HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 23rd October 2023 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr G Abbott, Cllr R Allinson, Cllr R Connick, Cllr S Ingleton, Cllr D. Martin, Cllr A Wright

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

HPC2310/01 Apologies: To receive apologies for absence: Cllrs Holmes, King and Pittman sent				
apologies due to other commitments. Councillors agreed to these absences. County Councillor				
Harley also sent apologies				
The Chairman welcomed everyone to the meeting and then expressed concern and sympathy on				
behalf of the Council in connection with the current critical world events				
HPC2310/02 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.				
HPC2310/03 : Public Forum				
3.01: To receive reports from the District and County Councillors: reports had been circulated from				
both the District and County Councillor – there were no further questions.				
3.02: To receive questions and matters of concern from members of the public who are present				
HPC2310/04: To consider and approve the minutes of the Parish Council meeting held on 18th				
September 2023. It was proposed by Cllr Ingleton and seconded by Cllr Martin that the minutes be				
approved and signed. All Councillors agreed and the minutes were duly signed.				
HPC2310/05: 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 18 th				
September 2023				
To update the management plan for Alton Green and share with the residents – this is				
ongoing and in hand.				
To write to the RHS about the overgrown vegetation on Primrose Hill. The Clerk had written				
to the RHS who had signposted her to Strutt and Parker, the agents for Greenwich Hospital.	Chairman			
The Chairman was going to contact Strutt and Parker about the pavilion and would raise				
the issue of the overgrown vegetation at the same time.	011			
The Clerk had written to Tattingstone Parish Council re the suggested quiet lane and they	Cllr Allinson/			
had discussed the matter at their last meeting. They have written to say they are not going	Clerk			
to register an interest in a quiet lane at this time	Oleik			
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 would raise another query	Clerk			
The clerk had contacted PJA to investigate how they might be able to help with the parking				
issues in Holbrook, but the basic surveys were in the region of £3,000 - £4,000, so this had				
not been followed up.				
The defibrillator post has been installed and is awaiting the installation of the defibrillator				
itself.				
The clerk had written to the RHS to see if any of their personnel would be interested in				
joining the speedwatch team but had not as yet received a response.				
The Clerk had written, as requested, to the houses at Admirals' Quarter re some overgrown				
plants and an accumulation of rubbish.				
FOO To see the Oliverte Observe Medice Occur Medice (OHOM) held a often				
5.02 : To receive a report from the Climate Change Working Group Meeting (GHGW) held on 9 th				
October, The notes of the meeting had been circulated. There were no further questions.				
5.03 : To receive an update on the Bulk Buy Scheme – now called "Warmer Homes Holbrook". Cllr				
King had put notices up and had sent information to as many people as possible via village	Cllr King			
organisations' mailing lists. Unfortunately, only one enquiry had been received so far. Cllr King will	Cili Kilig			
promote the scheme at the Energy event on 28th October and also the Family event on 26th October.				
Events have also been arranged jointly with Holbrook Society.				
5.04: Councillors noted that the date for the Referendum for Holbrook's Neighbourhood Plan was				
set for 21st November 2023				
5.05 : To promote the second round of the thermal imaging camera. It was noted that publicity will be put around the village and an article will be put in the next Parish Papers. The Chairman invited				
councillors to volunteer to help with the surveys.	CU			
Counciliors to volunteer to help with the surveys.	Clirs			
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5.06: Councillo	rs noted that the new accessible gate had been installed at the Re-	ade Road end of				
the Reade Fiel	d					
5.07 Defibrillat	77 Defibrillator – this was already noted in 5.01					
	e the Tree Warden's report. The Tree Warden's report had beer	n circulated. The				
	essed appreciation for the amount of work done by Cllr Allinson. S					
	I to keep on top of some of the issues with trees which the Council					
	s highlighted in the report. Immediate action was required on the c	bak at the Reade				
	ates would be sought for this work.		Clerk			
5.09 To receiv	e an update on the proposed new pavilion and grant application -	a local architect,				
who sponsors	he football club had drawn up a plan, which had been circulated to	councillors . The				
	d public consultation and estimates of costs. The question of CCT\					
	ssed at a future meeting.					
	Correspondence received requiring a response and new busin	0001				
		6 22.				
	the following policies:					
` '	n and Safety					
(b) Equa	ity					
(c) Lone	Working					
Cllr Allinson po	inted out that it would be sensible to try and ensure that volunteers	and employees	All			
	mselves in a vulnerable position when lone working - ideally workin					
	Illr Allinson and seconded by Cllr Ingleton that the above policies					
		o ne auopieu as				
	Councillors in favour.					
	ys: to consider the email asking Holbrook Parish Council to join the					
	by of the email with more details had been circulated to councillors,					
All routes will r	eed checking and at least 3 councillors volunteered to undertake cl	hecks. The Clerk	Clerk			
	egister the PC's interest.					
	that the Chairman and the Clerk were intending Babergh's annua	al Parish Council				
	g on 30th October.	ar arion oddinon				
		hadulad far O0th				
	that a meeting of the local Parish Council Chairmen has been so					
	folbrook Village Hall to discuss current issues on the peninsula ar	nd to share good				
	Chairman will report back to Council.					
