## **HOLBROOK PARISH COUNCIL**

Minutes of the Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18<sup>th</sup> December 2023 at 7.30pm.

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

In attendance: Mrs J Hazlewood (Clerk), County Councillor Simon Harley, District Councillor Mary McLaren and 1 member of the public.

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The Chairman welcomed everyone to the meeting	
HPC1812/01 Apologies: To receive apologies for absence: Cllr Allinson sent apologies due to	
being away. Councillors <b>agreed</b> to this absence. Cllr Abbott was not in attendance.	
HPC1812/02 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.	
HPC1812/03: Public Forum	
3.01: To receive reports from the District and County Councillors: reports had been circulated from	
both the District and County Councillor. District Cllr Mary McLaren invited questions and added that	
there was a digital information session for people who may need some help with IT at the Methodist Church from 2-4 p.m. on Monday 22 <sup>nd</sup> January and she encouraged councillors to help publicise	
this session. There were no further questions. County Cllr Simon Harley invited questions – He	
highlighted that there was 10 million pounds to be spent on road improvements in the County and	
he encouraged members to log any road issues, as funds would be targeted at reported issues.	
There were no further questions.	
3.02: To receive guestions and matters of concern from members of the public who are present. A	
member of the public highlighted an issue with the zebra crossing on the Ipswich Road where cars	
were driving too fast and not stopping at the crossing. She reported that there had been some near	
miss incidents. The Clerk had written to the police, who had looked into the matter but didn't feel	
there was any action to be taken at this time, other than their speed watch presence at Berners Field	
on a regular basis. Cllr McLaren reported that the police engagement officer would be pleased to	
engage with groups and this issue could be shared with them. Cllr Simon Harley added that another	
possibility would be to apply for a 20 mph near the zebra crossing, but this would be at a cost beyond	
the Parish Council's resources at this present time. In the meantime, the Chairman urged everyone	
to log any incidents with the police.	
HPC1812/04: To consider and approve the minutes of the Parish Council meeting held on 20th	
November 2023. It was proposed by Cllr King and seconded by Cllr Wright that the minutes be	
approved and signed. All Councillors agreed and the minutes were duly signed.	
HPC1812/05: 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 20 <sup>th</sup>	
November 2023	
To update the Parish Plan and the Management Plan for Alton Green (in hand)	
To investigate whether the financial criteria can be changed for the Warmer Homes	
Holbrook project. Cllr King reported that the scheme has had little uptake across the 7	
parishes taking part and discussions were still ongoing. This was a pilot scheme and it was	
hoped that if the scheme had been successful, further funds would be made available in the	
future	
Cllrs to consider volunteering to carry out surveys for the Thermal Imaging project .Cllr King	Cllr King
offered to carry out some surveys between Christmas and New Year.	
The clerk had circulated the posters for the thermal imaging project to go on social media	
and any other suitable site, but there had not been a huge take up to date.	
The clerk had written to three companies to ask them to provide an estimate for the new	
pavilion, based on the plans drawn up by the architect. To date she had received no	
response.	
Councillors to email the clerk with suggestions for the Bus Improvement Strategy – no	
suggestions had been received from Councillors or as a result of an article in the Parish	
Papers. It was agreed that Holbrook Parish Council would support a bid from Harkstead	Clerk
and Erwarton for a linked service to the 92 bus service. The clerk to confirm.	Jioik
To purchase a domain name and gov.uk email addresses with Cloud Next – the clerk had	
been in touch with Cloud Next and the invoices had been received and were awaiting	
ratification. Once paid, email addresses would be supplied and set up.	

