

HOLBROOK PARISH COUNCIL
<https://holbrookparishcouncil.gov.uk>

Minutes of the Parish Council meeting of Holbrook Parish Council (HPC) held at Holbrook Village Hall on Monday 19th February 2024 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr R Connick, Cllr M. Holmes, Cllr S Ingleton, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), County Cllr Simon Harley, District Councillor Mary McLaren and 5 members of the public

<p>The Chairman welcomed Councillors and members of the public to the meeting: HPC1902/01 Apologies: To receive apologies for absence: Cllrs Allinson, Martin and Pittman sent apologies due to other commitments. Councillors agreed to these absences. Cllrs Abbott and King were not present.</p>	<p>To be actioned by:</p>
<p>HPC1902/02 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>HPC1902/03 : Public Forum 3.01: To receive reports from the District and County Councillors: reports had been circulated from both the District and County Councillor. Cllr Holmes thanked District Councillor Mary McLaren for clarifying some of the facts related to the parking strategy, which will be reviewed in March before going to the cabinet in April. Cllr Simon Harley reported that, further to his report, the budget had been adopted which represents cuts of approximately 5% across services and the need to draw down on future reserves. 3.02: To receive questions and matters of concern from members of the public who are present. Councillors agreed to bring discussions on Agenda items 6.03 and 6.05 forward: 3.02 (i) A resident highlighted the issue of unsafe parking (see agenda item 6.03) near the Primary School raising concerns about the visibility of the T-junction and the safety of the children. The concerns had been forwarded to the community police officer. Cllr McLaren will accompany the community police officer to observe the situation at both the Academy and the Primary School at the end of the school day. CC Harley suggested wooden fencing might be more acceptable to Highways than wooden bollards to deter people parking either side of the T junction. The clerk would send a letter to the Primary School to report the concerns raised and to see if the Parish Council could work collaboratively with the school to help address the problem. 3.02 (ii) A resident outlined serious problems with the state of the potholes, flooding and the mud on Hales Grove/Woodlands road (see Agenda item 6.05). There has been good support from the District and County Councillors and the resident asked the Parish Council to lend their support. The resident will report the flooding on the reporting tool send the reference to Cllr Simon Harley. It was hoped that this could prompt the landowners to clear the ditches. The Parish Council will also log concerns on the reporting tool 3.02 (iii) A concern was raised by a resident about consistent flooding in Lower Holbrook which was causing hazards to drivers and cyclists. This has been logged many times on the reporting tool and appeared now to be recognised by Highways (approximately 200 on their job list). County Councillor Harley asked the resident to keep him in touch with developments.</p>	<p>Clerk</p> <p>Clerk</p>
<p>HPC1902/04: To consider and approve the minutes of the Parish Council meeting held on 15th January 2024. It was proposed by Cllr Holmes and seconded by Cllr Wright that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1902/05: 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 15th January 2024</p> <ul style="list-style-type: none"> • To update the promotional material for Warmer Holmes Holbrook • To seek quotes from local builders for the new pavilion to give councillors a clearer idea of the finances involved: Cllr Connick had received one quote and was following up others – he would then report back to the council • To create a GHGW gov.uk email address: the clerk had created a gov.uk email address for GHGW. • The clerk had emailed local parish councils to pass on County Councillor Simon Harley's suggestion that each Parish Council emailed their concerns to him about Freston Crossroads. So far only Holbrook and Freston had followed this up. • A report had been added to the reporting tool about the flooding due to the dropped kerb on Ipswich Road. • Holbrook Academy had been contacted to see if they could provide some entertainment for the Annual Parish Meeting 	<p>Cllr King</p> <p>Cllr Connick</p>

