



<p><b>5.06:</b> Councillors noted that the new accessible gate had been installed at the Reade Road end of the Reade Field..</p> <p><b>5.07</b> Defibrillator – this was already noted in 5.01</p> <p><b>5.08</b> To receive the Tree Warden's report. The Tree Warden's report had been circulated. The Chairman expressed appreciation for the amount of work done by Cllr Allinson. Some expenditure will be required to keep on top of some of the issues with trees which the Council was responsible for and this was highlighted in the report. Immediate action was required on the oak at the Reade Field and estimates would be sought for this work.</p> <p><b>5.09</b> To receive an update on the proposed new pavilion and grant application – a local architect, who sponsors the football club had drawn up a plan, which had been circulated to councillors . The project will need public consultation and estimates of costs. The question of CCTV was raised and would be discussed at a future meeting.</p>	<b>Clerk</b>																																				
<p><b>HPC2310/06: 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) Health and Safety</li> <li>(b) Equality</li> <li>(c) Lone Working</li> </ul> <p>Cllr Allinson pointed out that it would be sensible to try and ensure that volunteers and employees did not put themselves in a vulnerable position when lone working – ideally working in pairs. It was proposed by Cllr Allinson and seconded by Cllr Ingleton that the above policies be adopted as reviewed. <b>All Councillors in favour.</b></p> <p><b>6.02:</b> Slow Ways: to consider the email asking Holbrook Parish Council to join the national walking network. A copy of the email with more details had been circulated to councillors, 3 volunteers All routes will need checking and at least 3 councillors volunteered to undertake checks. The Clerk was asked to register the PC's interest.</p> <p><b>6.03</b> To note that the Chairman and the Clerk were intending Babergh's annual Parish Council Liaison meeting on 30<sup>th</sup> October.</p> <p><b>6.04</b> To note that a meeting of the local Parish Council Chairmen has been scheduled for 28<sup>th</sup> November at Holbrook Village Hall to discuss current issues on the peninsula and to share good practice. The Chairman will report back to Council.</p> <p><b>6.05</b> To note the contents of the Clerk's report, The contents were noted. The Clerk reported that she had been contacted by Babergh enquiring if any resident or household had been adversely affected by the recent flooding. Council were not aware of anyone or any house within the Parish.</p>	<b>All</b>  <b>Clerk</b>																																				
<p><b>HPC2310/07: 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> September and a commentary. The RFO report had been circulated – there were no questions.</p> <p><b>7.02</b> Councillors noted that the bank reconciliation has been verified by a councillor who is not a bank signatory.</p> <p><b>7.03</b> To consider and, if appropriate, approve Heelis and Lodge as the Internal Auditor for the 2023/2024 financial year. It was proposed by Cllr Ingleton and seconded by Cllr Martin to appoint Heelis &amp; Lodge as auditors for the current financial year. <b>All Councillors in favour.</b></p> <p><b>7.04</b> To set a date for a budget working party meeting in November: Cllr Wright agreed to join Cllr Pittman, Cllr Ambrose and the clerk on the working party. Cllr Ambrose agreed to circulate some possible meeting dates.</p> <p><b>7.05</b> To note that the application for a locality grant for river water testing equipment has been approved. Councillors agreed the water testing equipment could be purchased by the clerk as soon as the grant has been paid into the Council's bank account. This was proposed by Cllr Allinson, seconded by Cllr Connick. <b>All Councillors in favour</b></p> <p><b>7.06</b> To authorise payments including any invoices received after the Agenda was published</p> <table border="1" data-bbox="140 1637 1321 2051"> <tr> <td>24.10.23</td> <td>Mrs J M Hazlewood – Clerk's salary (BACs)</td> <td>£ 674.45</td> </tr> <tr> <td>24.10.23</td> <td>Mrs J M Hazlewood – Clerk's expenses (BACs)</td> <td>£ 26.00</td> </tr> <tr> <td>24.10.23</td> <td>Mr. W. Abbott – Community Caretaker Salary (BACs)</td> <td>£ 247.18</td> </tr> <tr> <td>24.10.23</td> <td>HMRC: PAYE &amp; Employer's Ni (BACs)</td> <td>£ 200.74</td> </tr> <tr> <td>24.10.23</td> <td>SLCC – Training Costs (BACs)</td> <td>£ 72.00</td> </tr> <tr> <td>24.10.23</td> <td>SALC – Conference Costs (BACs)</td> <td>£ 18.00</td> </tr> <tr> <td>24.10.23</td> <td>SALC – 6 months payroll services (BACs)</td> <td>£ 82.80</td> </tr> <tr> <td>24.10.23</td> <td>M. Thompson – Fitness classes (BACs)</td> <td>£ 200.00</td> </tr> <tr> <td>24.10.23</td> <td>Playquip – Accessible Gate (BACs)</td> <td>£1,636.80</td> </tr> <tr> <td>24.10.23</td> <td>1<sup>st</sup> Prize Lottery – September (BACs)</td> <td>£ 17.25</td> </tr> <tr> <td>24.10.23</td> <td>2<sup>nd</sup> Prize Lottery – September (BACs)</td> <td>£ 10.35</td> </tr> <tr> <td>24.10.23</td> <td>3<sup>rd</sup> Prize Lottery – September (Cheque)</td> <td>£ 6.90</td> </tr> </table>	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	24.10.23	Mr. W. Abbott – Community Caretaker Salary (BACs)	£ 247.18	24.10.23	HMRC: PAYE & Employer's Ni (BACs)	£ 200.74	24.10.23	SLCC – Training Costs (BACs)	£ 72.00	24.10.23	SALC – Conference Costs (BACs)	£ 18.00	24.10.23	SALC – 6 months payroll services (BACs)	£ 82.80	24.10.23	M. Thompson – Fitness classes (BACs)	£ 200.00	24.10.23	Playquip – Accessible Gate (BACs)	£1,636.80	24.10.23	1 <sup>st</sup> Prize Lottery – September (BACs)	£ 17.25	24.10.23	2 <sup>nd</sup> Prize Lottery – September (BACs)	£ 10.35	24.10.23	3 <sup>rd</sup> Prize Lottery – September (Cheque)	£ 6.90	<b>Cllr Ambrose</b>  <b>Clerk</b>
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*These minutes were signed as a true copy of the meeting held on 23<sup>rd</sup> October 2023. The original document is held by the clerk and can be viewed on request*