



**HPC1908/06: Correspondence received requiring a response and new business:**

**6.01** To review the following policies:

- (a) Information Security Policy
- (b) Subject Access Request (SAR)
- (c) Volunteer Policy

All the above policies had been circulated prior to the meeting. Following a discussion, it was agreed that the Information Security Policy should be read in conjunction to the GDPR and Information Management Policy which had been reviewed at the June 2024 meeting. The clerk would amend the policy review schedule to ensure these two policies are reviewed at the same meeting in future. Cllr King proposed and Cllr Allinson seconded that the above policies be approved and adopted with the above proviso. **All Councillors agreed.**

Clerk

**6.02** To consider a request from a resident to re-locate the picnic bench near the Reade Road entrance of the Reade Field. Following a discussion, it was agreed that there was no suitable site at the moment and the bench provided valuable shade in its current situation. However, this would be re-considered in the future with the plans for the new pavilion.

**6.03** It was noted that confirmation had been received from Babergh DC that the Council can proceed with the co-option of a councillor to fill the first of the vacant positions

**6.04** To consider the acceptance of a grant offer from the National Landscapes to GHGW to promote "Stories for a Changing Planet" Following a discussion it was proposed to accept the management of the grant by Cllr Allinson and seconded by Cllr Ingleton **All councillors agreed.**

**6.05** Councillors noted the offer of funding from Chelmondiston Parish Council towards the continuation of water testing and **agreed** that the clerk should seek further funding from other Parish Councils where water testing was currently being carried out under the umbrella of GHGW.

Clerk

**6.06** To consider commenting on the planning appeal (DC/23/04391 appeal) for a dog walking park to be situated at Freston Hill just below Monkey Lodge. The Chairman gave an outline of the history of the application. It was agreed that Holbrook Parish Council would support the planning authority's original refusal of the application. The Clerk would add a comment on the appeal to this effect.

Clerk

**6.07** To note the letter received from a 10 year old resident re rubbish at Holbrook Creek. Council **agreed** to plan a litter pick at the end of September and the clerk was asked to write to the 10 year old resident to ask if they would be happy for their letter to be published in the next Parish Papers,

Clerk

**6.08** To consider the proposed planning statement from the Shotley Alliance – following a discussion the statement was generally agreed to be a good document, but councillors believed that the impact on the peninsula was wider than just the highway problem. Concern was also expressed that the statement could be construed to deter visitors, employment opportunities, etc. from the peninsula. The Chairman will feed the Councillors' comments back to the Alliance.

**6.09** Councillors noted the Clerk's report: the clerk will investigate with Community Heartbeat Trust whether the number of calls to 999 is normal. The clerk had reported that she was seeking Insurance quotes and these will be circulated to councillors in time for the September meeting.

Clerk

**HPC1908/07: Finance.**

**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.

**7.02** Councillors noted that a councillor who was not a bank signatory had independently verified the bank reconciliation, including the two previous reconciliations which had been circulated.

**7.03** Councillors noted that the External Auditor's report had been received – there were no issues raised and the statutory notices have been displayed

**7.04** Councillors noted that a locality grant had been received from County Councillor Simon Harley for half the cost of the industrial strimmer for the P3 group. The Council expressed its thanks to Cllr Harley for this support.

**7.05** To approve the following payments, including any payments received subsequent to the published agenda: since the agenda had been published an invoice had been received for the Aug/Sept parish papers, which has been added to the June/July invoice total, a gift from the Parish to the previous editor of many years of the Parish Papers and a refund to a resident who had accidentally paid a lottery subscription twice.

