

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 15th April 2024 at 7.30pm.

Present: Cllr J Ambrose (Chairman), Cllr R Allinson, Cllr R. Connick, Cllr S Ingleton, Cllr A King, Cllr J Stephens, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), County Cllr Simon Harley, District Councillor Mary McLaren and 4 members of the public

<p>The Chairman welcomed Councillors and members of the public to the meeting: HPC1504/01 Apologies: To receive apologies for absence: Cllrs Holmes, Martin and Pittman sent apologies due to other commitments/illness. Cllr Abbott was not present. Councillors agreed to these apologies</p>	To be actioned by:
<p>HPC1504/02 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. The Chairman declared a non-pecuniary interest in planning application DC/24/01412 listed in Agenda item 8.2 2.02: to receive requests for dispensations - no requests were received.</p>	
<p>HPC1504/03 : 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 McLaren invited questions. Cllr Allinson congratulated Babergh & Mid Suffolk for being named UK Council of the Year at the iESC Public Sector Transformation Awards. He asked whether it might be possible for the Parish Council Alliance to jointly apply for CIL funds for broader projects within the Alliance. Cllr McLaren would follow this up with the clerk. County Cllr Simon Harley highlighted parts of his report and recommended that councillors look at the SCC website re the question of devolution. Following a discussion about the projection of the area being in water stress by 2050, Cllr King queried whether planners and developers take projections such as this, and other infrastructure implications, into account. Cllr Harley agreed to share a detailed PowerPoint with Cllr King and Cllr McLaren offered to pass on Cllr King’s questions to Babergh Planning. 3.02: To receive questions and matters of concern from members of the public who are present. Concerns were expressed about the re-wilding at Hapenny Drive which is on the agenda at 6.03. Council agreed to bring Agenda item 6.03 forward. After discussing the residents’ concerns about the unmanaged state of the area, which was overrun by brambles, nettles, and weeds encroaching on residents’ land and attracting fly tipping, it was agreed that the area requires proper management. Cllr Allinson and the clerk would contact Public Realm to share residents’ concerns, find out the plans proposed for the land and request action as soon as possible. The Chairman thanked residents for their input and closed the public session</p>	Cllr Harley Cllr McLaren Cllr Allinson/ Clerk
<p>HPC1504/04: To consider and approve the minutes of the Parish Council meeting held on 18th March 2024. It was proposed by Cllr Wright and seconded by Cllr Ingleton that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1504/05: 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 19th February 2024</p> <ul style="list-style-type: none">• To update the promotional material for Warmer Holmes Holbrook – Cllr King has now updated the promotional material to incorporate the new terms of the offer.• To seek further quotes from local builders for the new pavilion. Cllr Connick was still seeking further quotes and would report back• To find a new editor for the Parish Papers – a new editor is still required.• The clerk was still pursuing the removal and replacement of the bin at the rear of Holbrook Academy. However, the current bin was fully functional and was secured by a heavy duty cable <p>5.02 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. Cllr King reported that the survey is ready to launch and the publicity for Warmer Homes Holbrook has been updated to reflect that the scheme is now only offering roof insulation and there are no income restrictions. 5.03 To receive an update on the proposed new pavilion - referred to above. The Chairman was liaising with Strutt and Parker 5.04 To receive an update on the future of the Parish Papers – as above. An edition for April/May had been produced, edited by the Chairman.</p>	Cllr King Cllr Connick

