

## HOLBROOK PARISH COUNCIL

**Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 15<sup>th</sup> July 2024 at 7.30pm.**

**Present:** Cllr J Ambrose, Cllr R Allinson, Cllr R Connick, Cllr S. Ingleton, Cllr D Martin, Cllr M Pittman, Cllr J Stephens, Cllr A Wright

**In attendance:** Mrs J Hazlewood (Clerk), County Cllr Simon Harley and 3 members of the public.

<b>HPC1507/01 Apologies:</b> To receive apologies for absence: No Apologies had been received from the absent councillors. Apologies were received from District Councillor Mary McLaren.	<b>Action by</b>
<b>HPC1507/02 Declarations of Pecuniary and local non-pecuniary interest</b> <b>2.01:</b> 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 <b>2.02:</b> To receive requests for dispensation - no requests for a dispensation were received.	
<b>HPC1507/03 : Public Forum</b> <b>3.01:</b> To receive reports from the District and County Councillors: reports had been received and circulated from the District and County Councillors. Cllr Simon Harley highlighted that the County Council are calling for more foster carers. In response to a question from a member of the public, he confirmed that the budget for signs had now been spent, but there are some street/village signs on a list awaiting renovation. Cllr Ambrose reported that a resident had expressed concerns about heavy traffic from Home Farm in Stutton travelling through Holbrook. Councillors agreed to monitor the situation. Cllr Harley offered to chase up the Council's request to Highways to put wooden bollards on the verge opposite the Primary School. <b>3.02:</b> To receive questions from members of the public: a member of the public expressed concerns about the pizza van parking on The Street, causing road safety issues. The residents had been in touch with Babergh who had visited the site and had agreed that the pizza van could continue to trade. However, as there were safety concerns, it was resolved that the Clerk would contact the Community Police Officer to ask her if she could visit on a Wednesday afternoon to assess these concerns.	<b>Clerk</b>
<b>HPC1507/04: To consider and approve the minutes</b> of the Parish Council meeting held on 17 <sup>th</sup> June 2024. It was proposed by Cllr Wright and seconded by Cllr Ingleton that the minutes be approved and signed. <b>All Councillors agreed</b> and the minutes were duly signed.	
<b>HPC1507/05:</b> <b>5.01 Summary of actions from previous meetings</b> <ul style="list-style-type: none"><li>• To seek quotes from the local builders for building the new pavilion. Cllr Connick was having a meeting at the end of the week to obtain the third quote. Once all the quotes had been received, Cllr Ambrose will contact Strutt &amp; Parker.</li><li>• Hedges on Clench Road – Cllr Allinson had visited the site and would liaise with the clerk about any possible action to be taken.</li><li>• The Clerk had received no response from Philip Isbell from Babergh Planning, in reply to her recent email asking for a meeting with members of the Parish Council. The Clerk would send a follow up email.</li><li>• Cllr King had agreed to join the patients; forum for Shotley &amp; Holbrook Surgery but was not present at the meeting to confirm if this had been implemented.</li><li>• The Clerk had reported various overgrown hedges on the minor roads around the village.</li><li>• Cllr King had been added as an additional signatory to the Lloyds Bank Account.</li></ul> <b>5.02</b> To receive an update from the Community Self Help Group – Cllr Stephens reported that the group have been working on the Cut and will re-visit it next month. He added that the group had received some good comments on social media. The vegetation on Primrose Hill is still an issue but, as Highways have said it is unsafe for the Group to carry out the work without additional road safety measures, it was agreed that the group could not tackle this work at present. The Clerk agreed to send Cllr Harley any response she received from the report she had lodged on the reporting tool. <b>5.03</b> To receive an update from the climate action working group: GHGW. The minutes had been circulated to the group. Cllr Ambrose reported that there had been some concerns from some members of GHGW that the work carried out on the biodiversity area at Hapenny Field had been radical, although the residents felt it was an improvement. Various projects were planned: a green storytelling event on the Reade Field in the summer holidays, a talk at the village hall on how to	<b>Cllr Connick/ Ambrose Cllr Allinson</b>  <b>Clerk</b>          <b>Clerk</b>