<ul style="list-style-type: none"> The clerk was still pursuing the removal and replacement of the bin at the rear of Holbrook Academy: the current bin had been secured by a heavy duty cable tie and was stable at the moment. 	Clerk																																										
<p>5.02 To receive an update from the Greener Holbrook Greener World (GHGW) meeting including Warm Homes Holbrook (Bulk buy initiative). The draft minutes of the meeting of GHGW had been circulated. Cllr Ambrose confirmed that the Bulk Buy scheme is now only for insulation and Suffolk Climate Change Partnership had agreed that the scheme can be extended to other local parishes.</p>	Cllr Ambrose																																										
<p>5.03 To receive an update on the proposed new pavilion: An issue had been raised by the agents that the plans might be too close to the footpath, but this does not seem to be the case and will be queried.</p>	Cllr Ambrose																																										
<p>5.04 To receive an update on the implementation of the gov.uk domain name and email addresses. The Clerk had created individual emails for all councillors and the clerk is steadily migrating from Outlook to the new gov.uk address. The domain name and link to Holbrook’s website has changed, and is now https://holbrookparishcouncil.gov.uk. Councillors Ambrose and Wright have put the new domain name and link on social media and there are notices on the Parish Council noticeboards.</p>	Cllr Ambrose																																										
<p>5.05 To receive an update on the future of the Parish Papers. A plea was put in the last Parish Papers for a new editor and councillors were urged to promote this.</p>	Cllrs																																										
<p>HPC1902/06: Correspondence received requiring a response and new business:</p>																																											
<p>6.01 To review the following policies: (a) Public Participation at Meetings (b) Reporting at Meetings (c) Policy for communicating with the media</p>																																											
<p>Adoption of the reviewed policies was proposed by Cllr Holmes and seconded by Cllr Ingleton. All Councillors agreed</p>																																											
<p>6.02 Councillors noted that the awareness training for the new defibrillator is being held on Monday 26th February at 6.00 p.m. at the Freston Boot.</p>																																											
<p>6.03 To note the concerns expressed by a resident re parking around the Primary School - details of the concerns had been circulated prior to the meeting – (see 3.02 (i) above)</p>																																											
<p>6.04 The following emails had been circulated: Babergh’s parking strategy; Essex Minerals Local Plan Review; Pre-submission consultation of Tattingstone’s Neighbourhood Plan; Babergh Joint Local Validation List consultation, It was agreed that no further action was needed at this point.</p>																																											
<p>6.05 To note concerns about the condition of Hales Grove road (see 3,02 (ii) above)</p>																																											
<p>6.06 Councillors noted the contents of the Clerk’s report which had been circulated.</p>																																											
<p>HPC1902/07: Finance:</p>																																											
<p>7.01 To receive a financial report from the RFO including a bank reconciliation up to and including 31st January and commentary The RFO report had been circulated – there were no questions.</p>																																											
<p>7.02 Councillors noted that the bank reconciliation would be verified by a councillor who is not a bank signatory, but would now be deferred to the next meeting, due to the absence of the councillor concerned.</p>																																											
<p>7.03 Councillors noted that the estimated outturn and budget plan agreed in the budget plan for 24/25 could be affected by the delay in installing the new play equipment.</p>																																											
<p>7.04 To authorise and ratify payments including any invoices received after the Agenda was published: An invoice from Suffolk Cloud for website hosting had been received since publishing the agenda and the invoice for Fitness classes was for 5 weeks and was therefore £250, rather than the anticipated £200.. Cllr Connick proposed and Cllr Wright seconded that the following payments be approved and ratified. All Councillors agreed.</p>																																											
<table border="1"> <thead> <tr> <th data-bbox="124 1576 331 1608">Date</th> <th data-bbox="331 1576 1126 1608">Payee</th> <th data-bbox="1126 1576 1492 1608">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="124 1608 331 1639">24.01.24</td> <td data-bbox="331 1608 1126 1639">Norton Virus Protection (debit card)</td> <td data-bbox="1126 1608 1492 1639">£ 19.99</td> </tr> <tr> <td data-bbox="124 1639 331 1671">12.02.24</td> <td data-bbox="331 1639 1126 1671">MG Goals Net hooks for goalposts (debit card)</td> <td data-bbox="1126 1639 1492 1671">£ 21.00</td> </tr> <tr> <td data-bbox="124 1671 331 1702">20.02.24</td> <td data-bbox="331 1671 1126 1702">Mrs J M Hazlewood – Clerk’s Expenses (BACs)</td> <td data-bbox="1126 1671 1492 1702">£ 35.99</td> </tr> <tr> <td data-bbox="124 1702 331 1733">20.02.24</td> <td data-bbox="331 1702 1126 1733">Mrs J M Hazlewood – Clerk’s Salary (BACs)</td> <td data-bbox="1126 1702 1492 1733">£ 726.45</td> </tr> <tr> <td data-bbox="124 1733 331 1765">20.02.24</td> <td data-bbox="331 1733 1126 1765">Mr W Abbott – Community Caretaker Salary (BACs)</td> <td data-bbox="1126 1733 1492 1765">£ 267.90</td> </tr> <tr> <td data-bbox="124 1765 331 1796">20.02.24</td> <td data-bbox="331 1765 1126 1796">HMRC – PAYE & Employer’s NI (BACs)</td> <td data-bbox="1126 1765 1492 1796">£ 227.91</td> </tr> <tr> <td data-bbox="124 1796 331 1827">20.02.24</td> <td data-bbox="331 1796 1126 1827">Vertas – contract grass