <b>Location:</b> 1 Wall Farm Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Following a discussion, approval was recommended by Cllr Ingleton and seconded by Cllr Martin. <b>All Councillors agreed.</b>  <b>DC/23/03055 Proposal:</b> Listed Building Consent - Installation of new pendant lighting to the Main Hall. <b>Location:</b> The Royal Hospital School, Holbrook, Ipswich, Suffolk IP9 2RX Following a discussion, approval was recommended by Cllr King and seconded by Cllr Pittman. <b>All Councillors agreed</b></p>	
<p><b>HPC1707/09: Councillors Reports:</b> to note Councillors reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Ambrose reported that the Neighbourhood Plan will be going to referendum in September. He also reported that an appeal has been lodged for the Planning application which had been refused at Hyam’s Lane, although there had been no official notification to the Council from the Planning Authority. Holbrook Academy’s headteacher is leaving at the end of the term an interim head has been appointed. The Chairman had a letter requesting a second accessible gate at Reade Field, which was already in hand. Cllr Ambrose has registered with CIL which the Council hopes will help fund the new pavilion and has identified another funding stream for the replacement equipment on the Reade Field and the accessible gate. He also reported that the Council has been allocated a nominated person who will support the procurement process for the pavilion.</li> </ul>	
<p><b>HPC1707/10: To consider items for future agendas:</b> Councillors were asked to send the Clerk any items they wanted to be included on 21st August 2023 meeting agenda.</p>	<p><b>All Cllrs</b></p>
<p><b>HPC1707/11: Date of the next Parish Council Meeting will be held on Monday 21<sup>st</sup> August 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>21.08.23</b></span>  <b>Chairman.....</b> <span style="float: right;"><b>Date.....</b></span> </p>	

The meeting finished at 8.35 p.m.  
*These minutes were agreed and signed by the Chairman at the meeting on 21<sup>st</sup> August 2023. The original signed minutes are maintained in the Council’s minute book and can be viewed on request.*