

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 21<sup>st</sup> August 2023 at 7.30pm.**

**Present:** Cllr J Ambrose (Chairman), Cllr R Allinson, Cllr M Holmes, Cllr D. Martin, Cllr M Pittman

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

<p><b>HPC2108/01 Apologies:</b> To receive apologies for absence: Cllrs Abbott, Connick, Ingleton, King and Wright sent apologies due to other commitments. Councillors <b>accepted</b> the apologies.</p>	
<p><b>HPC2108/02 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. Cllr Allinson declared a local non pecuniary interest in item 8.02, application no DC/23/03526,  <b>2.02:</b> to receive requests for dispensations - no requests were received.</p>	
<p><b>HPC2108/03 : 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 - there were no questions. County Cllr Simon Harley highlighted some points from his report and answered questions from councillors. He reported that he had been invited to take part in a pilot inspection for adult social care and asked for feedback on any identified issues relevant to adult social care. Councillors noted that there will be a public consultation about the future of public libraries for 14 weeks from October 2023 to January 2024 and Cllr McLaren added that the closure of libraries could adversely affect the digital competence of people who relied on using computers at libraries. Cllr Harley and McLaren were thanked for their reports.  <b>3.02:</b> To receive questions and matters of concern from members of the public who are present. There were no questions raised.</p>	
<p><b>HPC2108/04: To consider and approve the minutes</b> of the Parish Council meeting held on 17<sup>th</sup> July 2023. It was proposed by Cllr Martin and seconded by Cllr Pittman that the minutes be approved and signed. <b>All Councillors agreed</b> and the minutes were duly signed.</p>	
<p><b>HPC2108/05: Business remaining from previous meetings and ongoing projects:</b>  <b>5.01:</b> To receive an update on the actions from previous meetings and the meeting held on 17<sup>th</sup> July 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 on hold for the moment.</li> <li>• Litter picks. The climate action working group (GHGW) had agreed to organise a litter pick at Holbrook Creek late September/early October. Volunteers will be asked to sign the volunteer form.</li> <li>• The Peninsula Sports Centre negotiations were on hold, due to changes at the Academy. Cllr Ambrose updated Council on a recent conversation about the Sports Centre with the interim headteacher. The fitness classes would continue and the interim head was looking at ways to increase usage of the sports centre.</li> <li>• Primrose Hill – signs had been put on Primrose Hill to warn that pedestrians could be walking on the road, which is due to overgrowth on the path. The CSHG are keen to help clear the path.</li> <li>• The Clerk had written to County Cllr Simon Harley to register the council’s interest in designating Hyams Lane/Hales Grove as a Quiet Lane. Cllr Harley has passed on the request to Highways, who said they were no longer designating quiet lanes, but may look into ways that Parish Councils can do this for themselves. The Clerk was asked to contact Tattingstone to see if they would support a quiet lane from their end to join Hyams Lane.</li> <li>• The Clerk had pursued further quotes for the defibrillator but was unable to find another supplier for a defibrillator requiring no electrical power source to the cabinet. (See Clerk’s report). No like for like quotes were available.</li> </ul> <p><b>5.02:</b> To receive a report from the Climate Change Working Group Meeting held on 14<sup>th</sup> August . The notes of the meeting were circulated. A water butt is being installed at the pavilion to help with watering any tree saplings in the future.</p>	<p><b>Clerk</b></p>

