

HOLBROOK PARISH COUNCIL

Minutes of the Annual Parish Council meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20th May 2024 at 7.30pm.

Present: Cllr G. Abbott, Cllr R. Allinson, Cllr M. Holmes, Cllr S. Ingleton, Cllr A. King, Cllr D. Martin, Cllr M Pittman, Cllr J Stephens. Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), County Cllr Simon Harley and 2 members of the public.

| HPC2005/01: Election of Chairman and signing and receipt of the Declaration of Acceptance of Office form: | Action by |
|---|---|
| <p>Cllr Ambrose was unable to be at the meeting but had agreed to his nomination and, as the sole nominee for Chairman, he was proposed by Cllr Ingleton and seconded by Cllr Holmes All Councillors voted in favour. Cllr Ambrose would sign his Declaration of Acceptance of Office form in the presence of the Proper Officer as soon as possible upon his return. Cllr Allinson chaired the meeting in Cllr Ambrose's absence.</p> | |
| <p>HPC2005/02: Election of Vice-Chairman. Cllr Ingleton proposed and Cllr Holmes seconded the appointment of Cllr Allinson for Vice-Chairman. All Councillors voted in favour</p> | |
| <p>HPC2005/03 Apologies: To receive apologies for absence: Apologies were received from Cllr Ambrose and Cllr Connick due to other commitments. Cllrs approved these apologies. District Councillor Mary McLaren also sent apologies, due to having to attend another meeting.</p> | |
| <p>HPC2005/04 Declarations of Pecuniary and local non-pecuniary interest 4.01: 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. There were no declarations 4.02: to receive requests for dispensation - no requests for a dispensation were received.</p> | |
| <p>HPC2005/05 : Public Forum 5.01: To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor. Cllr Harley highlighted that additional money for SEND had been allocated. He also mentioned that residents with a pre-tax income of under £36,000 can apply for help with energy improvements to their house. 5.02: To receive questions and matters of concern from members of the public who are present. A member of the public had raised accessibility issues (Agenda item 11.06). The main footpath to reservoir from Holbrook is inaccessible to mobility scooters, buggies, etc. and is quite hazardous for walkers. The resident had contacted various authorities, including SCC. Cllr Harley reported that he had looked into the issue some time ago, but had been informed that, due to the volume of work needed, the necessary work was not affordable. The clerk would contact the Footpath Dept. at SCC and Anglian Water to see if they could offer some help. Cllr Stephens suggested that CSHG could see if they could help. However, it was noted that caution was needed to avoid liability as a result of work carried out. Residents to be encouraged to report any accidents which occur on the reporting tool. The old railings attached to the new accessibility gate the Reade Road end of the Reade Field were preventing access for mobility scooters. It was agreed that the Council would investigate the removal of the railings in question. Another issue raised was the path at Brook Farm which has now large furrows preventing access to the path. Cllr Allinson agreed to look into this and if there was an obstruction to the footpath, it would need addressing as soon as possible. Another resident said they had lodged reports about the drains on Ipswich Road and The Street, but remedial work had not been carried out. Cllr Harley offered to look into this and pointed out that the District Council are responsible for clearing the roads and the County Council are responsible for clearing the drains. Cllr Harley said it was part of the inspection programme and if one was found to be blocked they should be notified to address the issue. Cllr Allinson explained that the Parish Council do not have any sight of the works schedules from Highways or SCC, but can only report, and if necessary follow up with the County Councillor, issues which arise.</p> | <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Allinson</p> |
| <p>HPC2005/06: To consider and approve the minutes of the Parish Council meeting held on 15th April 2024. It was proposed by Cllr Ingleton and seconded by Cllr King that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p> | |
| <p>HPC2005/07: Confirmation of appointment of representatives to outside bodies: To confirm the allocation of responsibilities to individual Councillors, as circulated, and to amend, as necessary. The following appointments were agreed:</p> <ul style="list-style-type: none"> • Village Hall Committee: Cllr Ambrose • Emergency Planning: Cllrs King and Pittman • Shotley Peninsula Tourist Group: Cllr King, Cllr Martin • Alton Water User Group: Cllr Martin | |

