## **HOLBROOK PARISH COUNCIL**

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16<sup>th</sup> December 2024

Present: Cllr J Ambrose (Chairman), Cllr R. Allinson, 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. 1 member of the public was present.

Harley. 1 member of the public was present.  HPC1612/01 Apologies: apologies were received from Cllr Pittman and Cllr Abbott due to other	Action by	
commitments. All Clirs agreed to accept the apologies.	Action by	
HPC1612/02 Declarations of Pecuniary and local non-pecuniary interest		
2.01: 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.		
HPC1612/03 : Public Forum		
<b>3.01: Reports from the District and County Councillors</b> : reports had been received and circulated from the District and County Councillors. Cllr McLaren was thanked for her report - there		
were no further questions		
County Councillor Simon Harley highlighted the schemes for loft insulation and improving energy		
efficiency in homes. He added that new draft plans had just been announced for devolution. He was		
funding new skirting on Primrose Hill from his Highways budget but Highways have requested that		
the hedges belonging to the bungalow at the bottom of Primrose Hill need cutting back before work	Clerk	
can start. The Parish Council agreed to write to the owners Cllr Ambrose will also send the	Cllr	
reference number of the fault report for the light in the Cut which is not working to Cllr Harley. Cllr	Ambrose	
Harley was thanked for his report.		
<b>3.02:</b> To receive questions from members of the public – there were no matters raised		
HPC1612/04: To consider and approve the minutes of the Parish Council meeting held on 18th		
November 2024 It was proposed by Cllr Wright and seconded by Cllr Allinson that the minutes be		
approved and signed. All Councillors agreed and the minutes were duly signed.		
HPC1612/05:		
5.01 Summary of actions from previous meetings		
To discuss proposals for the new pavilion with Strutt and Parker after receiving the third	Cllr	
quote. Despite the fact that the job would have to go out to tender eventually, a third quote	Ambrose	
was almost certainly necessary to generate an application for grant funding		
To contact the young lady who had written to the Council about a litter pick. The clerk had		
written to the young lady who had raised the issue of litter at the Creek and a date had been	Clerk	
fixed for 5 <sup>th</sup> January at 9.00 a.m. The young lady concerned is making a poster and will		
meet the team in the car park.		
<ul> <li>Clirs to continue to consider possible candidates for the vacant positions on the Council.</li> </ul>		
The clerk reported that a resident had expressed interest and would have joined this	All Clirs	
meeting but unfortunately was unwell. He hopes to come to the January meeting.		
To advise the clerk of any recommended action to be taken to the tree on the Reade Field	Cllr	
which was overhanging a resident's garden. Following a discussion and bearing in mind	Allinson	
the tree policy, Cllr Allinson would liaise to see what, if any, action was necessary.		
<ul> <li>The clerk had copied District Cllr Mary McLaren into the latest email to the Director of Planning from the Shotley PC Alliance.</li> </ul>		
The clerk is liaising with County Councillor Simon Harley re the continuation of water testing.	Clerk	
I he clerk had liaised with the organiser of the veterans' football club and matches are going ahead.		
	Cllr	
Cllr Allinson will liaise with residents of the cul-de-sac at Clifton Wood re plants for the verges.	Allinson	
verges.		
The clerk had looked into whether the quorum of the Council could be changed and found that it was the number of equipplier each which determined the quorum whether or not they		
that it was the number of councillor seats which determined the quorum, whether or not they		
were filled. Only in exceptional cases, if several councillors had been disqualified, could		
the quorum change.		
5.02 To receive an update on the Community Self Help Group: Cllr Stephens reported that the		
group had finished activities for this year and will re-start early in the Spring. Cllr Ingleton asked if		
the Group might be able to mend a bench on the Reade Field, although this may not be within their		
remit. Cllr Allinson mentioned that there are brambles at the top of Alton Green which need		
trimming.		

**5.03** To receive an update on the Parish Council Alliance's approach to the Planning Dept - no response had been received from the Acting Director of Planning, despite sending the information on three separate occasions.

**5.04 To receive an update from GHGW (Climate Action working group)**, the latest minutes of GHGW had been circulated. Councillors noted that there had been interest expressed in more allotments and possibly a community orchard, but no appropriate, available, land had been identified.

## HPC1612/06: Correspondence received requiring a response and new business: 6.01 To review the following policies:

- (a) Safeguarding Policy
- (b) Tree Policy
- (c) Accessibility Statement

Cllr Allinson proposed and Cllr Stephens seconded that all three policies be approved and adopted. **All Councillors agreed** 

**6.02** A request had been received from a resident for an additional bus stop towards the bottom of Church Hill. Following a discussion, concern was expressed about the safe siting of an additional bus stop, potential usage and the cost of such a project. The clerk was asked to email Cllr Harley to seek official advice

**6.03**. Councillors noted the contents of the CIL Fund Application Form and Consultation letter Following a discussion, **all Councillors agreed** to support the application. The clerk would confirm HPC's response.