<p>5.05 To receive and discuss the parking report circulated prior to the meeting. A report was circulated which incorporated a previous report prepared in March 2022 and current initiatives and observations. Following further discussion, it was concluded that there was no further action that the PC could take as the problem was village wide – there was no facility for the Academy or the Primary School to accommodate cars and if any particular road had restrictions implemented, the problem would increase elsewhere. Any restrictive measures would need a TRO and would cost thousands of pounds for which there was no budget. It was proposed by Cllr Ingleton and seconded by Cllr King to close this issue. All Councillors agreed..</p>																																					
<p>HPC1504/06: Correspondence received requiring a response and new business: 6.01 To review the Reserve policy: Adoption of the reviewed policy was proposed by Cllr Allinson and seconded by Cllr Ingleton. All Councillors agreed 6.02 To receive the notes of the meeting of the Shotley Peninsula Parish Council Alliance (referred to as The Alliance) and to suggest items for the next agenda of the Alliance. A possible joint application for CIL funds as discussed above was a suggested for the agenda. Cllr Wright asked about the Press Release which had also been circulated – this would be sent to Babergh DC and all the other councils in the Alliance would use it as required. It was agreed that it should go into In Touch and the Parish Papers. 6.03 To note the email exchange re the re-wilding on the piece of land adjacent to Hapenny Drive and to determine if any further action is required from the Parish Council – this agenda item was discussed in the public forum. 6.04 To note the concerns of residents about availability of medical appointments and to discuss any future action – Cllr King passed on several concerns from residents who were struggling to get appointments, despite, in some cases, needing urgent attention. Following the discussion, it was agreed that the situation had recently deteriorated and the Chairman agreed to meet with the Practice Manager to share some of the reported issues and to ask about future plans. Cllr King agreed to send the clerk details of issues of which he was aware which would be passed on to the Chairman to discuss at his meeting. Cllr Harley, a retired GP, highlighted that in recent years it had been increasingly difficult nationally to recruit GPs. 6.05 Councillors noted the contents of the Clerk’s report and had no further questions. The Clerk added that she had received notice that the defibrillator at Abbotts Way may have been deployed. She had checked the defib and reported that it was ready for use. Cllrs Wright and Stephens agreed to help check the defibrillator when necessary.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Ambrose Cllr King Clerk</p> <p style="text-align: center;">Cllr Stephens and Wright</p>																																				
<p>HPC1504/07: Finance: 7.01 To receive a financial report from the RFO including a bank reconciliation up to and including 31st March 2024, budget comparison and commentary. The RFO report had been circulated – there were no questions. 7.02 To receive and agree the unaudited Receipts and Payments statement for 23-24 proposed Approval was proposed by Cllr Allinson and seconded by Cllr Wright – All Councillors agreed and the statement was signed by the Chairman and the RFO, 7.03 Councillors noted the draft AGAR papers, Form 1 and Form 2 for 23-24 7.04 To receive and agree the reserves statement at following the close of the 23-24 financial year Proposed by Cllr Wright and seconded by Cllr Connick – All Councillors agreed 7.05 Councillors noted that the clerk has set the dates for the Exercise of Public Rights from 3rd June 2024 to 12th July 2024 7.06 To agree and approve the circulated list of direct debit and standing order payments as contained in the agreed budget, proposed by Cllr King and seconded by Cllr Stephens.. All Councillors agreed 7.07 To authorise and ratify payments including any invoices received after the publication of the Agenda: an adjustment had been made to the Fitness classes invoice, which had held 3 sessions, not 4 and no invoice for instant ink had been received, reducing the estimated clerk’s expenses</p> <table border="1" data-bbox="140 1697 1321 2080"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>16.04.24</td> <td>Mrs J M Hazlewood – Clerk’s Expenses (BACs)</td> <td>£ 26.00</td> </tr> <tr> <td>16.04.24</td> <td>Mrs J M Hazlewood – Clerk’s Salary (BACs)</td> <td>£ 726.45</td> </tr> <tr> <td>16.04.24</td> <td>Mr W Abbott – Community Caretaker Salary (BACs)</td> <td>£ 291.03</td> </tr> <tr> <td>16.04.24</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 233.51</td> </tr> <tr> <td>16.04.24</td> <td>M Thompson – Fitness Classes (BACs)</td> <td>£ 75.00</td> </tr> <tr> <td>16.04.24</td> <td>S. Ingleton – Wildflower seeds (BACs)</td> <td>£ 27.50</td> </tr> <tr> <td>16.04.24</td> <td>CAS – Hiscox Insurance, pavilion insurance (BACs)</td> <td>£ 308.00</td> </tr> <tr> <td>16.04.24</td> <td>Suffolk CC - Street light charges & maintenance (BACs)</td> <td>£ 2094.33</td> </tr> <tr> <td>16.04.24</td> <td>SALC – 2nd half payroll services for 23-24 (BACs)</td> <td>£ 82.80</td> </tr> <tr> <td>16.04.24</td> <td>SALC – Annual Membership (BACs)</td> <td>£ 625.27</td> </tr> <tr> <td>16.04.24</td> <td>Tuddenham Press – Parish Papers (BACs)</td> <td>£ 385.00</td> </tr> </tbody> </table>	Date	Payee	Amount	16.04.24	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26.00	16.04.24	Mrs J M Hazlewood – Clerk’s Salary (BACs)	£ 726.45	16.04.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 291.03	16.04.24	HMRC – PAYE & Employer’s NI (BACs)	£ 233.51	16.04.24	M Thompson – Fitness Classes (BACs)	£ 75.00	16.04.24	S. Ingleton – Wildflower seeds (BACs)	£ 27.50	16.04.24	CAS – Hiscox Insurance, pavilion insurance (BACs)	£ 308.00	16.04.24	Suffolk CC - Street light charges & maintenance (BACs)	£ 2094.33	16.04.24	SALC – 2 nd half payroll services for 23-24 (BACs)	£ 82.80	16.04.24	SALC – Annual Membership (BACs)	£ 625.27	16.04.24	Tuddenham Press – Parish Papers (BACs)	£ 385.00	
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16.04.24	Lottery – 1 st prize April draw –(BACs)	£ 20.50	
16.04.24	Lottery – 2 nd prize April draw - (BACs)	£ 12.30	
16.04.24	Lottery – 3 rd prize April draw – (BACs)	£ 8.20	