<p>save money whilst protecting the climate, entitled “Ecofrenzy” – a joint event with Holbrook Society. Water testing across the peninsula continues until October and after that further funding will be required. The group were investigating if any land could be sourced for additional allotments.</p> <p><b>5.04</b> To receive an update on the editorship of the Parish Papers: there is now a team of editors for the Parish Papers, led by Dan Thomas, who are currently working on the August/September edition.</p>																												
<p><b>HPC1507/06: Correspondence received requiring a response and new business:</b></p> <p><b>6.01</b> To review the following policies:</p> <ul style="list-style-type: none"> <li>(a) Complaints Procedure</li> <li>(b) Training &amp; Development</li> <li>(c) Travel &amp; Expenses</li> <li>(d) Pre-planning Application Protocol</li> </ul> <p>All the above policies had been circulated prior to the meeting. Cllr Allinson proposed and Cllr Martin seconded that all the above policies be approved and adopted. <b>All Councillors agreed.</b></p> <p><b>6.02</b> To discuss the proposed development of the basketball court – Cllr Ingleton had sourced some companies to quote for re-surfacing the court. One quote had been received so far for just over £10,000. Once further quotes had been received, the Council would apply for a grant.</p> <p><b>6.03</b> To discuss further proposals for changes to the Reade Field Lottery – it was <b>agreed</b> to offer a double payout in December, with no draw in January. The details would be put in the Parish Papers.</p> <p><b>6.04</b> To note that a notice of a councillor vacancy had been posted on the noticeboard. Councillors were encouraged to consider possible candidates. It was recognised that some groups were under-represented at present and it would be good to address this if possible.</p> <p><b>6.05</b> To note that the Community Caretaker has resigned due to mobility issues, and the vacancy had been advertised, attracting some interest. Following the deadline there was one firm application. References had been followed up and very favourable replies received and the applicant had been interviewed in an earlier round of interviews. The post has therefore been offered, subject to approval by the Council to Mrs Sharon Simmonds. <b>Councillors unanimously ratified</b> this appointment.</p> <p><b>6.06</b> To consider the letter from the Citizens Advice Bureau and their request for funding. The Clerk would write to them to say that their request will be considered at budget setting time.</p> <p><b>6.07</b> To consider the email concerning the safety of lithium batteries – this had been circulated to all councillors. The Clerk will add the letter to the noticeboard and the website and will write to confirm the Council’s support for the campaign</p> <p><b>6.08</b> To consider the concerns expressed in an email about the speed limit on the Holbrook to Harkstead road. Cllr Harley confirmed that the authorities will not change the national speed limit on these minor roads. He also confirmed that the budget had run out for additional Quiet Lanes.</p> <p><b>6.09</b> Councillors noted the contents of the Clerk’s report</p>	<p style="text-align: center;"><b>All Cllrs</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p>																											
<p><b>HPC1507/07: Finance.</b></p> <p><b>7.01</b> 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><b>7.02</b> To note that a councillor who was not a bank signatory had independently verified the bank reconciliation</p> <p><b>7.03</b> To note that the period of exercise of public rights to inspect the accounts ended on 12<sup>th</sup> July</p> <p><b>7.04</b> To consider buying a replacement industrial strimmer for the P3 group. The group had researched suitable strimmers and have sourced a high spec industrial strimmer from a local supplier for £500. An application for a locality grant for half the cost is being supported by the County Councillor. The purchase was proposed by Cllr Allinson and seconded by Cllr Stephens <b>All Councillors agreed.</b></p> <p><b>7.05</b> To approve the following payments, including any payments received subsequent to the published agenda – annual data protection registration had been taken by direct debit on 24<sup>th</sup> June.</p> <table border="1" data-bbox="140 1794 1321 2078"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>20.06.24</td> <td>Eventbrite - NALC training – (Debit Card)</td> <td>£ 39.22</td> </tr> <tr> <td>21.06.24</td> <td>Amazon – Punched poly pockets (Debit Card)</td> <td>£ 6.99</td> </tr> <tr> <td>21.06.24</td> <td>Amazon – DL Envelopes (Debit Card)</td> <td>£ 6.99</td> </tr> <tr> <td>21.06.24</td> <td>Staples – Printer and photocopy paper (Debit Card)</td> <td>£ 24.99</td> </tr> <tr> <td>21.06.24</td> <td>Mayor Enterprises Ltd.- stationery (Debit Card)</td> <td>£ 11.40</td> </tr> <tr> <td>25.06.24</td> <td>ICO – annual registration (Direct Debit)</td> <td>£ 35.00</td> </tr> <tr> <td>09.07.24</td> <td>Microsoft – renewal of annual Microsoft software (Debit Card)</td> <td>£ 59.99</td> </tr> <tr> <td>15.07.24</td> <td>Mrs J M Hazlewood – Clerk’s Expenses &amp; Stationery (BACs)</td> <td>£ 37.99</td> </tr> </tbody> </table>	Date	Payee	Amount	20.06.24	Eventbrite - NALC training – (Debit Card)	£ 39.22	21.06.24	Amazon – Punched poly pockets (Debit Card)	£ 6.99	21.06.24	Amazon – DL Envelopes (Debit Card)	£ 6.99	21.06.24	Staples – Printer and photocopy paper (Debit Card)	£ 24.99	21.06.24	Mayor Enterprises Ltd.- stationery (Debit Card)	£ 11.40	25.06.24	ICO – annual registration (Direct Debit)	£ 35.00	09.07.24	Microsoft – renewal of annual Microsoft software (Debit Card)	£ 59.99	15.07.24	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 37.99	
Date	Payee	Amount																										
20.06.24	Eventbrite - NALC training – (Debit Card)	£ 39.22																										
21.06.24	Amazon – Punched poly pockets (Debit Card)	£ 6.99																										
21.06.24	Amazon – DL Envelopes (Debit Card)	£ 6.99																										
21.06.24	Staples – Printer and photocopy paper (Debit Card)	£ 24.99																										
21.06.24	Mayor Enterprises Ltd.- stationery (Debit Card)	£ 11.40																										
25.06.24	ICO – annual registration (Direct Debit)	£ 35.00																										
09.07.24	Microsoft – renewal of annual Microsoft software (Debit Card)	£ 59.99																										
15.07.24	Mrs J M Hazlewood – Clerk’s Expenses & Stationery (BACs)	£ 37.99																										

