

HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18th September 2023 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr R Connick, Cllr S Ingleton, Cllr A King, Cllr D. Martin, Cllr M Pittman, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), County Councillor Simon Harley, District Councillor Mary McLaren and no members of the public.

<p>HPC1809/01 Apologies: To receive apologies for absence: Cllrs Abbott, Allinson and Holmes sent apologies due to other commitments. Councillors agreed to these absences.</p>	
<p>HPC1809/02 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. No declarations were received. 2.02: to receive requests for dispensations - no requests were received.</p>	
<p>HPC1809/03 : Public Forum 3.01: To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor – Cllr McLaren recommended the training she had recently attended on CI, which she believed would be useful for Councillors.. Cllr Harley alerted the Council to forthcoming information on the Bus Back Better strategy which will be inviting public views in due course. 3.02: To receive questions and matters of concern from members of the public who are present. There were no members of the public present</p>	
<p>HPC1809/04: To consider and approve the minutes of the Parish Council meeting held on 21st August 2023. It was proposed by Cllr Pittman and seconded by Cllr Martin that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1809/05: Business remaining from previous meetings and ongoing projects: 5.01: To receive an update on the actions from previous meetings and the meeting held on 21st August 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 – this is on hold for the moment. • To add the missing contacts to the Emergency Plan and submit to the Emergency Planning Officer – this will be completed soon. • The Peninsula Sports Centre negotiations are on hold. An update will be sought in due course from the interim head. • Primrose Hill – signs had been put up but the paths were getting more difficult to pass. Cllr Allinson will liaise with the Clerk re writing to the owners of the land. • The Clerk had written to Tattingstone Parish Council re the suggested quiet lane and had received an acknowledgement to say that the suggestion would go onto their next agenda. • The Clerk had ordered the defibrillator from Community Heartbeat Trust. • There had been no further information from SALC re GOV.UK email addresses, in response to the statement in the external auditor’s letter. • The clerk had written to PJA to find out a bit more about the cost of their traffic solutions and the funding which might be available. She had highlighted the car parking issue before and after school and they responded to say they would be happy to discuss a small-scale intervention which would be cheaper than a full-scale traffic survey. The Clerk agreed to follow this up. <p>5.02: To receive a report from the Climate Change Working Group Meeting (GHGW) held on 11th September. The notes of the meeting had been circulated. The water butt is now installed at the pavilion. Dates had been set for the litter pick at Holbrook Creek (7th Oct 10-12 noon) an energy event at The Methodist Chapel on 28th October 10 – 1 pm, plus a fun interactive family workshop in the Bowls Club on Thursday 26th October from 2 – 4.30, There was also a Community Energy event this Thursday which the Chairman and a member GHGW were attending. Plans for water testing in the local rivers were underway and the group were launching the first of an annual survey to ascertain where we are with climate change as a community and to seek opinions from residents on how best to move forward.</p> <p>5.03: To receive an update on the Bulk Buy Scheme. Various documents had been prepared by Cllr King and had been circulated to Councillors prior to the meeting, Cllr King gave an update on</p>	<p style="text-align: center;">Chairman</p> <p style="text-align: center;">Cllr Allinson/ Clerk</p> <p style="text-align: center;">Clerk</p>