| | |
|--|---|
| <ul style="list-style-type: none"> • SALC: Cllr Stephens • Tree Warden: Cllr Allinson • Churches Together: Cllr Holmes • Police and Parish Forum – any councillor according to availability • Greener Holbrook Greener World – Cllr King and Cllr Holmes • Parish Council Alliance – Cllr Ambrose | |
| <p>HPC2005/08: Sub-committees/Working Groups: to decide on the formation or continuation of any sub committees or working groups and their delegation:</p> <ul style="list-style-type: none"> • Budget Working Group: Cllrs Ambrose, Pittman, King, Wright and the Clerk. • Planning Committee any 4 councillors as and when required. • Reade Field Working Group, Cllrs Connick, Pittman and Ingleton. <p>All Councillors agreed to the membership to, and continuation of, the above working groups.</p> | |
| <p>HPC2005/09: To review terms of reference for Sub-committees and Working Groups: Cllr Ingleton proposed and Cllr Abbott seconded that these terms of agreement, as circulated, were adopted. All Councillors agreed.</p> | |
| <p>HPC2005/10: Items outstanding from previous meetings</p> <p>10.01: To receive an update on Items outstanding from previous meetings:</p> <ul style="list-style-type: none"> • To update marketing details for Warmer Homes Holbrook – now completed and no longer an outstanding action • Cllr Connick was still seeking alternative quotes from local builders for building the new pavilion • Cllr Ambrose will contact the agents Strutt & Parker re their concerns that drawings for the new pavilion may cross the footpath • To contact Public Realm about the biodiversity area at Hapenny Field • To send the press release re the Alliance of Parish Councils to Babergh DC • To meet with the Practice Manager re concerns from residents about difficulties accessing appointments, etc – Cllr Ambrose had had a meeting - see Agenda item 10.04 • To undertake checks on the defibrillator when necessary. Cllr Stephens and Cllr Wright had agreed to check the defibrillator when notifications were received • To liaise with Cllr McLaren about meeting a member of the planning department – clerk to follow up. Cllr McLaren had spoken to Philip Isbell who was willing to meet with Councillors • The Clerk had written to RHS again and also had put Primrose Hill on the reporting tool. • The Council were still seeking a replacement editor. • The Clerk was continuing to monitor the bin at the back of the Academy to ensure it is still fit for purpose. A replacement would be sought should it prove necessary. <p>10.02: To receive an update on the CSHG: both bus shelters have been done and some Perspex has been put into one of them. There are some small jobs still to do, but they are now looking for other projects. The path at the back of the tennis courts was suggested and Cllr Stephens would feed this back to the group. The CSHG would be happy to help with the issue at Hapenny Field but were waiting until the Biodiversity Officer from Babergh had visited the site.</p> <p>10.03: To receive an update on the use of the Peninsula Sports Centre. Cllr Ambrose had had a positive meeting with the Academy about future use and will meet with the new head when in post. His email following his recent meeting had been circulated prior to the meeting.</p> <p>10.04: To note the report from the Chairman re his meeting with the Practice Manager of Holbrook and Shotley Surgery. Cllrs noted the report and recognised that many of the issues raised by residents were as a result of NHS policy. The Council welcomed Cllr King’s offer to join the patients’ forum.</p> | <p style="text-align: right;">Cllr Connick</p> <p style="text-align: right;">Cllr Ambrose</p> <p style="text-align: right;">Cllrs Allinson/ Ambrose</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Cllr King</p> |
| <p>HP1505/11: Correspondence received requiring a response and other business:</p> <p>11.01: To review and adopt the Code of Conduct (circulated)</p> <p>11.02: To review and adopt the reviewed Standing Orders of the Council (circulated)</p> <p>11.03: To approve a programme of policy review and implementation (circulated)</p> <p>It was proposed by Cllr King and seconded by Cllr Pittman to adopt Items 11.01-11.03 as reviewed.</p> <p>All Councillors agreed.</p> <p>11.04: To consider and agree a request made to install a memorial plaque on the bench on Ipswich Road, opposite Gants Cottage. This was a memorial plaque for Patrick Goodchild and his family. It was agreed by all Councillors that this would be a fitting tribute. The Clerk would inform the family.</p> | <p style="text-align: right;">Clerk</p> |