cutting (BACs)</td> <td data-bbox="1126 1796 1492 1827">£ 258.55</td> </tr> <tr> <td data-bbox="124 1827 331 1859">20.02.24</td> <td data-bbox="331 1827 1126 1859">Methodist Church – room hire (BACs)</td> <td data-bbox="1126 1827 1492 1859">£ 30.00</td> </tr> <tr> <td data-bbox="124 1859 331 1890">20.02.24</td> <td data-bbox="331 1859 1126 1890">M Thompson – Fitness Classes (BACs)</td> <td data-bbox="1126 1859 1492 1890">£ 250.00</td> </tr> <tr> <td data-bbox="124 1890 331 1921">20.02.24</td> <td data-bbox="331 1890 1126 1921">F. Williams – Storage Cupboard for archives (BACs)</td> <td data-bbox="1126 1890 1492 1921">£ 180;00</td> </tr> <tr> <td data-bbox="124 1921 331 1953">20.02.24</td> <td data-bbox="331 1921 1126 1953">Tuddenham Press – Parish Papers (BACs)</td> <td data-bbox="1126 1921 1492 1953">£ 385.00</td> </tr> <tr> <td data-bbox="124 1953 331 1984">20.02.24</td> <td data-bbox="331 1953 1126 1984">Suffolk Cloud – Website hosting (BACs)</td> <td data-bbox="1126 1953 1492 1984">£ 120.00</td> </tr> <tr> <td data-bbox="124 1984 331 2016">20.02.24</td> <td data-bbox="331 1984 1126 2016">Wave – Pavilion Water – (DD)</td> <td data-bbox="1126 1984 1492 2016">£ 0.11</td> </tr> </tbody> </table>		Date	Payee	Amount	24.01.24	Norton Virus Protection (debit card)	£ 19.99	12.02.24	MG Goals Net hooks for goalposts (debit card)	£ 21.00	20.02.24	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 35.99	20.02.24	Mrs J M Hazlewood – Clerk’s Salary (BACs)	£ 726.45	20.02.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 267.90	20.02.24	HMRC – PAYE & Employer’s NI (BACs)	£ 227.91	20.02.24	Vertas – contract grass cutting (BACs)	£ 258.55	20.02.24	Methodist Church – room hire (BACs)	£ 30.00	20.02.24	M Thompson – Fitness Classes (BACs)	£ 250.00	20.02.24	F. Williams – Storage Cupboard for archives (BACs)	£ 180;00	20.02.24	Tuddenham Press – Parish Papers (BACs)	£ 385.00	20.02.24	Suffolk Cloud – Website hosting (BACs)	£ 120.00	20.02.24	Wave – Pavilion Water – (DD)	£ 0.11
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20.02.24	Lottery – 1 st prize January draw	£ 20.50	
20.02.24	Lottery – 2 nd prize January draw	£ 12.30	
20.02.24	Lottery – 3 rd prize January draw	£ 8.20	
HPC1902/08 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 Granted			
DC/23/05434 Proposal: Householder application – erection of 35 no ground based solar panels. Location: Pettwood, Ipswich Road, Holbrook, IP9 2QT Awaiting Decision			
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			
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. Awaiting Decision			
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, Awaiting decision			
DC/23/05848 Proposal: Householder Application - Erection of two storey and single storey extensions. Location: Hazelmere, Harkstead Road, Lower Holbrook, Holbrook Ipswich Suffolk . Granted			
8.02 To consider new applications received			
DC/23/05906 Proposal: Listed Building Consent - Erection of conservatory (following removal of canopied porch). Location: Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT – Following discussion approval of this and DC/23/05904 was proposed by Cllr Ingleton and seconded by Cllr Holmes All Councillors agreed			
DC/23/05904 Proposal: Householder Application - Erection of conservatory (following removal of canopied porch). Location: Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. (see above)			
DC/24/00196 Proposal: Notification of Works to Tree in Conservation Area - T1 - Beech Tree - Reduce Crown in height to approx.. 13 metres. Reduce and reshape lateral limbs. Remove dead wood and thin crown as appropriate. Location: 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG Following a discussion approval was recommended by Cllr Connick and seconded by Cllr Wright. All Councillors agreed			
DC/24/00454 Proposal: Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling (Class C3), and for Associated Operational Development under the Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q - Creation of 1No. dwelling house within existing steel frame barn. Location: Grove Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PH. Following a discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Holmes although it was suggested that a note should be added to the consultee comments that it was disappointing that the original plans had changed so that they no longer comply with Holbrook Neighbourhood Plan Policy 2. All Councillors agreed			
HPC1902/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:			
<ul style="list-style-type: none"> Cllr Ambrose reported that the self-help group have completed training to work on Primrose Hill but were awaiting the go ahead from Highways. In the meantime, they planned to work on The Cut on Saturday 24th and councillors who were free were invited to join them. Cllr Ambrose added that he had been approached by a resident asking why the footpath on Ha'penny Field did not continue through to Firebronds Riad, resulting in 			

<p>pedestrians either walking on the grass or the road, However it was agreed that there was probably little the PC could do to rectify this.</p> <ul style="list-style-type: none"> The Chairman announced with great sadness the recent death of Mr. Patrick Goodchild, the Parish Council's previous Community Caretaker. Mr. Goodchild had served the Council for many years and was a well-known figure around the village. The Council wished to send their sincere sympathy to Mr. Goodchild's family. 	
<p>HCP1902/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on the Monday 18th March 2024 meeting agenda.</p>	<p>All Cllrs</p>
<p>HPC1902/11: 18th March 2024 at Holbrook Village Hall at 7.30 p.m.</p> <p>Chairman..... Date.....</p>	

The meeting finished at 8.57 p.m.

These minutes were signed by the Chairman as a true record of the meeting held on 19th February 2024. The original signed copy is held in the Minute Book and can be viewed upon request to the clerk: clerk@holbrookparishcouncil.co.uk