

## HOLBROOK PARISH COUNCIL

**Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20<sup>th</sup> November 2023 at 7.30pm.**

**Present:** Cllr J Ambrose (Chairman), Cllr R Allinson, Cllr M. Holmes, Cllr S Ingleton, Cllr A King, Cllr A Wright  
**In attendance:** Mrs J Hazlewood (Clerk), County Councillor Simon Harley, District Councillor Mary McLaren and 0 members of the public.

<p><b>HPC2011/01 Apologies:</b> To receive apologies for absence: Cllrs Connick, Martin &amp; Pittman sent apologies due to other commitments. Cllr Abbott was not present. Councillors <b>agreed</b> to these absences. The Chairman welcomed everyone to the meeting</p>	
<p><b>HPC2011/02 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. No declarations were received.  <b>2.02:</b> to receive requests for dispensations - no requests were received.</p>	
<p><b>HPC2011/03 : Public Forum</b>  <b>3.01:</b> To receive reports from the District and County Councillors: reports had been circulated from both the District and County Councillor – Councillors noted that a consultation on the Library service was currently open as well as a survey about the SCC annual budget which can be accessed via the link in the County Councillor’s report.  <b>3.02:</b> To receive questions and matters of concern from members of the public who are present. No members of the public were present.</p>	
<p><b>HPC2011/04: To consider and approve the minutes</b> of the Parish Council meeting held on 23<sup>rd</sup> October 2023. It was proposed by Cllr Ingleton and seconded by Cllr Allinson that the minutes be approved and signed. <b>All Councillors agreed</b> and the minutes were duly signed.</p>	
<p><b>HPC2011/05: 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 23<sup>rd</sup> October 2023</p> <ul style="list-style-type: none"> <li>• To update the management plan for Alton Green and share with the residents – this is ongoing and in hand.</li> <li>• To raise the issue of the overgrown vegetation on Primrose Hill with Strutt and Parker, agents for Greenwich Hospital. The matter is being raised with the agents in the first instance.</li> <li>• Warmer Homes has been publicised and launched but take up is poor across the county. Cllr King is investigating whether the financial criteria can be changed.</li> <li>• To investigate further with SALC re the recommendation for Parish Councils to have Gov.uk email addresses – see minute 6.03.</li> <li>• The Chairman asked for volunteers for the thermal imaging camera project.</li> <li>• To seek estimates for the tree work on the Reade Field. Following consultation with the Tree Warden and considering the reasonable quotation received, it was proposed to go ahead with the quote without seeking further quotations.</li> <li>• The clerk had purchased the water testing equipment, as agreed by Council at its meeting on 23<sup>rd</sup> October. See Item 7.03</li> <li>• The clerk had written to the landowner re hedges on New Lane which were causing visibility issues.</li> </ul> <p><b>5.02:</b> To receive a report from the Climate Change Working Group Meeting (GHGW) held on 13<sup>th</sup> November, The notes of the meeting had been circulated. There were no further questions. Councillors noted that no GHGW meeting will be held in December. The energy event on 28<sup>th</sup> October was well attended.  <b>5.03:</b> To receive an update on “Warmer Homes Holbrook – see 5.01.  <b>5.04:</b> To note that the grant application for replacement play equipment had been approved and the equipment had been ordered in accordance with resolution 7.04 in the June 2023 minutes.  <b>5.05:</b> To promote the second round of the thermal imaging camera – the clerk will email around the poster so it can go on Shaun's Shorts, etc. and she will put a physical poster around the village as well as sending one to the editor of the Parish Papers.  <b>5.06:</b> To receive an update on the proposed new pavilion. The clerk has been asked to write to three companies and ask them to give us a quote.</p>	<p style="text-align: center;"><b>Cllr King</b></p> <p style="text-align: center;"><b>Cllrs</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p>

**HPC2011/06: Correspondence received requiring a response and new business:**

**6.01:** To review the following policies:

- (a) Sickness and Absence
- (b) Staff Appraisal
- (c) Discipline
- (d) Grievance

Cllr Allinson proposed and Cllr Holmes seconded that the above policies be agreed and adopted as reviewed. **All Councillors In Favour**

**6.02:** To receive a report on discussions taking place with Harkstead and Erwarton regarding a connected bus service from the two villages to Holbrook under the Bus improvement initiative: Cllr Ambrose gave Council a brief outline on the discussions so far. residents' opinions are being sought to try and assess support and demand. Cllrs were asked to email the Clerk with any other suggestions they may have which could be funded by the Bus Improvement Scheme. The deadline is 20<sup>th</sup> December for bids.

**6.03:** To receive a report regarding Gov.uk email addresses for the council and each councillor and to consider adopting the recommendation within the report. Following a discussion, it was agreed to pursue the purchase of gov.uk email addresses from Cloud Next. Proposed by Cllr King and seconded by Cllr Wright **All Councillors in favour**

**6.04:** To consider the email from Cllr Mary McLaren re support for vulnerable residents following a critical incident. After a discussion, it was agreed that Holbrook Helpers would be in a good position to identify any vulnerable residents – the clerk to contact them. Holbrook's Emergency Plan is on the website which identifies who within the village to contact in an emergency. The initial contacts are the Chairman and the Clerk. Cllr McLaren provide the council with some helpful leaflets. .

**6.05:** The contents of the Clerk's report were noted – there were no questions.

Cllrs

Clerk

Clerk

**HPC2011/07: Finance:**

**7.01** To receive a financial report from the RFO including the bank reconciliation up to and including 31<sup>st</sup> October and a commentary. The RFO report had been circulated – there were no questions.

**7.02** To note that the date of the budget working party meeting is 4<sup>th</sup> December 2023 at 6.30 p.m. The budget working party would be Cllrs Ambrose, King, Pittman and Wright plus the Clerk.

