

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17th June 2024 at 7.30pm.

Present: Cllr J Ambrose, Cllr S. Ingleton, Cllr M Pittman, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), District Cllr Mary McLaren, and no members of the public.

<p>HPC1706/01 Apologies: To receive apologies for absence: Apologies were received from Cllrs Abbott, Allinson, Connick, King, Martin and Stephens due to other commitments Cllrs approved these apologies. Apologies were also received from County Cllr Simon Harley. Councillors also noted that Cllr Holmes had resigned as a member of the council due to a change of circumstances.</p>	<p>Action by</p>
<p>HPC1706/02 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. There were no declarations 2.02: To receive requests for dispensation - no requests for a dispensation were received.</p>	
<p>HPC1706/03 : Public Forum 3.01: To receive reports from the District and County Councillors: reports had been received from both the District and County Councillor. Cllr Simon Harley was unable to be present but had invited councillors to send any questions to him. Cllr Mary McLaren invited questions on her report – there were no questions. 3.02: To receive questions from members of the public: no members of the public were present.</p>	
<p>HPC1706/04: To consider and approve the minutes of the Parish Council meeting held on 20th May 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>HPC1706/05: Summary of actions from previous meetings</p> <ul style="list-style-type: none"> • To seek quotes from the local builders for building the new pavilion – Cllr Connick is awaiting a third quote • To contact the agents Strutt and Parker re their concerns that drawings for the new pavilion may encroach the footpath – Cllr Ambrose would pursue once quotes have been received • To establish whether there is an obstruction on the footpath from Brook Farm which needs addressing – this has been resolved. • To contact the Footpath Dept at SCC and Alton Water re the path from Hyams Lane to the reservoir – clerk has written to Anglian Water and has put a note on the reporting tool • To liaise with public realm re the biodiversity project at Hapenny Drive – public realm have confirmed that work will take place whilst protecting the stag beetles • To liaise with the planning department re the attendance of a planning officer at a PC Meeting. The clerk has sent meeting dates to Philip Isbell and if a meeting is arranged she will inform the District Councillor of the date. • To join the patients’ forum for Shotley & Holbrook Surgery – Cllr King had agreed to join the patients; forum for Shotley & Holbrook Surgery. • To inform the family of P. Goodchild that the Parish Council support the addition of a memorial plaque on the bench on Ipswich Road – the plaque is now in place. • To seek a replacement editor of the Parish Papers – 3 volunteers have come forward. • To send councillors a link so that they can check their register of interests is up to date. The link has been sent to councillors • To check the hedges bordering 31 Clench Road to see if remedial action is required – Cllr Allinson was checking and had also sent the latest guidelines re hedge trimming through to the clerk. <p>5.02 The CSHG have continued to carry out work around the village, including more work along the Cut 5.03 The minutes of the recent meeting of Greener Holbrook Greener World had been circulated. 5.04 Update on the biodiversity project at Hapenny Field – see 5th bullet point above</p>	<p>Cllr Connick</p> <p>Cllr Ambrose</p> <p>Clerk</p> <p>Cllr King</p> <p>Cllr Allinson</p>
<p>HPC1706/06: Correspondence received requiring a response and new business: 6.01 To review the new updated Finance Regulations. Cllr Ingleton proposed and Cllr Pittman seconded that these be adopted. All Councillors agreed. 6.02 To review and adopt the following policies:</p>	

