

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 20th January 2025

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

<p>HPC2001/01 Apologies: apologies were received from Cllr Pittman due to other commitments. All Cllrs agreed to accept the apologies. County Councillor Simon Harley also sent apologies.</p>	<p>Action by</p>
<p>HPC2001/02 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 2.02: To receive requests for dispensation - no requests for a dispensation were received.</p>	
<p>HPC2001/03 : Public Forum 3.01: Reports from the District and County Councillors: reports had been received and circulated from the District and County Councillors. Cllr McLaren was thanked for her report – County Councillor Simon Harley was unable to attend but had promised to update the council on the decision on SCC’s request to fast track devolution as soon as possible. District Cllr Mary McLaren reported that devolution had moved on since writing her report and she would keep the Council informed of developments. 3.02: To receive questions from members of the public – there were no questions.</p>	
<p>HPC2001/04: To consider and approve the minutes of the Parish Council meeting held on 16th December 2024 It was proposed by Cllr Ingleton and seconded by Cllr Stephens that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC2001/05: 5.01 Summary of actions from previous meetings</p> <ul style="list-style-type: none"> • The clerk had contacted the owner of the bungalow at the bottom of Primrose Hill to ask if they could trim their hedge to enable works to commence on the footpath. She had received confirmation that this had been done and had passed this information on to Cllr Simon Harley who was funding the work from his Highways budget.. The work on the path is currently scheduled to be completed by the end of April. • Cllr Ambrose had sent the reference number of the report of the non-functioning lamp on The Cut to Cllr Harley. The light is still not working. • To contact Strutt and Parker re the plans for the new pavilion – Cllr Ambrose has this in hand. • The Clerk had contacted the young parishioner who had requested a litter pick and confirmed the date of the litter pick. Unfortunately, the planned litter pick had been cancelled due to the weather and a new date will be organised as soon as possible • Councillors were encouraged to continue to consider candidates to fill the vacancies on the Council. • 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. Cllr Allinson has this in hand. Another request has come in for advice about a tree overhanging a house on the West side of the Reade Field. • To liaise with residents of the Cul-de-Sac of Clifton Wood re the possible planting of bulbs on the verges – it was agreed that it is now too late to plant bulbs, so this would be deferred • The Clerk had emailed County Councillor Harley, as requested, to get advice about the logistics of installing a new bus stop. Councillors, however, had resolved at the meeting in December that there was no appropriate place for an additional stop. • Cllrs noted that the Clerk had submitted the Council’s response to the CIL Fund consultation reported at the December meeting. • The Clerk had emailed Public Realm to notify them that several of the litter bins had recently had no black bags replaced. Cllr Ingleton reported that this was still an issue with one or two of the waste bins so the clerk would report this to public realm <p>5.02 Community Self Help Group: Cllr Stephens would update on progress and activities at the next meeting.</p>	<p>Cllr Ambrose</p> <p>Clerk</p> <p>All Cllrs</p> <p>Cllr Allinson</p> <p>Clerk</p>
<p>HPC2001/06: Correspondence received requiring a response and new business:</p>	

6.01 To review the following policies:

- (a) Financial and Management Risk Assessment
- (b) Finance Regulations
- (c) Sexual and General Harassment Policy and Procedure

The Clerk explained that an updated version of the Finance Regulations had been provided by NALC in April 2024. Holbrook’s finance regulations had been adapted from the new version. Cllr Allinson proposed and Cllr Martin seconded that all three policies be approved and adopted.

All Councillors agreed

6.02 To consider spending a further £1,200 to paint lines on the basketball court once re-surfaced – Cllr Stephens proposed and Cllr Ingleton seconded that lines should be painted. **All**

Councillors agreed

6.03. To consider proposals for devolution and local government re-organisations and to resolve to submit a response from HPC if appropriate. The Chairman and Clerk had attended the Babergh liaison meeting which focused on plans for devolution as well as changes to the National Planning Policy Framework (NPPF). The Chairman gave a brief outline of the information provided. Following a discussion, councillors expressed concern that Parishes could lose the access to District and County Councillors. Suffolk County Council want one unitary council for Suffolk and have requested to be part of the fast track programme. 21 councils have requested to be fast tracked and a response should be available by the end of January. The slides from the liaison meeting will be made available to councillors in due course.

6.04 To note the contents of the Clerk’s report: Cllrs had no knowledge of issues with loud noises in response to the complaint received from Dovercourt. It was noted that a new coordinator for the community speedwatch team is required. Councillors also noted that Cllr Wright had successfully been added as a signatory to the Lloyds bank account.