| | | |
|---|---|----------|
| <p>11.05: To note that Councillors are legally obliged to update their register of pecuniary or non-pecuniary interests when any changes have been made. The clerk would send a link for councillors to access their current register of interests, so they could update if necessary..</p> <p>11.06: To consider the accessibility issues raised by a resident (a copy of the email had been circulated). This had been fully discussed at Agenda item 5.02 in the Public Forum.</p> <p>11.07: The contents of the Clerk's report were noted.</p> | Clerk | |
| <p>HPC2005/12: Finance:</p> | | |
| <p>12.01: To receive the report of the Internal Auditor for the financial year 2023/24 and to consider any issues raised.: the report had been circulated to Councillors - no matters requiring action were raised by the Internal Auditor. Cllrs noted and agreed the report.</p> <p>12.02: Cllrs noted that the Annual Statement of Accounts for Holbrook Parish Council for the year ended 31st March 2024 which had been approved at the April Meeting has now been audited.</p> <p>12.03: To consider and approve and sign Section 1 of the Annual Governance Accountability Return (AGAR): proposed Cllr Martin and seconded by Cllr Pittman – All Councillors Agreed and Section 1 was duly signed by the Chairman and the Clerk</p> <p>12.04: To consider approve Section 2 of the AGAR Approval was proposed by Cllr Allinson and seconded by Cllr Martin. All Councillors Agreed and Section 2 was countersigned by the Chairman.</p> <p>12.05: To consider and adopt, if agreed, the Statement of Internal Controls for the year ending 31st March 2024. It was proposed by Cllr Ingleton and seconded by Cllr Allinson that the Statement of Controls be approved and signed. All Councillors agreed and the Statement of Controls was duly signed.</p> <p>12.06: To receive a report from the RFO, together with a budget summary, bank reconciliation and commentary. The report was noted and there were no further questions.</p> <p>12.07 To review the bank mandates for Lloyds Bank and NSI Account (circulated): It was agreed that another signatory be added. It was agreed to add Councillor King as a signatory and the clerk would contact the bank to start the process. All Councillors agreed to add Cllr King and otherwise agreed the existing mandates.</p> <p>12.08: To approve the following payments including any payments received subsequent to the publication of the agenda: the clerk reported that the payment to Suffolk Wildlife Trust was £38 not £35 as published on the agenda and an invoice had been received since the publication of the agenda from SLCC which is included in the payments below.</p> | | |
| 23.04.24 | Co-op – Refreshments for APM (debit card) | £ 13.99 |
| 21.05.24 | Mrs J M Hazlewood – Clerk's Expenses Travel & Stationery (BACs) | £ 79.21 |
| 21.05.24 | Mrs J M Hazlewood – Clerk's Salary January (BACs) | £ 726.45 |
| 21.05.24 | Mr W. Abbott – Community Caretaker Salary (BACs) | £ 291.03 |
| 21.05.24 | HMRC – PAYE & Employer's NI (BACs) | £ 233.51 |
| 21.05.24 | Heelis & Lodge – Internal Audit fee (BACs) | £ 220.00 |
| 21.05.24 | Vertas - Reade Field Maintenance (BACs) | £ 284.40 |
| 21.05.24 | E.ON Next – Pavilion electricity (DD) | £ 49.61 |
| 21.05.24 | WAVE - pavilion water (DD) | £ 39.85 |
| 21.05.24 | Holbrook & District Pre-School Playgroup – grant (BACs) | £ 200.00 |
| 21.05.24 | SALC – Training (BACs) | £ 42.00 |
| 21.05.24 | Suffolk Wildlife Trust – subscription (BACs) | £ 38.00 |
| 21.05.24 | SARS – grant (Debit card) | £ 25.00 |
| 21.05.24 | Open Spaces – subscription (BACs) | £ 45.00 |
| 21.05.24 | CAS – subscription (BACs) | £ 30.00 |
| 21.05.24 | Suffolk Preservation Society – subscription (BACs) | £ 30.00 |
| 21.05.24 | All Saints PCC = grant (BACs) | £ 500.00 |
| 21.05.24 | Stutton & Holbrook First Responders – Grant (cheque) | £ 100.00 |
| 21.05.24 | Mark Thompson – fitness classes (BACs) | £ 250.00 |
| 21.05.24 | Lottery 1 st Prize (BACs) | £ 21.50 |
| 21.05.24 | Lottery 2 nd Prize (cheque) | £ 12.90 |
| 21.05.24 | Lottery 3 rd Prize (cheque) | £ 8.60 |
| 21.05.24 | SLCC – Annual subscription (BACs) | £ 183.00 |
| <p>It was proposed by Cllr Pittman and seconded by Cllr Holmes to approve the above payments All Councillors agreed.</p> | | |