Date	Payee	Amount
25.07.24	TGC Garden Machine (agreed at July meeting) – Strimmer (BACs)	£ 500.00
19.08.24	Mrs J M Hazlewood – Clerk's Expenses & Stationery (BACs)	£ 37.99
19.08.24	Mrs J M Hazlewood – Clerk's Salary January (BACs)	£ 726.45
19.08.24	Community Caretaker salary (BACs)	£ 322.23

19.08.24	HMRC – PA19.08YE & Employer’s NI (BACs)	£ 202.31	
19.08.24	WAVE – Pavilion Water (DD)	£ 57.73	
19.08.24	Holbrook Village Hall – Meeting Room hire (BACs)	£ 87.00	
19.08.24	EON. Next – pavilion electricity (DD)	£ 17.64	
19.08.24	PJ Print – June/July & Aug/Sept Parish Papers (BACs)	£ 970.00	
19.08.24	PKF Littlejohn – External Audit (BACs)	£ 252.00	
19.08.24	J. Stephens – CSHG expenses (paint) (BACs)	£ 26.00	
19.08.24	J. Ambrose – Travel expenses (BACs)	£ 23.40	
19.08.24	Mark Thompson – fitness classes (BACs)	£ 25.00	
19.08.24	Lottery 1 <sup>st</sup> Prize – (cheque)	£ 21.50	
19.08.24	Lottery 2 <sup>nd</sup> Prize (BACS)	£ 12.90	
19.08.24	Lottery 3 <sup>rd</sup> Prize (Cheque)	£ 8.60	
19.08.24	Jewson – heavy duty black sacks purchased 14.08.24 (Debit card)	£ 19.99	
19.08.24	Tesco – gift for outgoing editor of Parish Papers from Parish (Debit card)	£ 22.00	
19.08.24	Return of duplicated payment for lottery tickets to a resident (BACs)	£ 60.00	

Cllr Allinson proposed and Cllr Martin seconded that these payments be approved. **All Councillors agreed.**

**HPC1908/08: Planning**

**8.01 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/24/02495 Proposal:** Householder Application - Erection of a first floor rear extension. **Location:** 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2Q **Granted**

**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. **Application Refused**

**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 **Application Refused**

**DC/24/02900 Proposal:** 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 **Location: Land East of Ipswich Road, Holbrook, IP9 2QT. Awaiting Decision**

**8.02: To consider new applications received**

**DC/24/01243 Appeal Reference: APP/D3505/D/24/3345491: 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 – following discussion, it was noted that Council had recommended approval for the original application and **agreed** to offer no further comment.

**DC/24/03327 Proposal:** Householder Application - Erection of a garage with annexe for family members and home office above. **Location:** Wind Willow House, Hyams Lane, Holbrook, Ipswich Suffolk IP9 2QF. Following a discussion, approval was proposed by Cllr Ingleton and seconded by Cllr Pittman. **All Councillors agreed**

**Appeal Reference: APP/D3505/D/24/3346481 Proposal: Householder Application.** Erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT – Following a discussion **Councillors agreed** to offer no further comment

<p><b>HPC1908/09: Councillors Reports:</b> to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Ingleton reported that the Council has been offered £100 by a resident to put spring bulbs by the bus stop at Woodlands Road. She also reported that the gate near Enchantress Cottage needs attention in order for pushchairs and wheelchairs to pass through without obstruction..</li> <li>• Cllr Ambrose reported that the gate is still banging when closing, despite numerous attempts by Playquip to rectify this. It was agreed that a solution could be to swap the accessibility gates</li> <li>• Cllr Allinson reported that he was monitoring the ash and other trees on the Reade Field. He had recommended that the Church engage a contractor to look at the copper beech behind the Church.</li> <li>• Cllr Abbott reported that hedges were overgrown near Grove Farm and Admirals quarter and also the hedges on The Street opposite the substation.</li> <li>• Cllr King thanked the Council for welcoming him to the Council and regretted that time constraints due to work commitments had necessitated standing down from the council.</li> </ul>	
<p><b>HPC1908/10: 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 16<sup>th</sup> September 2024: .</p>	<p><b>All Cllrs</b></p>
<p><b>HPC1908/16: Date of the next Parish Council Meeting will be held on Monday 16<sup>th</sup> September 2024</b> at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;"><b>JoAn Ambrose</b> <span style="float: right;"><b>16<sup>th</sup> September 2024</b></span></p> <p><b>Chairman</b>..... <span style="float: right;"><b>Date</b>.....</span></p>	

The meeting finished 8.58 p.m.

***These minutes were signed by The Chairman as a true record of the meeting held on 19<sup>th</sup> August 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.***