6.05 To note t	he contents of the Clerk's report, The contents were noted. The Cl	erk reported that				
she had been	contacted by Babergh enquiring if any resident or household had	been adversely				
	recent flooding. Council were not aware of anyone or any house w					
HPC2310/07:						
		to and including				
7.01 To receive a financial report from the RFO including the bank reconciliation up to and including						
30 th September and a commentary. The RFO report had been circulated – there were no questions.						
7.02 Councillors noted that the bank reconciliation has been verified by a councillor who is not a						
bank signatory						
7.03 To cons	der and, if appropriate, approve Heelis and Lodge as the Interna	I Auditor for the				
2023/2024 financial year. It was proposed by Cllr Ingleton and seconded by Cllr Martin to appoint						
Heelis & Lodge as auditors for the current financial year. All Councillors in favour .						
	date for a budget working party meeting in November: Cllr Wright a		Cllr			
	mbrose and the clerk on the working party. Cllr Ambrose agreed t		Ambrose			
possible meeti		o on odiate some	AIIIDI USC			
		nmant has been				
	that the application for a locality grant for river water testing equi		6 : ,			
	incillors agreed the water testing equipment could be purchased by		Clerk			
as the grant h	as been paid into the Council's bank account. This was proposed	by Cllr Allinson,				
seconded by C	Ilr Connick. All Councillors in favour					
	rise payments including any invoices received after the Agenda was	s published				
24.10.23	Mrs J M Hazlewood – Clerk's salary (BACs)	£ 674.45				
24.10.23	Mrs J M Hazlewood – Clerk's expenses (BACs)	£ 26.00				
		~ ~0.00				
24.10.23	Mr. W. Abbott – Community Caretaker Salary (BACs)	£ 247.18				
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	Date	
	Date of the next Parish Council Meeting: the next meeting will be held on November 2023 at Holbrook Village Hall at 7.30 p.m., John Ambrose 20/11/23	
Clerk any iten	ns they wanted to be included on Monday 20th November 2023 meeting agenda.	All Clirs
proposed by ODC/23/04522 property. Loc discussion, a Councillors i DC/23/04668 agricultural but Ipswich Road and seconded HPC2310/09: meeting: • Cllr A Sature togeth on Wolf He also cleaning reside to approperties of Cllr In asked CHPC2310/10	Cilir Ingleton and seconded by Cilir Wright All Councillors in favour. Proposal: Householder Application - Erection of a two bay car port to the rear of the ation: Lime Tree House, Church Hill, Holbrook, Ipswich Suffolk IP9 2QP. Following proval was recommended by Cilir Martin and seconded by Cilir Ingleton. All in favour. Proposal: Planning Application. Change of use and alteration works to former ildings to provide residential annexe, workshop and storage. Location: Grove Farm, Holbrook, IP9 2PH. Following a discussion, approval was proposed by Cilir Allinson by Cilir Connick. All Councillors in favour. Councillors Reports: to note Councillors' reports and activities since the last mbrose informed Council that the Civic Memorial Service will take place at 10.45 on day 11th and the Remembrance Service at the Church will be on Sunday 12th 10 a.m. her with the laying of the wreaths. He encouraged Cilirs to visit The Community Café ednesdays where soup lunches and other snacks and good company are available, so reported that the Community Self Help Group will be carrying out street sign ng on Sat 4th November. He also asked Councillors to let Revd Seggar know if any that is having problems in the current financial climate, so that they can be signposted propriate help. Igleton identified some hedges which were causing visibility issues and the clerk was to write to the landowners to request them to trim the hedges. To consider items for future agendas: Councillors were asked to send the	Clerk All Clirs
grant of Plann To vary Condi Suffolk <i>Await</i> 8.02 To cons DC/23/04322	ing Permission B/12/00500 dated 18/12/2015 Town and Country Planning Act 1990 tion 27 (Approved Plans) Location : Former HMS Ganges Site, Shotley Gate, Shotley,	
approval of Di Change of Uside/rear exte Erection of do Condition 2 (A conjunction w Holbrook, Ipsy	C/22/06108 dated 03/02/2023 Town and Country Planning Act 1990 (as amended) - se of additional parcel of land to residential amenity land, erection of single storey insion, replacement windows/doors and replace upvc storm goods with cast metal; tuble cartlodge with external staircase (following demolition of existing garage) To vary approved Plans and Documents) to include dormer and rooflights to front roof slope in ith loft conversion of main house. Location : Wall Farm House, Harkstead Road, wich Suffolk IP9 2RQ Granted Proposal : Application under S73a for Removal or Variation of a Condition following	
3No residential bungalows (UCompasses In DC/23/03342 agricultural but (following deapplication referove Farm,	al dwellings (Use Class C3) including external staircase, and erection of 2No chalet se Class C3), including vehicular parking and hard and soft landscaping. Location: In, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR Awaiting Decision Proposal: Full Planning Application - Conversion of and extension to redundant uildings to create 4no. dwellings, and the erection of 1no. new detached dwelling molition of the existing building approved for conversion to 3no. dwellings under reference DC/23/00655) including access, car parking and landscaping. Location: Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH Awaiting Decision Proposal: Application under S73 for Removal or Variation of Conditions following	
Councillors i HPC2310/08 8.01 To recei	Proposed and Cllr Abbott seconded that the above payments be approved. All n favour Planning ve an update on the status of planning applications, appeals, Proposal: Full Application - Change of Use of public house (Sui Generis to form	
24.10.23	3 rd Prize Lottery – October (donated) £ 0.00	
24.10.23	1st Prize Lottery – October - donated£0.002nd Prize Lottery – October (cheque)£10.35	1

These minutes were signed as a true copy of the meeting document is held by the clerk and can be viewed on request	held on	23 rd	October	2023.	The original