Authorisation of the above payments was proposed by Cllr Allinson and seconded by Cllr Ingleton
All Councillors agreed.

HPC1504/08 Planning

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

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 **Refused**

DC/23/05435 Proposal: Application for listed building consent – erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT. **Permission not required**

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/23/05906 Proposal: Listed Building Consent - Erection of conservatory (following removal of canopied porch). **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT – **Withdrawn**

DC/23/05904 Proposal: Householder Application - Erection of conservatory (following removal of canopied porch). **Location:** Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. – **Withdrawn**

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. **Conditional approval given**

DC/24/00761 Proposal: Householder Application - Erection of single storey extensions
Location: 24 Clifton Wood, Holbrook, IP9 2PY. **Granted**

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. **Granted**

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 Act 1990.- To vary Condition 27 (Approved Plans) **Location:** Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk further information has been received in relation to this consultation, which can be found on the Council's website at:

<http://www.babergh.gov.uk/planning/development-management/application-search-andcomment/search-for-applications> **Awaiting decision**

8.02 To consider new applications received:

DC/24/01412 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 pig shed to 1no dwelling. **Location:** Small Pigshed , Woodlands Corner, The Street, Holbrook IP9 2PU **Cllr Ambrose left the discussion.** Cllr Allinson explained the application to councillors. Following a discussion approval was proposed by Cllr Allinson and seconded by Cllr Wright. **All Councillors agreed. Cllr Ambrose rejoined the meeting.**

DC/24/01385 Proposal: Householder Application - Conversion of garage to form living accommodation and erection of a garage block and cartlodge. Installation of a pitched roof over existing garage block. **Location:** Vine House, The Street, Holbrook, IP9 2PX. Approval was proposed by Cllr Allinson and seconded by Cllr King **All Councillors agreed**

DC/24/01243 Proposal: Householder Application - Erection of front canopy and part two storey/part single storey rear extension, addition of cladding and decking. The Chairman explained the application **Location:** The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX. This planning application was discussed in full and councillors could see no grounds for objections. However, as the application had not been on the Agenda it was agreed to register no comment.

<p>The clerk agreed to liaise with Cllr McLaren to suggest a suitable time to meet with a member of the Planning Department and will copy Cllr McLaren into her email requesting a review of The Compasses.</p>	<p>Clerk</p>
<p>HPC1504/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Stephens reported that the CSHG are working on the bus shelters and would need a small amount of paint. He reported that unfortunately they had been informed they would need traffic lights to carry out work on Primrose Hill. The clerk will report the overgrowth again on the reporting tool and encourage RHS to report too to safeguard their pupils who use the path. Cllr Stephens suggested that the CSHG would be prepared to help with the parcel of land near Hapenny Field, if required. • Cllr Allinson reported that a tree on the Reade Field has been highlighted by a resident as needing attention which would probably need a crown reduction next winter. Taylor Wimpey are meeting with the Planning Department to discuss what needs to be done to comply with the planning conditions re tree planting etc. • The Chairman reported that Alexanders plants have been identified and removed along Ipswich Road. 	<p>Clerk</p>
<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 20th May 2024 meeting agenda.</p>	<p>All Cllrs</p>
<p>HPC1504/11: Date of the next Parish Council Meeting: Monday 20th May 2024, which will be the Annual Parish Council Meeting and will be held at Holbrook Village Hall at 7.30 p.m. The Annual Parish Meeting is on 23rd April 2024 at 7.30 p.m. at the Village Hall.</p> <p>Chairman..... Date.....</p>	

The meeting finished at 9.25 pm