

## HOLBROOK PARISH COUNCIL

### Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 18<sup>th</sup> November 2024

**Present:** Cllr R. Allinson (Chairman), Cllr S. Ingleton, Cllr D Martin, Cllr J Stephens, Cllr A Wright

**In attendance:** Mrs J Hazlewood (Clerk), District Councillor Mary McLaren, and County Councillor Simon Harley. No members of the public were present.

<p><b>HPC1811/01 Apologies:</b> apologies were received from Cllr Ambrose and Cllr Pittman due to other commitments. Cllr Abbott was not present. <b>All Cllrs agreed</b> to accept the apologies.</p>	<p><b>Action by</b></p>
<p><b>HPC1811/02 Declarations of Pecuniary and local non-pecuniary interest</b>  <b>2.01:</b> To receive declarations of pecuniary and local non-pecuniary interests 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.</p>	
<p><b>HPC1811/03 : 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 McLaren highlighted the opportunity of applying for free hedges and plants from BMSDC. Cllr Allinson also mentioned it could be helpful for individuals to sign up to trading standards newsletter.          County Councillor Simon Harley highlighted the measures planned for Benacre to address the coastal erosion and possible flooding of the A12. He also drew councillors' attention to the loans which are available from SCC for up to £15,000 to help households improve energy efficiency – the loans would be repayable over 7 years. The Suffolk Local Transport Plan has been launched for comment - comments need to be submitted by 25th November.  <b>3.02:</b> To receive questions from members of the public – no members of the public were present.</p>	
<p><b>HPC1811/04: To consider and approve the minutes</b> of the Parish Council meeting held on 21<sup>st</sup> October 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.</p>	
<p><b>HPC1811/05:</b>  <b>5.01 Summary of actions from previous meetings</b></p> <ul style="list-style-type: none"> <li>• Once a third quote had been received for rebuilding the pavilion, Cllr Ambrose will contact Strutt and Parker</li> <li>• A choice of dates had been agreed for GHGW to organise a litter pick at Holbrook Creek. The clerk was checking with the young person who raised the issue earlier in the year which date might be convenient for them.</li> <li>• Cllrs to consider possible candidates to fill the three councillor vacancies.</li> <li>• The grant from Babergh had been agreed for the resurfacing of the basketball court and the order had been placed</li> <li>• Cllr Allinson is liaising about any action to be taken on the tree on the Reade Field which is overhanging a resident's property</li> <li>• The Clerk has written to the RHS to see if they were responsible for the hedge opposite The Drift.</li> <li>• A date had been organised for the budget working party, but had had to be postponed and will now take place on 4<sup>th</sup> December.</li> </ul> <p><b>5.02</b> To receive an update from the Community Self Help Group: the group had planted bulbs and had carried out some work at Hapenny Field. Cllr Stephens said the group would welcome suggestions for future projects. The footpath by the Reade Field was mentioned, but the P3 Group might be undertaking this, so a check would be made first.</p> <p><b>5.03</b> To receive an update on the Planning Statement from the Shotley Peninsula Alliance of Parish Councils and a possible meeting with the Acting Head of Planning: the clerk reported that the statement had been submitted twice with a covering letter and so far there had been no response. She had been advised to re-send and copy in the Chief Exec and the Councillor with portfolio for planning and would also cc Cllr McLaren.</p> <p><b>5.04</b> Cllrs noted the contents of the draft minutes of the GHGW meeting held on 11<sup>th</sup> November which had been circulated. Cllr Harley noted from the minutes that volunteers were still needed to continue Water Testing from March next year. The clerk will liaise with Cllr Harley. The new proposals for recycling were discussed – it was suggested that as recycling facilities increased, smaller black bins maybe needed. Cllr McLaren invited suggestions and requests to be submitted to her.</p>	<p><b>Cllr Ambrose</b></p> <p><b>Clerk</b></p> <p><b>All Cllrs</b></p> <p><b>Cllr Allinson</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>HPC1811/06: Correspondence received requiring a response and new business:</b>  <b>6.01 To review the following policies:</b></p>	