**7.03** To note that the water testing equipment has been purchased and testing of the water quality has commenced. Replacement equipment will be purchased at a later date with the balance of the locality funding

**7.04** Councillors noted that the Local Authority Pay Agreement for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 has been agreed and will be implemented as soon as possible, backdated to 1st April 23 . The new rates of pay had been circulated with the supporting documents and represented an increase equivalent to £1. per hour.

**7.05** To consider the quote for £420 to carry out tree work on the oak on the Reade Field and, if appropriate, accept the quote and authorise the work to take place. Cllr King proposed and Cllr Wright seconded that this quote be accepted. **All Councillors in favour**

**7.06:** To consider and, if appropriate, agree to pay for a small hire charge of £10 for the Methodist Chapel which accommodates the monthly meetings of the Climate Action Working Group. Cllr Ingleton proposed and Cllr Allinson seconded to pay the hire charge. **All Councillors in favour**

**7.07** To authorise payments including any invoices received after the Agenda was published and to ratify the purchase of the water testing equipment as agreed at the October meeting currently totalling £319.59.

21.11.23	Mrs J M Hazlewood – Clerk's salary (BACs)	£ 674.45
21.11.23	Mrs J M Hazlewood – Clerk's expenses (BACs)	£ 26.00
21.11.23	Mr. W. Abbott – Community Caretaker Salary (BACs)	£ 247.18
21.11.23	HMRC: PAYE & Employer's NI (BACs)	£ 200.74
21.11.23	Vertas – Grounds maintenance (BACs)	£ 258.55
21.11.23	Tuddenham Press – Parish Papers (BACs)	£ 315.00
21.11.23	Wave – Pavilion Water (Direct Debit)	£ 38.83
21.11.23	Come Hither Design – Neighbourhood Plan leaflets (BACs)	£ 54.00
21.11.23	J. Ambrose - Expenses (BACs)	£ 27.48
21.11.23	M. Thompson – Fitness Classes (BACs)	£ 200.00
21.11.23	Royal British Legion – Poppy Wreath (BACs)	£ 50.00
21.11.23	O. Abbott – Grass Cutting & Maintenance (BACs)	£ 300.00
21.11.23	1 <sup>st</sup> Prize Lottery – November (BACs)	£ 20.50
21.11.23	2 <sup>nd</sup> Prize Lottery – November (BACs)	£ 12.30
21.11.23	3 <sup>rd</sup> Prize Lottery – November (BACs)	£ 8.20

Cllr Allinson proposed and Cllr King seconded that the above payments be approved and ratified.  
**All Councillors in favour**

**HPC2011/08 Planning**

**8.01 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 3No residential dwellings (Use Class C3) including external staircase, and erection of 2No 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/23/03342 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/23/04109 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 **Awaiting Decision**

**DC/23/04322 Proposal:** Householder Application - Insertion of first floor side window **Location:** 23 Firebronds Road, Holbrook, Ipswich, Suffolk IP9 2TP **Application Refused**

**DC/23/04522 Proposal:** Householder Application - Erection of a two bay car port to the rear of the property. **Location:** Lime Tree House, Church Hill, Holbrook, Ipswich Suffolk IP9 2QP **Application withdrawn**

**DC/23/04668 Proposal:** Planning Application. Change of use and alteration works to former agricultural buildings to provide residential annexe, workshop and storage. **Location:** Grove Farm, Ipswich Road, Holbrook, IP9 2PH **Awaiting Decision**

**8.02 To consider new applications received:**

Councillors noted that an official appeal had been lodged for the proposed **Hyams Lane development**.

**DC/23/04977 Proposal:** Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of the barn to form 2 No dwellings utilising existing access. **Location:** Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Ingleton. **All Councillors in favour**

**DC/23/05055 Proposal:** Application for works to Tree subject to Tree Preservation Order (BT49/T8)- Proposal to reduce and reshape Oak Tree crown (T1) unto 4 meters, thin crown unto 5% and remove significant dead wood **Location:** 7 Hapenny Field, Holbrook, Ipswich, Suffolk IP9 2TS. Following a discussion, approval was proposed by Cllr King and seconded by Cllr Holmes **All Councillors in favour**

**DC/23/05008 Proposal:** Householder Application - Erection of single storey rear extension. **Location:** 5 Hapenny Field, Holbrook, Ipswich, Suffolk IP9 2TS. This had already been approved by the Planning Authority despite granting the Parish Council an extension for comments to 21<sup>st</sup> November. The clerk had written to the Planning Team.

**DC/23/04869 Proposal:** Householder Application - Erection of single-storey rear extension and alterations **Location:** 2 Fir Tree Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RF Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Holmes **All Councillors in favour**

**DC/23/04868 Proposal:** Householder Application - Erection of single-storey extension, alterations and the erection of new outbuilding and double garage **Location:** 1 Fir Tree Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RF. Following a discussion and considering the letter from Suffolk Preservation Society, refusal was proposed by Cllr Holmes and seconded by Cllr Allinson as Council believed that the proposed development did not comply with Policy 1 and 5 of Holbrook's Neighbourhood Plan and was not in keeping with the ANOB. **All Councillors in favour**

**DC/23/04993 Proposal:** Householder Application - Erection of two storey triple bay garage with store above and storage for bins and logs to the side including removal of trees. **Location:** Wind Willow House, Hyams Lane, Holbrook, Ipswich Suffolk IP9 2QF . Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr King **All Councillors in favour**

**DC/23/05282 Proposal:** Householder Application - Erection of first floor rear extension including alterations to roof of single storey extension and insertion of 2 No side windows. **Location:** Homeleigh, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR. . Following a discussion, approval was proposed by Cllr King and seconded by Cllr Ingleton **All Councillors in favour**