15.07.24	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 726.45	
15.07.24	HMRC – PAYE & Employer’s NI (BACs)	£ 233.51	
15.07.24	Vertas - Grounds Maintenance (BACs)	£ 284.40	
15.07.24	M & D Cordle – Alton Green Grass Cutting (BACs)	£ 240.00	
15.07.24	Babergh District Council – Dog & Waste Bin emptying	£ 3,229.20	
15.07.24	EON. Next – pavilion electricity (DD)	£ 18,28	
15.07.24	Mark Thompson – fitness classes (BACs)	£ 200.00	
15.07.24	Lottery 1 <sup>st</sup> Prize (BACs)	£ 21.50	
15.07.24	Lottery 2 <sup>nd</sup> Prize (BACs)	£ 12.90	
15.07.24	Lottery 3 <sup>rd</sup> Prize (BACs)	£ 8.60	
Cllr Ingleton proposed and Cllr Wright seconded that these payments be approved. <b>All Councillors agreed.</b>			
<p><b>HPC1507/08: Planning</b></p> <p><b>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</b></p> <p><b>DC/23/05908 Proposal:</b> Full Planning Application - Conversion of barns to form 3No. dwellings and associated landscaping, using existing access. <b>Location:</b> Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ. <b>Awaiting Decision</b></p> <p><b>DC/23/05909 Proposal:</b> Application for Listed Building Consent - Works to facilitate conversion of barns to form 3No. dwellings. <b>Location:</b> Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ, <b>Awaiting decision</b></p> <p><b>DC/23/04109 Proposal:</b> 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) <b>Location:</b> 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:  <a href="https://www.babergh.gov.uk/w/application-search-and-comment">https://www.babergh.gov.uk/w/application-search-and-comment</a> <b>Awaiting Decision</b></p> <p><b>DC/24/02495 Proposal:</b> Householder Application - Erection of a first floor rear extension. <b>Location:</b> 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2Q <b>Awaiting Decision</b></p> <p><b>DC/24/02594 Proposal:</b> Householder Application - Erection of single storey extension including insertion of additional glazed panel to porch roof. <b>Location:</b> Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT. <b>Awaiting Decision</b></p> <p><b>DC/24/02595 Proposal:</b> Application for <b>Listed Building Consent</b> - Erection of single storey extension including insertion of additional glazed panel to porch roof. <b>Location:</b> Woodlands Farm, Woodlands Road, Holbrook, Ipswich Suffolk IP9 2PT <b>Awaiting Decision</b></p> <p><b>8.02: To consider new applications received</b></p> <p><b>DC/24/02900 Proposal:</b> Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition Town and Country Planning Act 1990 (as amended) - Part construction of approved road in connection with and as part of the lawful implementation of the Outline Planning Permission reference DC/18/05228 and Reserved Matters Application reference DC/22/00289 <b>Location: Land East of Ipswich Road, Holbrook, IP9 2QT. This was noted by Councillors,</b> but it was agreed that no further comment was required.</p>			
<p><b>HPC1507/09: Councillors Reports:</b> to note Councillors’ reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Martin reported that a resident had received an injury caused by a wire across a footpath near Grove Farm She had advised the resident to report it on the reporting tool and she would try and find out further details.</li> <li>• Cllr Allinson reported that all the re-planting of the trees had now been agreed for Admirals Quarter</li> <li>• Cllr Ambrose reported he had attended the recent RHS speech day.</li> </ul>			
<p><b>HPC1507/10: To consider items for future agendas:</b> Councillors were asked to send the Clerk any items they wanted to be included on Agenda for the meeting on the 19<sup>th</sup> August 2024: .</p>			<b>All Cllrs</b>
<p><b>HPC1507/11: Date of the next Parish Council Meeting will be held on Monday 19<sup>th</sup> August 2024</b> at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;"><i>John Ambrose</i> <span style="float: right;">19<sup>th</sup> August 2024</span></p> <p>Chairman..... <span style="float: right;">Date.....</span></p>			

The meeting finished 8.35 p.m.

***These minutes were signed by The Chairman as a true record of the meeting held on 15<sup>th</sup> July 2024, The original copy of the signed minutes is held by the clerk in the Parish Council's Minute Book and can be viewed upon request.***