

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 18th March 2024 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr G Abbott, Cllr R Allinson, Cllr M. Holmes, Cllr S Ingleton, Cllr D Martin, Cllr M Pittman, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), County Cllr Simon Harley, District Councillor Mary McLaren and 25 members of the public

<p>The Chairman welcomed Councillors and members of the public to the meeting: HPC1803/01 Apologies: To receive apologies for absence: Cllr Connick and Cllr King sent apologies due to other commitments. Councillors agreed to these apologies</p>	<p>To be actioned by:</p>
<p>HPC1803/02: Co-option of Councillor: to propose and, if agreed, to ratify the application from a candidate to fill the remaining vacancy for a councillor. Councillors had received a brief resume of the proposed candidate and following verification of eligibility, it was proposed by Cllr Ambrose and seconded by Cllr Holmes that Justin Stephens be appointed councillor to Holbrook Parish Council which was unanimously agreed by councillors. Mr. Stephens signed the declaration of acceptance of office and took his place as a member of the Council.</p>	
<p>HPC1803/03 Declarations of Pecuniary and local non-pecuniary interest 3.01: 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. 3.02: to receive requests for dispensations - no requests were received.</p>	
<p>HPC1803/04 : Public Forum 4.01: To receive reports from the District and County Councillors: reports had been circulated from both the District and County Councillor. District Cllr McLaren added that the recommendations about parking charges has now gone to cabinet. County Councillor Simon Harley emphasised the financial difficulties experienced by the County Council, which is reflected across the country. The Ofsted report for SEND in the County was once again disappointing. Consultation re devolution is open by visiting Suffolk County Council website. Any reports of missing or damaged signs can be reported on the reporting tool and the reference number sent to Cllr Harley for him to follow up. There being no further questions, the Chairman thanked the District and County Councillors for their reports. 4.02: To receive questions and matters of concern from members of the public who are present. Members of the public raised the issue of parking around the local schools which they believed the Parish Council should address. Their concerns were about lack of parking facilities at the Academy, safety, speeding and inconsiderate parking, causing problems for residents and pedestrians, particularly in Denmark Gardens where, in parts, there were no pavements. Councillors agreed that other roads in the village were also affected. The Parish Council had debated the issue in 2022 and after considerable research and several meetings, had resolved in July 2022 that there was nothing further that the PC could do. The Chairman reported that recently the PC has had regular meetings with the local community police officer, where issues around parking had been discussed. He added that to implement any parking restrictions a Traffic Regulation Order would need to be commissioned, which would be beyond the budget of the Council at this time, at a cost of several thousand pounds. The Chairman thanked residents for their input and closed the public session</p>	
<p>HPC1803/05: To consider and approve the minutes of the Parish Council meeting held on 19th February 2024. It was proposed by Cllr Allinson and seconded by Cllr Ingleton that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1803/06: Business remaining from previous meetings and ongoing projects: 6.01 To receive an update on the actions from previous meetings and the meeting held on 19th February 2024</p> <ul style="list-style-type: none"> • To update the promotional material for Warmer Holmes Holbrook – deferred as Cllr King was unable to be present. • To seek further quotes from local builders for the new pavilion. Cllr Connick was seeking further quotes and would report back to council. • The clerk and Chairman had met with Holbrook Primary School Road Safety Team and had discussed the parking issues around the Primary School. The children have written an article for the Parish Papers and the Chairman has agreed to supply some bulbs from his Chairman's allowance for the children to plant on the grass verges to deter people from parking on the grass verges and the junctions. Public Realm are being consulted about installing some wooden posts to alleviate the problem. • Flooding at Hales Grove has been reported again on the reporting tool. • An editor is still needed for the Parish Papers for the future, but the Chair reported that, in the meantime, the next issue will be published and will contain a plea for a new editor. 	<p>Cllr King 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. In the meantime, the current bin had been secured by a heavy duty cable tie and was stable. <p>6.02 To receive an update from the Greener Holbrook Greener World meeting including Warm Homes Holbrook (Bulk buy initiative). The draft minutes of the meeting of GHGW had been circulated. The thermal camera has been collected and some surveys had been carried out. Cllr Allinson and Cllr Stephens offered to help with the surveys.</p> <p>6.03 To receive an update on the proposed new pavilion – (see above) still awaiting three quotes.</p> <p>6.04 To receive an update on the future of the Parish Papers, (see above) Come Hither Gallery had kindly offered help with designing and creating artwork but had insufficient time to take on the role of editor..</p>	<p>Clerk</p> <p>Cllrs Allinson & Stephens</p>																					
