HOLBROOK PARISH COUNCIL

Minutes of the Parish Council meeting of Holbrook Parish Council (HPC) held at Holbrook Village Hall on Monday 15th January 2024 at 7.30pm.

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

In attendance: Mrs J Hazlewood (Clerk), County Cllr Simon Harley, District Councillor Mary McLaren and 2 members of the public.

The Chairman welcomed everyone to the meeting	
HPC1501/01 Apologies: To receive apologies for absence: Cllr Abbott and Cllr Ingleton sent	
apologies due to illness and other commitments. Councillors agreed to these absences.	
HPC1501/02 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.	
HPC1501/03 : 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 questions from the District Councillor's report.	
County Councillor Harley informed the Council that budget information had become available since	
his report was written and large savings and cuts need to be made across the County. Council tax	
will rise to the maximum allowed. This was due to Increased costs and less subsidy from the	
government, Cllr Harley said he would keep Council informed of developments. The District and	
County Councillors were thanked for their reports.	
3.02: To receive questions and matters of concern from members of the public who are present. 2	
members of the public were present with reference to planning application DC/23/05848. Council	
agreed to bring this application from 8.2 on the agenda forward, Following a discussion approval of	
planning application DC/23/05848 was recommended, proposed by Cllr Allinson and seconded by Cllr Holmes. All Councillors agreed .	
HPC1501/04: To consider and approve the minutes of the Parish Council meeting held on 18 th	
December 2023. It was proposed by Clir Holmes and seconded by Clir King that the minutes be	
approved and signed. All Councillors agreed and the minutes were duly signed.	
HPC1501/05: 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	
December 2023	
To update the Parish Plan and the Management Plan for Alton Green (in hand)	
 The Clerk had confirmed with Harkstead Parish Council that Holbrook PC supported their 	
bid for a link to the 92 bus.	
Cllr Holmes was carrying out regular checks on the defibrillator at Admirals Quarter	
Independent verification of the Bank Rec presented at the December meeting was deferred	
to the January meeting, due to absence and had now been verified.	
• The Clerk had emailed the Planning Team at Babergh re the approval of 1 Fir Tree Cottages	
and their reply was included with the supporting papers, together with a copy of the Planning	
Officer's report. The application had been modified.	
F 02 To receive an under a from Orecover I tolk real. Orecover Warld (OLIOW) months including Warm	
5.02 To receive an update from Greener Holbrook Greener World (GHGW) meeting including Warm	
Homes Holbrook (Bulk buy initiative) and the thermal imaging camera project (see supporting decuments). Notes from the CHCW meeting had been circulated and Clir King outlined the changes	
documents). Notes from the GHGW meeting had been circulated and Cllr King outlined the changes to the Warm Homes Holbrook scheme. It is now Suffolk wide; the income threshold has been	•··· · <i>·</i> ·
removed and has been reduced to a single product scheme to provide insulation only through the	Cllr King
scheme. Cllr King is updating the marketing material to launch the revised scheme. An Electrical	
Vehicle Charging point application is being considered for the Community Car Park. The Thermal	
Imaging camera has been re-scheduled to March.	011-
5.03 To receive an update on the proposed new pavilion: Strutt & Parker have asked for a location	Cllr
plan and Cllr Connick is obtaining quotes from 3 different builders.	Connick
5.04 To receive an update on the implementation of the gov.uk domain name and email addresses.	
The Clerk had created the clerk's email address - clerk@holbrookparishcouncil.gov.uk and once	Clerk
the IT issues had been resolved, would create email addresses for all councillors. The clerk was	CIEIK
asked to create a gov.uk email address for the GHGW group.	
5.05 To receive a verbal update of the liaison meeting with the Community Police Officer. The	
Chairman and Clerk met with the Community Police Officer and raised the usual concerns of parking	
and speeding. She is hoping to engage regularly with the Community and will pop into the	
Community Café in the future and may attend the Annual Parish Meeting.	

