

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.

<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>HPC1501/04: To consider and approve the minutes of the Parish Council meeting held on 18th December 2023. It was proposed by Cllr Holmes and seconded by Cllr King that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>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 18th December 2023</p> <ul style="list-style-type: none"> • 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. <p>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 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 removed and has been reduced to a single product scheme to provide insulation only through the 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.</p> <p>5.03 To receive an update on the proposed new pavilion: Strutt & Parker have asked for a location plan and Cllr Connick is obtaining quotes from 3 different builders.</p> <p>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 the IT issues had been resolved, would create email addresses for all councillors. The clerk was asked to create a gov.uk email address for the GHGW group.</p> <p>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.</p>	<p style="text-align: center;">Cllr King</p> <p style="text-align: center;">Cllr Connick</p> <p style="text-align: center;">Clerk</p>

<p>HPC1501/06: Correspondence received requiring a response and new business: 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 Cllr Wright. All Councillors agreed 6.02 To consider the safety concerns expressed by a member of the public re Freston Crossroads. This has been discussed at the joint Parish Council meeting and has the support of the County and District Councillors. Cllr Harley highlighted that it would cost a considerable amount of money to address the problem and suggested asking all the Councils to contact him individually with their concerns as well as maybe making a joint lobby. The Clerk will ask other Councils to individually email Cllr Harley and follow this up with a joint expression of concern from the Parish Council Alliance. 6.03 Councillors noted that the editor of the Parish Papers is resigning after the publication of the February/March issue and a discussion took place about the future of the PPs. There will be an article in the Parish Papers to see if someone would take it on, but it was acknowledged that it was a large undertaking. A request will also go on the Parish Council Facebook page. There was a suggestion of media students being approached. Council agreed that the Parish Papers were a valuable community resource and every effort would be made to continue to publish PPs. 6.04 To note the contents of the email re the dropped kerb flooding on Ipswich Road. It had been referred to Cllr Harley who had notified Highways but had so far had no response. It had been 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 noted, but it was agreed that it is unlikely HPC will organise an event. 6.06 Councillors noted that the Annual Parish Meeting has been scheduled for Tuesday 23rd April 2024 at 7.30 p.m. and will follow the AGM of the Village Hall Committee which will start at 7.00 p.m. The Academy will be asked to provide some entertainment 6.07 Councillors noted the contents of the Clerk’s report which had been circulated with the supporting papers. There were no further questions.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>																																				
<p>HPC1501/07: Finance: 7.01 To receive a financial report from the RFO including a bank reconciliation up to and including 31st December and commentary The RFO report had been circulated – there were no questions. 7.02 To confirm the amount of the precept requested for 2024/25 is £35,123, as agreed at the December meeting. It was proposed by Cllr King and seconded by Cllr Wright that the precept form requesting this amount be agreed and signed. All Councillors agreed and the Precept Form was duly signed by the Chairman and the Clerk. 7.03 Councillors noted that the bank reconciliation has been verified by a councillor who is not a bank signatory 7.04 To consider the estimates for a new waste bin for the path between the back of the Academy and the preschool playgroup. Councillors agreed to authorise the Chairman and the Clerk to choose a suitable bin as there was some uncertainty about the fixing of the bin. The Clerk would try and organise the removal of the old bin. 7.05 To authorise and ratify payments including any invoices received after the Agenda was published: Cllr King proposed and Cllr Connick seconded that the following payments be approved and ratified. All Councillors agreed.</p> <table border="1" data-bbox="140 1579 1321 1960"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>16.01.24</td> <td>Mrs J M Hazlewood – Clerk’s Expenses (BACs)</td> <td>£ 26.00</td> </tr> <tr> <td>16.01.24</td> <td>Mrs J M Hazlewood – Clerk’s Salary (BACs)</td> <td>£ 726.45</td> </tr> <tr> <td>16.01.24</td> <td>Mr W Abbott – Community Caretaker Salary (BACs)</td> <td>£ 267.90</td> </tr> <tr> <td>05.02.24</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 227.91</td> </tr> <tr> <td>16.01.24</td> <td>Holbrook Village Hall – Meeting Hire (BACs)</td> <td>£ 50.00</td> </tr> <tr> <td>16.01.24</td> <td>C Sawyer – Parish Papers Distribution (BACs)</td> <td>£ 66.25</td> </tr> <tr> <td>09.01.24</td> <td>Jewson’s – Heavy Duty Refuse Bags (Debit Card)</td> <td>£ 10.00</td> </tr> <tr> <td>16.01.24</td> <td>M Thompson – Fitness Classes (BACs)</td> <td>£ 100.00</td> </tr> <tr> <td>16.01.24</td> <td>Lottery – 1st prize January draw</td> <td>£ 20.50</td> </tr> <tr> <td>16.01.24</td> <td>Lottery – 2nd prize January draw</td> <td>£ 12.30</td> </tr> <tr> <td>16.01.24</td> <td>Lottery – 3rd prize January draw</td> <td>£ 8.20</td> </tr> </tbody> </table>	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	16.01.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 267.90	05.02.24	HMRC – PAYE & Employer’s NI (BACs)	£ 227.91	16.01.24	Holbrook Village Hall – Meeting Hire (BACs)	£ 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	<p style="text-align: center;">Clerk</p>
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