The clerk had alerted Holbrook Helpers to the possible need to help identify vulnerable adults in the event of an emergency. **5.02** To receive an update on Warm Homes Holbrook (Bulk buy initiative) – see above. **5.03** To receive an update on the thermal imaging camera project – see above **5.04** To receive an update on the proposed new pavilion – see above. In addition, it was suggested that local builders could be approached to provide a quote to give some idea of how much the project would cost. Before the project went ahead it would need to go out to tender. HPC1812/06: Correspondence received requiring a response and new business: **6.01** To review the following policies: (a) Safeguarding Policy (b) Tree Policy (c) Accessibility Statement Adoption of the reviewed policies was proposed by Cllr Ingleton and seconded by Cllr King. All Councillors agreed **6.02** To receive a report on the Bus Improvement initiative – see 5.1 6.03 To receive a report on the joint meeting of local Parish Councils held on Tuesday 28th November and to ratify Holbrook Parish Council's participation in the proposed Alliance. The Chairman reported that the meeting was well attended and there was a consensus that an Alliance of local parish councils would be a positive step to respond to planning and infrastructure issues which affected all the parishes. The next meeting was proposed for February and is likely to be held at Chelmondiston. All Councillors agreed to HPC's participation in the Alliance. **6.04** To note the contents of the Clerk's report (attached). The Clerk's report had been circulated. Cllr The Clerk confirmed that there have been IT issues which has caused disruption. Cllr Holmes Holmes offered to carry out some of the regular checks required for the new defibrillator and the clerk Clerk agreed to forward details of what needed to be done. HPC1812/07: Finance: 7.01 To receive a financial report from the RFO including the bank reconciliation up to and including 31st October and a commentary. The RFO report had been circulated – there were no questions. 7.02 To receive a draft budget and budget notes together with the proposed precept for 2024-25 and to consider, if appropriate, adopting the budget. The draft budget and budget notes had been circulated, together with the list of suppliers, regular payments and predicted reserves. There had been a question mark over one village organisation's request for a grant, as they appeared to have healthy reserves. Following further information received, the budget working group proposed a smaller donation of £200. The Precept proposed was an increase of 10.21% on last year's precept, which represented a monetary increase of £4.53 increase in Band D. Cllr Wright proposed and Cllr Ingleton seconded that the budget plan and the proposed precept with the reduced grant referred to above, be approved. All Councillors agreed. 7.03 To note that the bank reconciliation has been verified by a councillor who is not a bank Clerk/Cllr signatory - to be deferred to the next meeting as Cllr Allinson was away. **Allinson** 7.04 To authorise and ratify payments including any invoices received after the Agenda was published: Cllr Pittman proposed and Cllr King seconded that the following payments be approved and ratified. All Councillors agreed. 02.12.23 Best to Serve – HP support package (Debit card) 77.83 19.12.23 Mrs J M Hazlewood – Clerk's salary (BACs) £ 1142.45 19.12.23 Mrs J M Hazlewood – Clerk's expenses (BACs) 26.00 19.12.23 £ Mr. W. Abbott - Community Caretaker Salary (BACs) 433.81 19.12.23 HMRC: PAYE & Employer's NI (BACs) £ 445.07 19.12.23 Tuddenham Press - Parish Papers (BACs) £ 385.00 19.12.23 Suffolk County Council - LED Lighting (BACs) £ 3635.16 19.12.23 Cloud Next - Domain name & Email addresses -(BACs) £ 191.98 19.12.23 £ 75.00 J. Ambrose - Chairman's Allowance (SO) £ 19.12.23 M. Thompson – Fitness Classes (BACs) 200.00 19.12.23 1<sup>st</sup> Prize Lottery – December (Donated back to PC) £ 0.00 19.12.23 2<sup>nd</sup> Prize Lottery – December (Cheque) £ 12.30 19.12.23 3<sup>rd</sup> Prize Lottery – December (BACs) 8.20 HPC1812/08 **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/23/04668 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/23/04977 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. **Granted** 

**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. *Granted* 

**DC/23/05008 Proposal:** Householder Application – Erection of single-storey rear extension **Location:** 5 Hapenny Field, Holbrook, Ipswich Suffolk IP9 2TS *Granted* 

**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 *Granted* 

**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. **Granted**. The Parish Council had recommended refusal of this application, as it was contrary to Policy HN05 of HPC's Neighbourhood Plan. The clerk was asked to write to the planning authority to ask for further clarification of their 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 . **Awaiting Decision** 

**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. **Awaiting Decision** 

8.02 To consider new applications received:

**DC/23/05434 Proposal:** Householder application – erection of 35 no ground based solar panels. **Location**: Pettwood, Ipswich Road, Holbrook, IP9 2QT

**DC/23/05435 Proposal:** Application for listed building consent – erection of 35 no ground based solar panels. **Location**: Pettwood, Ipswich Road, Holbrook, IP9 2QT. Following a discussion on DC/23/05434 and DC/23/05435, Council Cllr Holmes proposed Cllr Martin seconded that the Council offer no comment on this application: **All Councillors agreed**.

\*Re-application DC/23/03342 Location: Grove Farm, Ipswich Road, Holbrook,

**Reason(s) for re-consultation:** Revised plans received 21.11.23 Following a discussion, Cllr King proposed and Cllr Ingleton seconded that the Council recommend refusal on the same grounds as the first application, as the revised plans had not altered the fact that the application was not compliant with some of the policies contained in Holbrook's Neighbourhood Plan. **All Councillors agreed.** 

**HPC1812/09: Councillors Reports**: to note Councillors' reports and activities since the last meeting:

Cllr Ambrose recommended Councillors pop in to the Community Café on Wednesdays
when they get an opportunity. The village meal is proving popular and a Burns Night
celebration is coming up in January. The self-help group started to trim Primrose Hill and
will resume once they have accessed the training required, which is being supplied by
Highways. The Chairman reported that two new headteachers have been appointed –

Clerk

Papers and Cllr McLaren offered to send a list of numbers to share.	
Papers and Cllr McLaren offered to send a list of numbers to share.  HCP1812/10: To consider items for future agendas: Councillors were asked to send the Clerk  All	
'''''	Cllrs
<ul> <li>one at Holbrook Academy and one at The Royal Hospital School – both will take up their new posts in September.</li> <li>Cllr Holmes reported that a solution needs to be found for the broken bin by the Academy and Council agreed that a new bin needed to be purchased.</li> <li>There had been a report of a person sleeping rough outside the village hall. It was agreed that it would be helpful to ensure everyone knows how to contact the relevant help, such as Street Link and the Bus Shelter. Appropriate numbers could be published in the Parish</li> </ul>	lerk

The meeting finished at 8.40 p.m.

