

## 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.

<p><b>HPC1612/01 Apologies:</b> apologies were received from Cllr Pittman and Cllr Abbott due to other commitments. <b>All Cllrs agreed</b> to accept the apologies.</p>	<p><b>Action by</b></p>
<p><b>HPC1612/02 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>HPC1612/03 : Public Forum</b>  <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 can start. The Parish Council agreed to write to the owners.. Cllr Ambrose will also send the reference number of the fault report for the light in the Cut which is not working to Cllr Harley. Cllr Harley was thanked for his report.  <b>3.02:</b> To receive questions from members of the public – there were no matters raised</p>	<p><b>Clerk Cllr Ambrose</b></p>
<p><b>HPC1612/04: To consider and approve the minutes</b> of the Parish Council meeting held on 18<sup>th</sup> November 2024 It was proposed by Cllr Wright and seconded by Cllr Allinson that the minutes be approved and signed. <b>All Councillors agreed</b> and the minutes were duly signed.</p>	
<p><b>HPC1612/05:</b>  <b>5.01 Summary of actions from previous meetings</b></p> <ul style="list-style-type: none"> <li>• To discuss proposals for the new pavilion with Strutt and Parker after receiving the third quote. Despite the fact that the job would have to go out to tender eventually, a third quote was almost certainly necessary to generate an application for grant funding..</li> <li>• 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 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.</li> <li>• Cllrs to continue to consider possible candidates for the vacant positions on the Council. The clerk reported that a resident had expressed interest and would have joined this meeting but unfortunately was unwell. He hopes to come to the January meeting.</li> <li>• To advise the clerk of any recommended action to be taken to the tree on the Reade Field which was overhanging a resident's garden. Following a discussion and bearing in mind the tree policy, Cllr Allinson would liaise to see what, if any, action was necessary.</li> <li>• The clerk had copied District Cllr Mary McLaren into the latest email to the Director of Planning from the Shotley PC Alliance.</li> <li>• The clerk is liaising with County Councillor Simon Harley re the continuation of water testing.</li> <li>• The clerk had liaised with the organiser of the veterans' football club and matches are going ahead.</li> <li>• Cllr Allinson will liaise with residents of the cul-de-sac at Clifton Wood re plants for the verges.</li> <li>• The clerk had looked into whether the quorum of the Council could be changed and found 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.</li> </ul> <p><b>5.02 To receive an update on the Community Self Help Group:</b> 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.</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>Cllr Allinson</b></p>

<p><b>5.03 To receive an update on the Parish Council Alliance's approach to the Planning Dept</b> - no response had been received from the Acting Director of Planning, despite sending the information on three separate occasions.</p> <p><b>5.04 To receive an update from GHGW (Climate Action working group)</b>, 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.</p>																																														
<p><b>HPC1612/06: Correspondence received requiring a response and new business:</b></p> <p><b>6.01 To review the following policies:</b></p> <p>(a) Safeguarding Policy  (b) Tree Policy  (c) Accessibility Statement</p> <p>Cllr Allinson proposed and Cllr Stephens seconded that all three policies be approved and adopted. <b>All Councillors agreed</b></p> <p><b>6.02</b> 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</p> <p><b>6.03.</b> Councillors noted the contents of the CIL Fund Application Form and Consultation letter Following a discussion, <b>all Councillors agreed</b> to support the application. The clerk would confirm HPC's response.</p> <p><b>6.04</b> 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.</p> <p><b>6.05</b> To note the contents of the Clerk's report:</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>																																													
<p><b>HPC1612/07 Finance</b></p> <p><b>7.01</b> 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.</p> <p><b>7.02</b> Councillors noted that a councillor who is not a bank signatory has independently verified the bank reconciliation</p> <p><b>7.03</b> 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. <b>All Councillors agreed.</b> The schedules of salary payments and other regular payments were noted and also agreed.</p> <p>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.</p> <p><b>7.04</b> Councillors noted that the agreed precept needs to be notified to BMSDC before the end of January 2025,</p> <p><b>7.05 To approve the following payments, including any payments received subsequent to the publication of the agenda)</b></p> <table border="1" data-bbox="140 1503 1321 1982"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>05.12.24</td> <td>TSSC – Hi Viz waterproof jacket Community Caretaker (Debit card)</td> <td>£ 61.44</td> </tr> <tr> <td>17.12.24</td> <td>Mrs J M Hazlewood – Salary (BACs)</td> <td>£ 759.20</td> </tr> <tr> <td>17.12.24</td> <td>Mrs J M Hazlewood – Expenses &amp; Stationery (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>17.12.24</td> <td>Community Caretaker – Salary (BACs)</td> <td>£ 322.23</td> </tr> <tr> <td>17.12.24</td> <td>HMRC – PAYE &amp; Employer's NI (BACs)</td> <td>£ 216.16</td> </tr> <tr> <td>17.12.24</td> <td>SEALE – printing Parish Papers (BACs)</td> <td>£ 520.00</td> </tr> <tr> <td>17.12.24</td> <td>E-ON Electricity – pavilion electricity (Direct Debit)</td> <td>£ 17.94</td> </tr> <tr> <td>17.12.24</td> <td>Holbrook Village Hall – Hall hire (£58 + £35) (BACs)</td> <td>£ 93.00</td> </tr> <tr> <td>17.12.24</td> <td>M. Thompson – fitness classes (BACs)</td> <td>£ 200.00</td> </tr> <tr> <td>17.12.24</td> <td>Lottery 1<sup>st</sup> Prize December</td> <td>£ 46.50</td> </tr> <tr> <td>17.12.24</td> <td>Lottery 2<sup>nd</sup> Prize December</td> <td>£ 27.90</td> </tr> <tr> <td>17.12.24</td> <td>Lottery 3<sup>rd</sup> Prize December</td> <td>£ 18.60</td> </tr> <tr> <td>17.12.24</td> <td>J. Adcock – P3 Group grant (BACs)</td> <td>£ 60.00</td> </tr> <tr> <td>20.12.24</td> <td>J. Ambrose - Chairman's allowance 3<sup>rd</sup> quarter (SO)</td> <td>£ 75.00</td> </tr> </tbody> </table> <p>It was proposed by Cllr Stephens and seconded by Cllr Martin to approve the above payments. <b>All Councillors agreed</b></p>	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 1 <sup>st</sup> 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 3 <sup>rd</sup> quarter (SO)	£ 75.00	
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