<p>HPC1803/07: Correspondence received requiring a response and new business:</p> <p>7.01 To review the following policies: (a) Asset Register (b) Publication Scheme (c) Privacy Notices (d) FOI Requests Policy Adoption of the reviewed policies was proposed by Cllr Allinson and seconded by Cllr Pittman. All Councillors agreed</p> <p>7.02 Councillors noted the new procurement thresholds contained in the Finance Regulations which came into force in January 2024.</p> <p>7.03 To consider the contents of County Councillor Simon Harley’s email re the provision of a height warning notice for The Mill. Following a discussion, it was agreed that there was minimal risk of any vehicle hitting the overhanging part of the Mill and Councillors agreed not to pursue this, believing there were more important demands on the public purse at this time.</p> <p>7.04 To review and, if agreed, adopt the proposed terms of reference for the Alliance of local parishes. Cllr McLaren suggested contacting Babergh to inform them of the Alliance, as they were interested in promoting such groups. Cllr Ingleton proposed and Cllr Pittman seconded that the Terms of Reference be adopted. All Councillors agreed.</p> <p>7.05 To consider the email re Men’s Sheds and the request to fund an initial meeting – following a discussion it was noted that these groups can be very beneficial. Cllr McLaren reported that they are part of a national charity and there is a good example of a successful group in Long Melford. Groups would need a suitable building from which to operate, such as a barn. Councillors agreed to fund the cost of an initial meeting in Holbrook.</p> <p>7.06 Councillors noted the minutes of the Alton Water User Group meeting held on 6th March</p> <p>7.07 Councillors noted the email from Arthritis Action Group offering free presentations to help people living with arthritis and councillors were asked to inform the clerk if they knew of anyone who would like to be put in touch with the Group.</p> <p>7.08 Councillors noted the contents of the Clerk’s report and had no further questions.</p>	<p>Cllrs/clerk</p>																					
<p>HPC1803/08: Finance:</p> <p>8.01 To receive a financial report from the RFO including a bank reconciliation up to and including 29th February and commentary. The RFO report had been circulated – there were no questions.</p> <p>8.02 Councillors noted that the bank reconciliations for January and February had been verified by a councillor who is not a bank signatory</p> <p>8.03 Details of options for a contract for electricity to the pavilion were not available and would be forwarded to councillors as soon as possible.</p> <p>8.04 To ratify a donation of £50 to the East Anglian Air Ambulance Service in memory of Patrick Goodchild – All in favour</p> <p>8.05 To authorise and ratify payments including any invoices received after the Agenda was published: The invoice for fitness classes was £150, rather than £200 as printed on the agenda and the clerk’s expenses were £37.99, an increase of £2 per month for HP instant ink. Pavilion Insurance (£308) to be paid in the new financial year. Cllr Holmes proposed and Cllr Wright seconded that the following payments be approved and ratified. All Councillors agreed.</p> <table border="1" data-bbox="140 1839 1321 2063"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08.03.24</td> <td>Gem Scientific – E Coli plates (Debit Card)</td> <td>£ 78.13</td> </tr> <tr> <td>19.03.24</td> <td>Mrs J M Hazlewood – Clerk’s Expenses (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>19.03.24</td> <td>Mrs J M Hazlewood – Clerk’s Salary (BACs)</td> <td>£ 726.45</td> </tr> <tr> <td>19.03.24</td> <td>Mr W Abbott – Community Caretaker Salary (BACs)</td> <td>£ 146.75</td> </tr> <tr> <td>19.03.24</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 349.06</td> </tr> <tr> <td>19.03.24</td> <td>O. Abbott – Tree work (BACs)</td> <td>£ 420.00</td> </tr> </tbody> </table>	Date	Payee	Amount	08.03.24	Gem Scientific – E Coli plates (Debit Card)	£ 78.13	19.03.24	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 37.99	19.03.24	Mrs J M Hazlewood – Clerk’s Salary (BACs)	£ 726.45	19.03.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 146.75	19.03.24	HMRC – PAYE & Employer’s NI (BACs)	£ 349.06	19.03.24	O. Abbott – Tree work (BACs)	£ 420.00	
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19.03.24	E.On - Pavilion Electricity Aug 23-Feb 24 (DD)	£ 164.31	
19.03.24	M Thompson – Fitness Classes (BACs)	£ 150.00	
19.03.24	East Anglian Air Ambulance Service (Debit Card)	£ 50.00	
19.03.24	Lottery – 1 st prize March draw – donated back to PC	£ -	
19.03.24	Lottery – 2 nd prize March draw (BACs)	£ 12.30	
19.03.24	Lottery – 3 rd prize March draw – donated back to PC	£ -	
<p>8.06 To ratify the transfer of £412.95 from the Reade Field bank account to the Treasurer's account to cover the prize money paid to lottery winners. The transfer was proposed by Cllr Ingleton and seconded by Cllr Wright. All Councillors agreed.</p>			
<p>HPC1803/09 Planning</p> <p>9.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</p> <p>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 Granted Councillors expressed disappointment that the granting of this application seemed to ignore Holbrook's Neighbourhood Plan (for example HPN02) Cllr Allinson suggested that someone from Babergh Planning should be invited meet with members of the Parish Council. Cllr McLaren agreed to speak to the Planning Department to see if an appropriate member of the team could attend such a meeting, with particular emphasis on the effectiveness of the Neighbourhood Plan.</p> <p>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</p> <p>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</p> <p>DC/23/05434 Proposal: Householder application – erection of 35 no ground based solar panels. Location: Pettwood, Ipswich Road, Holbrook, IP9 2QT Awaiting Decision</p> <p>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</p> <p>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</p> <p>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</p> <p>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 – Awaiting Decision</p> <p>DC/23/05904 Proposal: Householder Application - Erection of conservatory (following removal of canopied porch). Location: Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. – Awaiting Decision</p> <p>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 Refused</p> <p>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. Awaiting Decision</p> <p>9.02 To consider new applications received:</p> <p>DC/24/00761 Proposal: Householder Application - Erection of single storey extensions Location: 24 Clifton Wood, Holbrook, IP9 2PY. Following a discussion, approval was proposed by Cllr Wright and seconded by Cllr Martin – All Councillors agreed.</p> <p>DC/24/00667 Proposal: Householder Application - Create wider entrance opening to front elevation with canopy over: Remove cladding, insulate and finish with render. Location: Caxton House, 4 Caxton Close, Holbrook, Ipswich Suffolk IP9 2GZ. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Holmes. All Councillors agreed</p> <p>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 under the Town and Country Planning</p>			