| | |
|---|-----------------------------|
| <p>HPC2005/13: Planning 13.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed. 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/23/04109 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: https://www.babergh.gov.uk/w/application-search-and-comment Awaiting decision 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 Awaiting Decision 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. Awaiting Decision DC/24/01243 Proposal: Householder Application - Erection of front canopy and part two storey/part single storey rear extension, addition of cladding and decking. Location: The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX. Refused</p> <p>13.02: To consider new applications received: DC/24/02095 Proposal: Householder Application - Erection of single storey extensions, with associated landscaping works and new vehicle hardstanding area, to adapt existing dwelling and garden for disabled person/wheelchair use. Location: Hill House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG. Following a discussion approval was proposed by Cllr Holmes and seconded by Cllr Ingleton. All Councillors agreed DC/24/01768 Proposal: Application for works to a tree protected by Tree Preservation Order BT102/G1 - Crown reduce 1No Beech Tree (Fagus Sylvatica) (T1) by up to 3m and thin crown by 15% . Location: 21 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG. Following a discussion approval was proposed by Cllr Ingleton and seconded by Cllr Stephens. All Councillors agreed.</p> | |
| <p>HPC2005/14: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Abbott asked about the mowing of Church Green. Councillors noted that it has been left for 'No Mow May.' • In response to a question from Cllr Martin, it was confirmed that 7 houses were being built next to Alpha on Ipswich Road. • Cllr Ingleton reported that the hedge alongside 31 Clench Road is now encroaching the path at the side and the front. Cllr Allinson agreed to check the site and inform the clerk of any recommended action.. | <p>Cllr Allinson</p> |
| <p>VHPC2005/15: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on 17th June 2024 Meeting Agenda: BMSDC Supplementary Planning Documents consultation - comments have to be lodged by 19th June.</p> | <p>All Cllrs</p> |
| <p>HPC2005/16: Date of the next Parish Council Meeting will be held on Monday 17th June 2024 at Holbrook Village Hall at 7.30 p.m. Dates for Parish Council Meetings up until and including May 2025 had been circulated prior to the meeting and were agreed.</p> <p style="text-align: center;">JoAn Ambrose 17th June 2024</p> <p>Chairman..... Date.....</p> | |

The meeting finished at 8.40 p.m.

These minutes were agreed to be a true record of the meeting on 20th May and were signed by the Chairman. The original signed minutes are held in the Minute folder by the Clerk and can be viewed upon application.