<p>the scheme and the subsidies available. Holbrook is part of a pilot scheme. Cllr King proposed to change the title from Bulk Buy to “Warmer Home Subsidies.” which was agreed to be a much better title. This needed approval from Suffolk Climate Change Partnership (SCCP), together with agreement for the inclusion of the GHGW logo. Once approved the publicity could go out. Posters will be displayed around the village and information sent via email and on social media.. If the take up of the subsidies is not good, it can be offered to the rest of the Peninsula. Anyone wanting to take up a subsidy will have to be responsible for the installation of goods purchased.. All Councillors agreed for Cllr King to go ahead as outlined and thanked him for the work he has done on this project..</p> <p>5.04: The defibrillator had been ordered. The post needs to be in place for 2 weeks before the defibrillator is attached. The Chairman expressed the Council’s thanks to the County Councillor and the District Councillor for their financial support for this project.</p> <p>5.05: Two new recruits had been welcomed to the Community Speedwatch Team. A speedwatch was carried out as part of a national speedwatch day on Thursday 14th September. The ANPR camera was scheduled to be in Holbrook during the current week. The Clerk will write to the RHS to see if anyone would like to volunteer to be part of the team.</p> <p>5.06: 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 he and the clerk were working on a couple of changes to the grant application for £10,000. The outcome of applications is likely to be known in October.</p> <p>5.07: Update on the Neighbourhood Plan. A date for the referendum is being sought</p>	Chairman/ Clerk																								
<p>HPC1809/06: Correspondence received requiring a response and new business:</p> <p>6.01: To review the following policies:</p> <ul style="list-style-type: none"> (a) Grant Scheme (b) Community Engagement (c) Environmental Policy <p>The Chairman suggested that the Council should add to the requirements of an application for the Grant Scheme that the applicants must include a copy of the latest signed accounts. It was also suggested that it should be made clear that only one application in a financial year could be made from any single applicant or organisation. Cllr Pittman proposed and Cllr Ingleton seconded that the Grants Scheme be approved with the above amendments. All Councillors agreed.</p> <p>It was proposed by Cllr King and seconded by Cllr Martin that the Community Engagement and the Environmental Policies be adopted as reviewed. All Councillors agreed. The Asset Register was due for its bi-annual review, but will be deferred until the defibrillator and the new play equipment have been received</p> <p>6.02: 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 a resident concerned about the fence and hedge outside Holly House which was encroaching on the pavement and causing sight issues for motorists. The Clerk had written again to the residents and had received a reply explaining that they had just had a large dead tree felled which had caused further issues - now rectified. Their fencing company would repair the fence once the roots of the tree had been removed.</p>																									
<p>HPC1809/07: Finance:</p> <p>7.01: To receive a financial report from the RFO including the bank reconciliation up to and including 31st August 2023 and a commentary. The clerk reported that the second half of the precept had just been received and this would be reflected in the next financial report. The report was noted. There were no further questions.</p> <p>7.02: Councillors were asked to agree to the repair of the Reade Field gate post which was corroded. The work would be carried out at the same time as the installation of the new accessible gate. It was proposed by Cllr Connick and seconded by Cllr King that this work be carried out at a cost of £180.. All Councillors agreed.</p> <p>7.03: To authorise payments including any invoices received after the Agenda was published The Clerk reported that an invoice for fitness classes had been received after publication and an order for stationery had now been fully received from Amazon which had been paid by debit card.</p> <table border="1" data-bbox="140 1803 1321 2063"> <tr> <td>05/09/23</td> <td>Barton Electrical - PAT testing pavilion (BACs)</td> <td>£ 180.00</td> </tr> <tr> <td>19/09/23</td> <td>Mrs J M Hazlewood – Clerk’s Expenses (BACs)</td> <td>£ 26.00</td> </tr> <tr> <td>19/09/23</td> <td>Mrs J M Hazlewood – Clerk’s Salary January (BACs)</td> <td>£ 674.45</td> </tr> <tr> <td>19/09/23</td> <td>Mr W. Abbott – Community Caretaker Salary (BACs)</td> <td>£ 247.38</td> </tr> <tr> <td>19/09/23</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 200.54</td> </tr> <tr> <td>19/09/23</td> <td>J. Ambrose – Chairman’s allowance (Standing Order)</td> <td>£ 75.00</td> </tr> <tr> <td>19/09/23</td> <td>Zurich – Parish Council Insurance (BACs)</td> <td>£ 652.18</td> </tr> <tr> <td>19/09/23</td> <td>Holbrook Village Hall – Meeting Room hire (BACs)</td> <td>£ 75.00</td> </tr> </table>	05/09/23	Barton Electrical - PAT testing pavilion (BACs)	£ 180.00	19/09/23	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26.00	19/09/23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45	19/09/23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.38	19/09/23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.54	19/09/23	J. Ambrose – Chairman’s allowance (Standing Order)	£ 75.00	19/09/23	Zurich – Parish Council Insurance (BACs)	£ 652.18	19/09/23	Holbrook Village Hall – Meeting Room hire (BACs)	£ 75.00	
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19/09/23	Babergh District Council – Election expenses (BACs)	£ 179.08	
19/09/23	Community Heartbeat Trust – defibrillator (BACs)	£3,414.00	
19/09/23	Mark Thompson – fitness classes (BACs)	£ 100.00	
9-12/09/23	Amazon – Stationery, (Debit Card)	£ 67.36	
<p>No lottery draw has been made in September – two draws will be made in October. Cllr Pittman proposed and Cllr Ingleton seconded that the above payments be approved. All Councillors agreed</p>			
<p>HPC1809/08 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/23/03055 Proposal: Listed Building Consent - Installation of new pendant lighting to the Main Hall. Location: The Royal Hospital School, Holbrook, Ipswich, Suffolk IP9 2RX Granted DC/23/03342 Proposal: 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. Location: Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Awaiting Decision DC/23/03400 Proposal: Householder Application - Erection of two storey side extension (amended scheme, re-submission of DC/23/02278) Location: 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG. Granted DC/23/03526 Proposal: (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. Location: Wall Farm House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RQ. Awaiting Decision</p> <p>8.02 To consider new applications received DC/23/04109 Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) Location: Former HMS Ganges Site, Shotley Gate, Shotley Suffolk. Following a discussion about the variation of condition 27. Cllr Harley reported that It was proposed by Cllr Pittman and seconded by Cllr Connick that the application is refused on the grounds that it would adversely impact the parish of Holbrook. The clerk would lodge the Council's comments on the Planning portal. Cllr Harley reported that Highways had indicated that the increase in the number of houses was insufficient for them to lodge and objection.</p> <p>It was noted by Councillors that the appeal had been approved for the application for Alpha, Ipswich Road – DC/23/01184</p> <p>The Chairman recommended planning training, particularly for new Councillors and Cllr McLaren said it would be interesting for new councils to also attend a Babergh Planning Meeting.</p>			Clerk
<p>HPC1809/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> The Chairman reported that the Flu clinics are starting this Thursday and Covid vaccinations may now be administered at the surgery, He also reported that the GCSE results at Holbrook Academy were in line with the national results. Cllr Wright reported some overgrown bushes and paraphernalia and asked the clerk if she could write to the houses concerned, if their addresses were supplied. 			Cllr Wright Clerk