<p>(a) Document retention policy (b) GDPR & Information Management (c) Policy for Dispensations</p> <p>All the above policies had been circulated prior to the meeting. Cllr Pittman proposed and Cllr Wright seconded that all the above documents be approved and adopted. All Councillors agreed.</p> <p>6.03 To consider a response to Babergh's Supplementary Documents Planning Consultation: Following a discussion, Cllrs agreed not to make comment on this but will ensure they give consideration to any future consultations</p> <p>6.04 Overgrown hedges and verges – to determine what can be done to improve visibility. It was agreed that visibility is extremely poor in some places around the village and beyond. Visibility is particularly poor near the Freston Boot. The clerk was asked to write to Highways and list the key places causing concern and will enlist the help of Cllr Harley.</p> <p>6.05 Councillors noted the contents of the Clerk's report – there were no questions. The clerk reported that the grass at Alton Green has now been cut.</p>	Clerk																																																			
<p>HPC1706/07: Finance.</p> <p>7.01 A report from the RFO together with a budget summary bank reconciliation and additional commentary had been circulated prior to the meeting. There were no questions arising from the report.</p> <p>7.02 Councillors noted that the completed signed Annual Governance and Accountability Return (AGAR) had been submitted to the External Auditors and the Notice of Exercise of Public Rights has been published on the website and on the noticeboard.</p> <p>7.03 Councillors noted that a VAT claim for the financial year 2023-2024 had been submitted and payment in full had been received totalling £2996.42</p> <p>7.04 Councillors noted that the claim for the grant from Babergh towards the new play equipment had been submitted and a payment of £8964.60 had been paid into the bank account.</p> <p>7.05 To approve the following payments, including any payments received subsequent to the published agenda:</p> <table border="1" data-bbox="140 981 1321 1563"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>05.06.24</td> <td>Amazon – batteries for bank card reader (Debit Card)</td> <td>£ 4.99</td> </tr> <tr> <td>18.06.24</td> <td>Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>18.06.24</td> <td>Mrs J M Hazlewood – Clerk's Salary January (BACs)</td> <td>£ 726.45</td> </tr> <tr> <td>18.06.24</td> <td>Mr W. Abbott – Community Caretaker Salary (BACs)</td> <td>£ 291.03</td> </tr> <tr> <td>05.07.24</td> <td>HMRC – PAYE & Employer's NI (BACs)</td> <td>£ 233.51</td> </tr> <tr> <td>18.06.24</td> <td>Babergh Licensing Department – Lottery Licence (BACs)</td> <td>£ 20.00</td> </tr> <tr> <td>18.06.24</td> <td>Holbrook Methodist Church – Room Hire (BACs)</td> <td>£ 40.00</td> </tr> <tr> <td>18.06.24</td> <td>Playquip – New play equipment (BACs)</td> <td>£17,881.20</td> </tr> <tr> <td>18.06.24</td> <td>Tuddenham Press – Parish Papers (BACs)</td> <td>£ 618.00</td> </tr> <tr> <td>18.06.24</td> <td>John Ambrose – Chairman's Allowance (SO)</td> <td>£ 75.00</td> </tr> <tr> <td>18.06.24</td> <td>Mark Thompson – fitness classes (BACs)</td> <td>£ 150.00</td> </tr> <tr> <td>18.06.24</td> <td>Lottery 1st Prize</td> <td>£ 21.50</td> </tr> <tr> <td>18.06.24</td> <td>Lottery 2nd Prize</td> <td>£ 12.90</td> </tr> <tr> <td>18.06.24</td> <td>Lottery 3rd Prize</td> <td>£ 8.60</td> </tr> <tr> <td>21.06.24</td> <td>E.ON Next – pavilion electricity (DD)</td> <td>£ 17.68</td> </tr> <tr> <td>09.07.24</td> <td>Microsoft – Renewal of Microsoft 365 (due 9/7/24 by debit card)</td> <td>£ 59.99</td> </tr> </tbody> </table> <p>Cllr Wright proposed and Cllr Pittman seconded that these payments be approved. All Councillors agreed.</p>	Date	Payee	Amount	05.06.24	Amazon – batteries for bank card reader (Debit Card)	£ 4.99	18.06.24	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 37.99	18.06.24	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 726.45	18.06.24	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 291.03	05.07.24	HMRC – PAYE & Employer's NI (BACs)	£ 233.51	18.06.24	Babergh Licensing Department – Lottery Licence (BACs)	£ 20.00	18.06.24	Holbrook Methodist Church – Room Hire (BACs)	£ 40.00	18.06.24	Playquip – New play equipment (BACs)	£17,881.20	18.06.24	Tuddenham Press – Parish Papers (BACs)	£ 618.00	18.06.24	John Ambrose – Chairman's Allowance (SO)	£ 75.00	18.06.24	Mark Thompson – fitness classes (BACs)	£ 150.00	18.06.24	Lottery 1 st Prize	£ 21.50	18.06.24	Lottery 2 nd Prize	£ 12.90	18.06.24	Lottery 3 rd Prize	£ 8.60	21.06.24	E.ON Next – pavilion electricity (DD)	£ 17.68	09.07.24	Microsoft – Renewal of Microsoft 365 (due 9/7/24 by debit card)	£ 59.99	
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<p>HPC1706/08: Planning</p> <p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</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/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 -</p>																																																				

<p>Conversion of pig shed to 1no dwelling. Location: Small Pigshed , Woodlands Corner, The Street, Holbrook IP9 2PU Withdrawn</p> <p>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. Granted</p> <p>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 Granted</p> <p>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 Granted</p> <p>DC/21/01802 Appeal Ref APP/D3505/W/23/3323892: Land south of Honeysuckle Cottage, Little Orchard, Holbrook. Appeal Dismissed</p> <p>8.02: To consider new applications received</p> <p>DC/24/02331 Proposal: Application for works to a tree protected by Tree Preservation Order BT112/G1 - Prune 1No Oak tree to clear the BT wire by approx.. 1m and remove central epicormic growth from the main scaffold limbs to allow more light and air to penetrate. Location:13 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG – despite asking for an extension to 18th June, this application has been granted by the planning department. Despite this, following a discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Wright. 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 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</p> <p>Following a discussion, it was agreed that due to the repeated S73 applications and the changes to the original application, a new planning application should be considered. All Councillors agreed</p> <p>DC/24/02495 Proposal: Householder Application - Erection of a first floor rear extension. Location: 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2Q Approval was proposed by Cllr Ingleton and seconded by Cllr Pittman. All Councillors agreed.</p> <p>DC/24/02594 Proposal: Householder Application - Erection of single storey extension including insertion of additional glazed panel to porch roof. Location: Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. Approval was recommended by Cllr Wright and seconded by Cllr Ingleton. All Councillors agreed</p> <p>DC/24/02595 Proposal: Application for Listed Building Consent - Erection of single storey extension including insertion of additional glazed panel to porch roof. Location: Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT Approval was recommended by Cllr Wright and seconded by Cllr Ingleton. All Councillors agreed</p>	
<p>HPC1706/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose reported that the new play equipment has been popular with parents and children. He also reported that there has been no response from Highways re the proposal to erect small wooden posts on the verge opposite the Primary School. • Cllr Ingleton proposed a change to the lottery for next year, making less frequent, but bigger prize payouts, which could attract more participants. Cllrs agreed this might work well – details to be discussed further. 	
<p>\HPC1706/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on Agenda for the meeting on the 15thJuly 2024:</p>	<p>All Cllrs</p>
<p>HPC1706/16: Date of the next Parish Council Meeting will be held on Monday 15th July 2024 at Holbrook Village Hall at 7.30 p.m.</p> <p>Chairman John Ambrose Date 15th July 2024</p>	

The meeting finished 8.15 p.m.

The minutes were adopted by the Council and signed by the Chairman as a true record of the meeting on 17th June. The original signed copy is held in the Council's minute book and can be viewed on request by contacting the clerkj.