<p><b>5.03:</b> To receive an update on the Bulk Buy Scheme. Cllr King was taking a lead on this and further information will be circulated soon. The Council has registered its interest in having the thermal imaging camera again.</p> <p><b>5.04:</b> To receive an update on the provision of an additional defibrillator at Admirals Quarter. Following a discussion, it was proposed by Cllr Allinson and seconded by Cllr Ambrose to proceed with the quotation from Community Heartbeat Trust as no like for like quotations were available. <b>All Councillors agreed</b></p> <p><b>5.05:</b> To receive an update on the Community Speedwatch: new volunteers are needed to keep the speedwatch team going. It was suggested that staff at the RHS might be approached to volunteer. Cllr McLaren offered to volunteer and the Clerk would pass on her details to the coordinator.</p> <p><b>5.06:</b> To receive an update on the grant for the new/replacement play equipment. Cllr Ambrose updated Council on the application for a grant for the replacement equipment and reported that an application was being prepared for a grant of up to £10,000 from Babergh.</p> <p><b>5.07:</b> To discuss issues raised by a resident on Footpath 4 and 5: it was reported that the surrounding fields have now been harvested and, following a discussion, it was considered that the paths are now adequate. Residents are encouraged to use the reporting tool if there are any future issues with footpaths.</p>	<b>Clerk</b>																		
<p><b>HPC2108/06: Correspondence received requiring a response and new business:</b></p> <p><b>6.01:</b> To review the following policies:  (a) Information Security Policy  (b) Subject Access Requests (SARs)  (c) Volunteer Policy</p> <p>The above policies had been circulated prior to the meeting and it was proposed by Cllr Allinson and seconded by Cllr Holmes that all policies be adopted as reviewed. <b>All Councillors agreed.</b></p> <p><b>6.02:</b> To note the contents of the email sent by a resident re the Parish Papers. The contents of the email had been circulated to Councillors. Following a discussion, it was agreed that it was not the role of the Parish Council to edit content from Councillors or MPs – all political parties are welcome to contribute to the Parish Papers.</p> <p><b>6.03:</b> To note the contents of the email from Babergh DC re the Biodiversity Project. The contents were noted but no action at present was proposed. Cllr Allinson will pursue the planting of trees at Clifton Wood with the organising resident and may be able to access trees through the biodiversity project.</p> <p><b>6.04:</b> Councillors noted the contents of the Clerk’s report which had been circulated prior to the meeting. Since the report had been circulated, the Clerk had received an email from Babergh to inform the Council that they will repair The Street road sign.</p>	<b>Cllr Allinson</b>																		
<p><b>HPC2108/07: Finance:</b></p> <p><b>7.01:</b> To receive a financial report from the RFO including the bank reconciliation up to and including 31<sup>st</sup> July 2023 and a commentary. The report was noted. There were no further questions.</p> <p><b>7.02:</b> Councillors noted that the bank reconciliation had been independently verified by a councillor who was not a bank signatory.</p> <p><b>7.03:</b> Councillors noted the contents of the External Auditor’s report, where no issues were raised and also noted that this report, plus the AGAR 1,2 &amp; 3 and the Notice of Conclusion of Audit has been published in line with the requirements of the Accounts and Audit Regulations 2015.</p> <p><b>7.04:</b> To note the paragraph in the EA’s report re email accounts (see Clerk’s Report). This was noted and the clerk would keep Council informed of any further developments.</p> <p><b>7.05:</b> To consider going ahead with the purchase of the accessible gate at the Reade Road entrance of the Reade Field as soon as possible. Following a discussion, the importance of providing an accessible gate was agreed. It was proposed by Cllr Martin and seconded by Cllr Holmes that Playquip’s quote be accepted and that they be asked to carry out the work as soon as possible. <b>All Councillors agreed.</b></p> <p><b>7.06:</b> To consider funding promotional material for the GHGW group – leaflets, posters, a banner etc. Funding was proposed by Cllr Pittman and seconded by Cllr Martin. <b>All Councillors agreed.</b> Cllr Simon Harley added that he would consider funding GHGW activities, including the promotional polo shirts, from his locality funds.</p> <p><b>7.07:</b> To authorise payments including any invoices received after the Agenda was published</p>	<b>Clerk</b>																		
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22.08.23	PKF Littlejohn – External Auditors Fee (BACs)	£ 378.00	
22.08.23	J & B Adcock – P3 group grant (BACs)	£ 40.00	
22.08.23	Tuddenham Press – Parish Papers (BACs)	£ 315.00	
22.08.23	Wave – Pavilion Water (BACs)	£ 50.74	
22.08.23	Lottery 1 <sup>st</sup> Prize (cheque)	£ 24.00	
22.08.23	Lottery 2 <sup>nd</sup> Prize (cheque)	£ 14.40	
22.08.23	Lottery 3 <sup>rd</sup> Prize (cheque)	£ 9.60	
22.08.23	Mark Thompson – fitness classes (BACs)	£ 50.00	
22.08.23	Playquip – Playground Inspection	£ 192.00	
22.08.23	Donation to Suffolk Pro Help for Reade Field project (tbc)	£ 50.00	
<p>The Clerk reported that Playquip's invoice for the playground inspection was included, having been received after the publication of the agenda. Cllr Pittman proposed and Cllr Allinson seconded that the above payments be approved. <b>All Councillors agreed</b></p>			
<p><b>HPC2108/08 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>Withdrawn – see below</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>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 <b>Awaiting Decision</b>  <b>8.02 To consider new applications received</b>  <b>DC/23/03342 Proposal:</b> Full Planning Application - Conversion of and extension to redundant agricultural buildings to create 4no. dwellings, and the erection of 1no. new detached dwelling (following demolition of the existing building approved for conversion to 3no. dwellings under application reference DC/23/00655) including access, car parking and landscaping. <b>Location:</b> Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Following a discussion and taking into account comments by the Heritage Officer, it was proposed by Cllr Allinson and seconded by Cllr Martin to recommend refusal on the basis that aspects of the application don't comply with Holbrook's Neighbourhood Plan. <b>All Councillors agreed</b>  <b>DC/23/03400 Proposal:</b> Householder Application - Erection of two storey side extension (amended scheme, re-submission of DC/23/02278) <b>Location:</b> 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG. Following a discussion, approval was proposed by Cllr Holmes and seconded by Cllr Pittman. <b>All Councillors agreed</b>  <b>DC/23/03526 Proposal:</b> (Cllr Allinson took no part in the discussion on this agenda item) Application under S73 for Removal or Variation of Conditions following approval of DC/22/06108 dated 03/02/2023 Town and Country Planning Act 1990 (as amended) - Change of Use of additional parcel of land to residential amenity land, erection of single storey side/rear extension, replacement windows/doors and replace upvc storm goods with cast metal; Erection of double cartlodge with external staircase (following demolition of existing garage) To Vary Condition 2 (Approved Plans and Documents) to include dormer and rooflights to front roof slope in conjunction with loft conversion of main house. <b>Location:</b> Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Following a discussion, approval was recommended by Cllr Pittman and seconded by Cllr Martin. <b>All Councillors agreed. Councillor Allinson re-joined the meeting.</b></p>			
<p><b>HPC2108/09: Councillors Reports:</b> to note Councillors reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>The Chairman reported that a consultant had contacted the Council offering to provide a report and strategies for traffic calming, etc. The Clerk would investigate further.</li> </ul>			<b>Clerk</b>