HPC2001/07 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 had independently verified the bank reconciliation

7.03 Councillors noted that the form to request the precept agreed at the last meeting of £37,500 for 2025/26 was signed and would be submitted to Babergh DC before the deadline of 31st January '25.

7.04 It was proposed by Cllr Allinson and seconded by Cllr Ingleton to ask Heelis and Lodge to carry out the internal audit for the financial year 2024-25. **All Councillors agreed.**

7.05 A list of payees by Standing Order, Direct Debit or BACs had been circulated to councillors and it was proposed and seconded to approve the continuation of payments as listed. **All Councillors agreed.**

7.06 In accordance with the Finance Regulations, it was proposed by Cllr Ingleton and seconded Wright that the Council should continue to make payments by BACs. **All Councillors agreed**

7.07 To consider increasing the Chairman’s expenses allowance to £100 per quarter (currently £75 per quarter). In principle, **Cllrs agreed** to increase the amount with effect from 1st April 2025. The Clerk was liaising with SALC re whether this would be paid as expenses, rather than an allowance.

7.08 To consider purchasing some wood chips to counteract the slippery mud at the bottom of the path from Hyam’s Lane to the Reservoir. It was proposed by Cllr Allinson and seconded by Cllr Martin to go ahead with the purchase and to ask the CSHG to help to lay them. **All Councillors agreed**

7.09 To approve the following payments (including any payments received subsequent to the publication of the agenda): invoices from M. Thompson for the cost of fitness classes and Vertas for contract grass cutting had been received since the publication of the agenda and these amounts were included in the following payments:

Date	Payee	Amount
13.01.25	Amazon – stationery, files, poly-pockets etc (debit card)	£ 43.83
21.01.25	Mrs J M Hazlewood – Salary (including services to Tattingstone (BACs)	£ 829.40
21.01.25	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
21.01.25	Community Caretaker – Salary (BACs)	£ 322.23
21.01.25	HMRC – PAYE & Employer’s NI (BACs)	£ 245.65
21.01.25	E-ON Electricity – pavilion electricity (Direct Debit)	£ 19.65
21.01.25	M. Thompson – fitness classes (BACs)	£ 150.00
21.01.25	Vertas – contract grass cutting (BACs)	£ 284.40

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

Clerk

<p>8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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 Approved</p> <p>DC/24/04217 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 Approved</p> <p>DC/24/02495 Proposal: Application for a Non-Material Amendment relating to DC/24/02495 – Revised fenestration to rear elevation with provision of access steps. Existing door on side elevation to be blocked up. Location: 24 Five Acres, Holbrook, Ipswich, Suffolk IP9 2QE Amendment Granted</p> <p>DC/24/05502 Proposal: Discharge of Conditions Application for DC/24/03806 - Condition 6 (Wildlife Sensitive Design Scheme) Location: Nelson House, Royal Hospital School, Holbrook, Suffolk: Approved</p> <p>8.02 To consider new applications received:</p> <p>DC/24/05420 Proposal: Application for Listed Building Consent – Internal works as per Heritage Statement, Location: The Royal Hospital School, Holbrook, IP9 2RX. Following a discussion approval was proposed by Cllr Martin and seconded by Cllr Stephens. All Councillors agreed</p> <p>DC/24/05444 Proposal: Householder Application - Erection of two storey rear extension and two storey side extension with front canopy. Location: The Burrow, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QX. Following a discussion, approval was recommended by Cllr Allinson and seconded by Cllr Ingleton. All Councillors agreed</p>	
<p>HPC2001/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose reported that following the planning information from the Babergh Liaison meeting, a review of Holbrook's Neighbourhood Plan would be advisable in the not too distant future. He also reported that both the RHS and the Academy are keen to contribute to the community and will hopefully be involved in the proposed Youth Parish Council. Cllr Ambrose was still trying to organise a meeting with the relevant personnel at Babergh to discuss setting up a CIC company for the Peninsula Sports Centre. • Cllr Stephens asked about the proposed filming of Slow Horses in Harkstead and it was noted that this may create increased traffic temporarily through Holbrook and Lower Holbrook. 	
<p>HPC2001/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on Agenda for the meeting on the 17th February 2025 at least one week prior to the meeting .</p>	<p>All Cllrs</p>
<p>HPC2001/11: Date of the next Parish Council Meeting will be held on Monday 17th February 2025 at Holbrook Village Hall at 7.30 p.m.</p> <p style="text-align: center;">Joan Ambrose Chairman.....</p> <p style="text-align: right;">17th February 2025 Date.....</p>	

The meeting finished 8.45 p.m. – see page 4

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