**6.04** Councillors noted that a police surgery will be held by PC Katie Jarrett on Wednesday 12<sup>th</sup> February at The Methodist Chapel. PC Jarrett would be pleased to meet members of the public and Councillors.

**6.05** To note the contents of the Clerk's report:

## Clerk

Clerk

## HPC1612/07 Finance

**7.01** To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary – the report was noted and there were no further questions.

**7.02** Councillors noted that a councillor who is not a bank signatory has independently verified the bank reconciliation

**7.03** The draft budget for 2025/26 and notes had been circulated and councillors considered the recommendations made by the Budget working group. Following a discussion Cllr Martin proposed and Cllr Stephens seconded that Council agree the draft budget with a precept for 2025/26 of £37,500,resulting in an increase of 4.77% on a Band D property or £2,34 in monetary terms. **All Councillors agreed.** The schedules of salary payments and other regular payments were noted and also agreed.

Cllr Allinson raised the issue of a review of the Neighbourhood Plan - a full review is currently not due until 2028 but suggested that the Council may need to be mindful of changes in the National Planning Policy Framework.

**7.04** Councillors noted that the agreed precept needs to be notified to BMSDC before the end of January 2025,

7.05 To approve the following payments, including any payments received subsequent to the publication of the agenda)

Date	Payee	Amount
05.12.24	TSSC – Hi Viz waterproof jacket Community Caretaker (Debit card)	£ 61.44
17.12.24	Mrs J M Hazlewood – Salary (BACs)	£ 759.20
17.12.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
17.12.24	Community Caretaker – Salary (BACs)	£ 322.23
17.12.24	HMRC – PAYE & Employer's NI (BACs)	£ 216.16
17.12.24	SEALE – printing Parish Papers (BACs)	£ 520.00
17.12.24	E-ON Electricity – pavilion electricity (Direct Debit)	£ 17.94
17.12.24	Holbrook Village Hall – Hall hire (£58 + £35) (BACs)	£ 93.00
17.12.24	M. Thompson – fitness classes (BACs)	£ 200.00
17.12.24	Lottery 1st Prize December	£ 46.50
17.12.24	Lottery 2 <sup>nd</sup> Prize December	£ 27.90
17.12.24	Lottery 3 <sup>rd</sup> Prize December	£ 18.60
17.12.24	J. Adcock – P3 Group grant (BACs)	£ 60.00
20.12.24	J. Ambrose - Chairman's allowance 3rd quarter (SO)	£ 75.00

It was proposed by Cllr Stephens and seconded by Cllr Martin to approve the above payments. **All Councillors agreed** 

8.01 To receive an update on the status of planning applications, appeals, enforcement		
referrals and plans previously reviewed.		
<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. <i>Awaiting Decision</i>		
DC/23/05909 Proposal: Application for Listed Building Consent - Works to facilitate conversion of		
barns to form 3No. dwellings. <b>Location: Potash Farm,</b> 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/24/01243 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 <i>Appeal Dismissed</i>		
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 Original application refused, Appeal Awaiting Decision		
DC/24/04216 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 <i>Awaiting Decision</i>		
DC/24/04217 Proposal: 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 <i>Awaiting Decision</i>		
DC/24/04182 Proposal: 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.		
Location: Foxglove House, The Street, Holbrook, Ipswich Suffolk IP9 2PX Granted		
<b>8.02:</b> To consider new applications received – no applications have been received since the last		
meeting.		
HPC1612/09: Councillors Reports: to note Councillors' reports and activities since the last		
meeting:		
Cllr Ambrose reported that he had met both the new headteachers of the RHS and		
Holbrook Academy. The headteacher at the Academy was supportive of the sports centre		
being made available out of Academy hours, provided there was no cost to the Academy.		
The intention is to form a Community Interest Company who would run the facility. Cllr		
Ambrose has had also had positive feedback from both the RHS and The Academy to		
form a Youth Council. A small budget has been included in the budget plan for 2025/26		
for this.		
Cllr Ingleton noted that bin liners were missing from several waste bins. The Clerk would	Ole mi	
follow this up.	Clerk	
Tonow and up.		
HPC1612/10: To consider items for future agendas: Councillors were asked to send the Clerk	All	
any items they wanted to be included on Agenda for the meeting on the 20th January 2025 at least	Clirs	
one week prior to the meeting .		
HPC1612/11: Date of the next Parish Council Meeting will be held on Monday 20th January		
2025 at Holbrook Village Hall at 7.30 p.m.		
John Ambrose 20 <sup>th</sup> January 2025		
Chairman Date		
The meeting finished 8.13 p.m.		

The meeting finished 8.13 p.m.

These minutes were signed as a true record of the meeting held on 16<sup>th</sup> December 2024. The original signed copy is held in the Minute Book by the Clerk and can be viewed upon request