HPC1501/06: Correspondence received requiring a response and new busine	ess:	
6.01 To review the following policies:		
(a) Finance Regulations		
(b) Finance and Management Risk Assessment Adoption of the reviewed policies was proposed by Cllr Allinson and seconded by C		
Councillors agreed	an wright. An	
6.02 To consider the safety concerns expressed by a member of the public re Fres	ton	
Crossroads. This has been discussed at the joint Parish Council meeting and has t		
the County and District Councillors. Cllr Harley highlighted that it would cost a cons		
amount of money to address the problem and suggested asking all the Councils to		
individually with their concerns as well as maybe making a joint lobby. The Clerk w		Clerk
Councils to individually email CIIr Harley and follow this up with a joint expression o	t concern from	
the Parish Council Alliance. 6.02. Councillors poted that the editor of the Parish Papers is resigning after the pu	blication of the	
6.03 Councillors noted that the editor of the Parish Papers is resigning after the pu February/March issue and a discussion took place about the future of the PPs. The		
article in the Parish Papers to see if someone would take it on, but it was acknowle		
was a large undertaking. A request will also go on the Parish Council Facebook page		
a suggestion of media students being approached. Council agreed that the Parish		
valuable community resource and every effort would be made to continue to publish		
6.04 To note the contents of the email re the dropped kerb flooding on Ipswich Roa		
referred to Cllr Harley who had notified Highways but had so far had no response.	It had been	01
reported on the reporting tool, but the Clerk would add a further report. 6.05 The contents of the email from SALC re 80-year D-Day celebrations were not	ed but it was	Clerk
agreed that it is unlikely HPC will organise an event.	eu, but it was	
6.06 Councillors noted that the Annual Parish Meeting has been scheduled for Tue	sday 23 rd April	
2024 at 7.30 p.m. and will follow the AGM of the Village Hall Committee which will s		
p.m. The Academy will be asked to provide some entertainment		Clerk
6.07 Councillors noted the contents of the Clerk's report which had been circulated	with the	
supporting papers. There were no further questions.		
HPC1501/07: Finance:	a and in shudles a	
7.01 To receive a financial report from the RFO including a bank reconciliation up		
31 st December and commentary The RFO report had been circulated – there were 7.02 To confirm the amount of the precept requested for 2024/25 is £35,123, a		
December meeting. It was proposed by Cllr King and seconded by Cllr Wright that t		
requesting this amount be agreed and signed. All Councillors agreed and the Pre		
duly signed by the Chairman and the Clerk.		
7.03 Councillors noted that the bank reconciliation has been verified by a council	or who is not a	
bank signatory		
7.04 To consider the estimates for a new waste bin for the path between the back		
and the preschool playgroup. Councillors agreed to authorise the Chairman and the		
a suitable bin as there was some uncertainty about the fixing of the bin. The Cler organise the removal of the old bin.	k would try and	Clerk
7.05 To authorise and ratify payments including any invoices received after the	e Agenda was	OICIK
published: Cllr King proposed and Cllr Connick seconded that the following payment		
nd ratified. All Councillors agreed.		
Date Payee	Amount	
16.01.24 Mrs J M Hazlewood – Clerk's Expenses (BACs)	£ 26.00	
16.01.24 Mrs J M Hazlewood – Clerk's Salary (BACs)	£ 726.45	
16.01.24Mr W Abbott – Community Caretaker Salary (BACs)05.02.24HMRC – PAYE & Employer's NI (BACs)	£ 267.90 £ 227.91	
16.01.24 Holbrook Village Hall – Meeting Hire (BACs)	£ 227.91 £ 50.00	
16.01.24 C Sawyer – Parish Papers Distribution (BACs)	£ 66.25	
09.01.24 Jewson's – Heavy Duty Refuse Bags (Debit Card)	£ 10.00	
16.01.24 M Thompson – Fitness Classes (BACs)	£ 100.00	
16.01.24 Lottery – 1 st prize January draw	£ 20.50	
16.01.24 Lottery – 2 nd prize January draw	£ 12.30	
16.01.24 Lottery – 3 rd prize January draw	£ 8.20	

HPC1501/08 Planning

HPC1501/08 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/23/04109 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/23/04668 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	
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. <i>Application Refused</i>	
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. <i>Granted</i>	
DC/23/05434 Proposal: Householder application – erection of 35 no ground based solar panels.	
Location : Pettwood, Ipswich Road, Holbrook, IP9 2QT <i>Awaiting Decision</i>	
DC/23/05435 Proposal: Application for listed building consent – erection of 35 no ground based	
solar panels. Location: Pettwood, Ipswich Road, Holbrook, IP9 2QT. 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	
8.02 To consider new applications received	
DC/23/05908 Proposal: Full Planning Application - Conversion of barns to form 3No. dwellings	
and associated landscaping, using existing access. Location: Potash Farm, Ipswich Road,	
Holbrook, Ipswich Suffolk IP9 2PJ. Following a discussion approval was recommended by Cllr	
Allinson and seconded by Cllr wright with the proviso that HNP 10 be taken into consideration re	
the protection of heritage assets and that Highways recommendations re vehicular access be	
adhered to. DC/23/05909 Proposal: Application for Listed Building Consent - Works to facilitate conversion of	
barns to form 3No. dwellings. Location: Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk	
IP9 2PJ, (response as per DC/23/05908).	
DC/23/05848 Proposal: Householder Application - Erection of two storey and single storey	
extensions. Location: Hazelmere, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk	
Approval was recommended as minuted in 3.02 above.	
HPC1501/09: Councillors Reports: to note Councillors' reports and activities since the last	
meeting:	
Cllr Ambrose reported that the Chairman and the Vice Chairman of the Village Hall	
Committee are resigning. Constitutionally a functioning committee is necessary to run the	
village hall, so new members need to be recruited in order to continue.	
Cllr Martin reported that the electric fences on the footpaths towards Hales Grove have	
been erected making it difficult to walk on the paths. Also, she had received comments	
about Holbrook's website appearing dull in comparison to the Stutton village website.	
HCP1501/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on the Monday 19 th February 2024 meeting agenda.	All Clirs
HPC1501/11: 19th February 2024 at Holbrook Village Hall at 7.30 p.m.	
John Ambrose 19.02.24	
Chairman Date	
The meeting finished at 9.10 n m	

The meeting finished at 9.10 p.m.

These minutes were signed by the Chairman as a true record of the meeting held on 15th January 2024. The original signed copy is held in the Minute Book and can be viewed upon request to the clerk: <u>clerk@holbrookparishcouncil.co.uk</u>