<p>(a) Sickness and Absence  (b) Staff Appraisal  (c) Discipline  (d) Grievance</p> <p>All the above policies had been reviewed and circulated prior to the meeting. Cllr Martin proposed and Cllr Ingleton seconded that the above policies be approved and adopted <b>All Councillors in favour.</b></p> <p><b>6.02</b> There had been a request for a veterans' team to use the football pitch on a Sunday afternoon approximately once a month. Cllr Ambrose had spoken to the Football Club who agreed this team could be accommodated. The Clerk will liaise with the team.</p> <p><b>6.03</b> To discuss the email from Richard Parmee from BMSDC inviting applications for free plants trees and hedging. Following a discussion, it was agreed that there may be a possible site for wildflowers on verges on the Cul de Sac at Clifton Wood. Cllr Allinson would pursue</p> <p><b>6.04</b> Cllrs noted the contents of the Clerk's report</p>	<p><b>Clerk</b></p> <p><b>Cllr Allinson</b></p>																																										
<p><b>HPC1811/07 Finance</b></p> <p><b>7.01</b> To receive the RFO report, including a bank reconciliation, a budget comparison and a commentary. The report had been circulated prior to the meeting. Councillors noted the contents and had no further questions.</p> <p><b>7.02</b> Councillors noted that a councillor who was not a bank signatory had verified the bank reconciliations to end September and end October.</p> <p><b>7.03</b> Cllrs noted that the bank mandate has been revised to include Cllr Wright as a signatory</p> <p><b>7.04</b> Councillors noted that Lloyds Bank are introducing monthly bank charges from January 2025 and that this seems to be the case with all the major banks. The Clerk had investigated alternatives, but so far had not found a suitable alternative without bank charges. The Lloyds bank charges will apply to the Treasurer's account and not to the Reade Field Account.</p> <p><b>7.05</b> Councillors noted that the Budget Working Party Meeting had been postponed until 4<sup>th</sup> December</p> <p><b>7.06</b> Councillors noted and approved the implementation of the Local Authority Pay Agreement which has been agreed, resulting in an increase of 2.5%, backdated to 1<sup>st</sup> April 2024. <b>All Councillors agreed</b></p> <p><b>7.07</b> To approve the following payments, including any payments received subsequent to the published agenda: the invoices for fitness classes and the renewal of the gov.uk email accounts had been included subsequent to publishing the agenda:</p> <table border="1" data-bbox="140 1167 1321 1615"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>19.11.24</td> <td>Mrs J M Hazlewood – Salary (BACs)</td> <td>£1,128.25</td> </tr> <tr> <td>19.11.24</td> <td>Mrs J M Hazlewood – Expenses &amp; Stationery (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>19.11.24</td> <td>Community Caretaker – Salary (BACs)</td> <td>£ 322.23</td> </tr> <tr> <td>19.11.24</td> <td>HMRC – PAYE &amp; Employer's NI (BACs)</td> <td>£ 372.29</td> </tr> <tr> <td>19.11.24</td> <td>E-ON Electricity – pavilion electricity (Direct Debit)</td> <td>£ 18.29</td> </tr> <tr> <td>19.11.24</td> <td>WAVE – pavilion water (Direct Debit)</td> <td>£ 45.91</td> </tr> <tr> <td>19.11.24</td> <td>RBL Poppy Appeal 2024 – Poppy Wreath (BACs)</td> <td>£ 50.00</td> </tr> <tr> <td>19.11.24</td> <td>Holbrook Toddler Group – grant for 2024/25</td> <td>£ 500.00</td> </tr> <tr> <td>19.11.24</td> <td>Cloud Next – renewal of email service</td> <td>£ 59.99</td> </tr> <tr> <td>19.11.24</td> <td>M. Thompson – fitness classes (BACs)</td> <td>£ 175.00</td> </tr> <tr> <td>19.11.24</td> <td>Lottery 1<sup>st</sup> Prize November-</td> <td>£ 23.25</td> </tr> <tr> <td>19.11.24</td> <td>Lottery 2<sup>nd</sup> Prize November</td> <td>£ 13.95</td> </tr> <tr> <td>19.11.24</td> <td>Lottery 3<sup>rd</sup> Prize November</td> <td>£ 9.30</td> </tr> </tbody> </table> <p>Cllr Martin proposed and Cllr Wright seconded approval of the payments. <b>All Councillors agreed.</b></p>	Date	Payee	Amount	19.11.24	Mrs J M Hazlewood – Salary (BACs)	£1,128.25	19.11.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99	19.11.24	Community Caretaker – Salary (BACs)	£ 322.23	19.11.24	HMRC – PAYE & Employer's NI (BACs)	£ 372.29	19.11.24	E-ON Electricity – pavilion electricity (Direct Debit)	£ 18.29	19.11.24	WAVE – pavilion water (Direct Debit)	£ 45.91	19.11.24	RBL Poppy Appeal 2024 – Poppy Wreath (BACs)	£ 50.00	19.11.24	Holbrook Toddler Group – grant for 2024/25	£ 500.00	19.11.24	Cloud Next – renewal of email service	£ 59.99	19.11.24	M. Thompson – fitness classes (BACs)	£ 175.00	19.11.24	Lottery 1 <sup>st</sup> Prize November-	£ 23.25	19.11.24	Lottery 2 <sup>nd</sup> Prize November	£ 13.95	19.11.24	Lottery 3 <sup>rd</sup> Prize November	£ 9.30	
Date	Payee	Amount																																									
19.11.24	Mrs J M Hazlewood – Salary (BACs)	£1,128.25																																									
19.11.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99																																									
19.11.24	Community Caretaker – Salary (BACs)	£ 322.23																																									
19.11.24	HMRC – PAYE & Employer's NI (BACs)	£ 372.29																																									
19.11.24	E-ON Electricity – pavilion electricity (Direct Debit)	£ 18.29																																									
19.11.24	WAVE – pavilion water (Direct Debit)	£ 45.91																																									
19.11.24	RBL Poppy Appeal 2024 – Poppy Wreath (BACs)	£ 50.00																																									
19.11.24	Holbrook Toddler Group – grant for 2024/25	£ 500.00																																									
19.11.24	Cloud Next – renewal of email service	£ 59.99																																									
19.11.24	M. Thompson – fitness classes (BACs)	£ 175.00																																									
19.11.24	Lottery 1 <sup>st</sup> Prize November-	£ 23.25																																									
19.11.24	Lottery 2 <sup>nd</sup> Prize November	£ 13.95																																									
19.11.24	Lottery 3 <sup>rd</sup> Prize November	£ 9.30																																									
<p><b>HPC1811/08 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 further information can be found on the Council's website at:</p>																																											

<p><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/24/02900 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:</b> Land East of Ipswich Road, Holbrook, IP9 2QT – <b>Agreed lawful</b></p> <p><b>DC/24/01243 Appeal Reference: APP/D3505/D/24/3345491: Proposal:</b> Householder Application - Erection of front canopy and part two storey/part single storey rear extension, addition of cladding and decking. <b>Location:</b> The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX <b>Awaiting Decision</b></p> <p><b>DC/24/03327 Proposal:</b> Householder Application - Erection of a garage with annexe for family members and home office above. <b>Location:</b> Wind Willow House, Hyams Lane, Holbrook, Ipswich Suffolk IP9 2QF Original application refused, <b>Appeal Awaiting Decision</b></p> <p><b>DC/24/03807 Proposal:</b> Application for Listed Building Consent - Alterations to the East Wing of Nelson House to create Ground Floor Boiler Room from part of former flat. Creation of new LPG Tanks and Enclosure within School Grounds. <b>Location:</b> Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX <b>Granted</b></p> <p><b>DC/24/03806 Proposal:</b> Planning Application - Alterations to the East Wing of Nelson House to create Ground Floor Boiler Room from part of former flat. Creation of new LPG Tanks and Enclosure within School Grounds. <b>Location:</b> Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX <b>Granted</b></p> <p><b>DC/24/04186 Proposal:</b> Application for works to a tree protected by Tree Preservation Order BT285/T1 - Crown reduce 1 No Holm Oak and overhanging branches by up to 2.5m. <b>Location:</b> Great Oaks, Church Hill, Holbrook, Ipswich Suffolk IP9 2PQ <b>Granted</b></p> <p><b>DC/24/04216 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>Granted</b></p> <p><b>DC/24/04217 Proposal:</b> Application for Listed Building Consent - 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>Granted</b></p> <p><b>DC/24/04182 Proposal:</b> Householder Application - Erection of a single storey rear extension, side canopied porch and alterations to fenestration to part of garage to enable to form hobby room. <b>Location:</b> Foxglove House, The Street, Holbrook, Ipswich Suffolk IP9 2PX <b>Awaiting Decision</b></p> <p><b>DC/24/04184: Proposal:</b> Discharge of Conditions Application for DC/22/05076 - 5 (Biodiversity Enhancement Strategy), 18 (Biodiversity Enhancement Measures)<b>Location:</b> Compasses Inn, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR <b>Granted</b></p> <p><b>8.02: To consider new applications received – no new applications received prior to the publication of the agenda</b></p>	
<p><b>HPC1811/09: Councillors Reports:</b> to note Councillors’ reports and activities since the last meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Allinson has written to the RHS to suggest a meeting between the Chairman and the new Headteacher. He had also invited representation on the Council from the RHS to fill one of the vacant Councillor seats.</li> <li>• Cllr Stephens had raised a query about a pedestrian crossing near Abbots Way. It was agreed that speeding in and out of the village was an issue and various options were suggested. Cllr Harley reported that it cost approximately £100,000 to put in a new crossing and there were no available funds for this currently from Highways. He mentioned that the Council could apply for additional signage on the Highways’ website.</li> <li>• Cllr Ingleton asked the Clerk to investigate whether the Standing Orders could be changed to reduce the requisite quorum.</li> </ul>	<b>Clerk</b>
<p><b>HPC1811/10: 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 18<sup>th</sup> November 2024 at least one week prior to the meeting .</p>	<b>All Cllrs</b>
<p><b>HPC1811/11: Date of the next Parish Council Meeting will be held on Monday 16<sup>th</sup> December 2024</b> at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;"><b>John Ambrose</b> Chairman.....</p> <p style="text-align: right;"><b>16<sup>th</sup> December 2024</b> Date.....</p>	

The meeting finished 8.17 p.m.  
**See statement below**

***These minutes were signed by The Chairman as a true record of the meeting held on 18<sup>th</sup> November 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.***