

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 17th February 2025

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, County Councillor Simon Harley and 3 members of the public

<p>HPC1702/01 Apologies: apologies were received from Cllr Pittman due to other commitments. All Cllrs agreed to accept the apologies. Cllr Abbott was not present.</p>	<p>Action by</p>
<p>HPC1702/02 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>HPC1702/03 : 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 has kept the Council updated about devolution and invited questions on her report. She was thanked for her report. Cllr Harley confirmed that the County Councillor elections in May 2025 had been cancelled - Unitary elections will take place sometime in 2026. He reported that at a recent meeting of the County Council a 4.99% increase in Council Tax had been agreed. 3.02: To receive questions from members of the public – The Chairman proposed to bring forward a discussion on item 8.02, planning application DC/25/00469 and all Councillors agreed.: An outline of the application was given by the applicants who were present, and following a discussion, Cllr Ingleton proposed and Cllr Stevens seconded approval. All Councillors agreed</p>	
<p>HPC1702/04: To consider and approve the minutes of the Parish Council meeting held on 20th January 2025 It was proposed by Cllr Wright and seconded by Cllr Stevens that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1702/05: 5.01 Summary of actions from previous meetings</p> <ul style="list-style-type: none"> • Cllr Ambrose confirmed that the light in The Cut was still not working and he would send the report number to County Councillor Harley, who would pursue the matter. • The Clerk had organised an alternative litter picking date: a litter pick had taken place on Saturday 15th February – 5 people came to help and several bags of glass and rubbish were collected. • To seek new councillors to fill the vacant positions There were still 3 vacancies/ • Cllr Allinson has looked at the trees on the Reade Field where issues had been raised by residents and is liaising with a local contractor. • The clerk had emailed public realm re the bins which had not been emptied but had received no reply to date. The Clerk will continue to pursue this.. • To establish the legal status of the Chairman’s allowance for tax purposes. SALC confirmed that tax is payable on the Chairman’s allowance. The clerk will act on this advice. <p>5.02 To receive an update from the Community Self Help Group: Cllr Ambrose confirmed that wood chips are available for use at the back of Five Acres and the CSHG have agreed to spread some at the bottom of the path from Hyams Lane to Alton Water, where it was particularly muddy. 5.03 To receive an update from the GHGW Climate Change Working Group – a meeting was held on Monday 10th February and a work party has been scheduled to put some logs round the stag beetle habitat on Hapenny Field. Cllrs noted that there are also plans to create a stumpery at Reade Field in the wild area. 5.04 To receive an update from the Shotley Parish Council Alliance. Cllr Ambrose confirmed that there had been a response from the Chief Executive to confirm that they are liaising with the planning department re the Alliance’s Planning Statement.. There has also been a response from Highways about flooding on The Strand and the safety of Freston Crossroads</p>	<p>Cllrs Cllr Allinson</p> <p>Clerk</p> <p>Clerk</p> <p>CSHG</p>
<p>HPC1702/06: Correspondence received requiring a response and new business: 6.01 To review the following policies: (a) Public participation at meetings. (b) Reporting at meetings (c) Communicating with the media The above policies had been circulated prior to the meeting, Cllr Allinson proposed and Cllr Wright seconded that the above policies be adopted as reviewed. All Councillors agreed</p>	

<p>6.02 Proposed Lower Holbrook to Harkstead Landscape Enhancement Project – to consider proposals for transferring cables from overhead to underground. The Council considered the proposals and had no objections. The Council had also been asked to help identify the landowner of Cricket Bat Wood. This was being investigated – it was thought the owner did not live locally..</p> <p>6.03 To consider if the Council wish to participate in marking the 80th Anniversary of VE Day – Cllr Ambrose said that Holbrook Events Team are considering various ideas.</p> <p>6.04 Councillors received and noted the minutes of the Shotey Peninsula Alliance</p> <p>6.05 Councillors received and noted the minutes of the GHGW meeting held on 10th February</p>	Clerk																																							
<p>HPC1702/07 Finance</p> <p>7.01 To receive a report from the RFO, together with a budget summary, bank reconciliation and additional commentary –the clerk reported that she was chasing up some outstanding invoices for advertisements in the Parish Papers. She also mentioned that requests for new colour ads could result in small increase in the cost of printing, which, if implemented, should be offset by the income from the new advertisements. There were no further questions.</p> <p>7.02 Councillors noted that a councillor who is not a bank signatory had independently verified the bank reconciliation</p> <p>7.03 To consider the new 3 year contract for electricity supply to the pavilion: All Councillors agreed to opt for the proposed E-ON 3 year plan.</p> <p>7.04 To consider the most advantageous savings accounts, or alternatives to the NSI account. Following a discussion, the clerk agreed to investigate different options and report back to Council.</p> <p>7.05 To approve the following payments, including any invoices received after the publication of the Agenda,</p> <table border="1" data-bbox="140 857 1321 1272"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07.02.25.</td> <td>Sports Direct - Community Caretaker boots (debit card)</td> <td>£ 23.99</td> </tr> <tr> <td>18.02.25</td> <td>Mrs J M Hazlewood – Salary (BACs)</td> <td>£ 759.20</td> </tr> <tr> <td>18.02.25</td> <td>Mrs J M Hazlewood – Expenses & Stationery (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>18.02.25</td> <td>Community Caretaker – Salary (BACs)</td> <td>£ 322.23</td> </tr> <tr> <td>18.02.25</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£ 216.16</td> </tr> <tr> <td>18.02.25</td> <td>E-ON Electricity – pavilion electricity (Direct Debit)</td> <td>£ 8.86</td> </tr> <tr> <td>18.02.25</td> <td>WAVE – pavilion water (Direct Debit)</td> <td>£ 38.03</td> </tr> <tr> <td>18.02.25</td> <td>SEALE – Printing of parish papers (BACs)</td> <td>£ 520.00</td> </tr> <tr> <td>18.02.25</td> <td>M. Thompson – fitness classes (BACs)</td> <td>£ 200.00</td> </tr> <tr> <td>18.02.25</td> <td>Suffolk Cloud – website hosting (BACs)</td> <td>£ 120.00</td> </tr> <tr> <td>18.02.25</td> <td>Holbrook Village Hall – meeting hall hire (BACs)</td> <td>£ 87.00</td> </tr> <tr> <td>18.02.25</td> <td>Lottery prizes, February, 1st, 2nd and 3rd</td> <td>£ 46.50</td> </tr> </tbody> </table> <p>In addition, Councillors were asked to approve the annual payment by debit card of a virus protection programme which will become due before the next meeting. It was proposed by Cllr Wright and seconded by Cllr Martin to approve the above payments. All Councillors agreed</p>	Date	Payee	Amount	07.02.25.	Sports Direct - Community Caretaker boots (debit card)	£ 23.99	18.02.25	Mrs J M Hazlewood – Salary (BACs)	£ 759.20	18.02.25	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99	18.02.25	Community Caretaker – Salary (BACs)	£ 322.23	18.02.25	HMRC – PAYE & Employer’s NI (BACs)	£ 216.16	18.02.25	E-ON Electricity – pavilion electricity (Direct Debit)	£ 8.86	18.02.25	WAVE – pavilion water (Direct Debit)	£ 38.03	18.02.25	SEALE – Printing of parish papers (BACs)	£ 520.00	18.02.25	M. Thompson – fitness classes (BACs)	£ 200.00	18.02.25	Suffolk Cloud – website hosting (BACs)	£ 120.00	18.02.25	Holbrook Village Hall – meeting hall hire (BACs)	£ 87.00	18.02.25	Lottery prizes, February, 1 st , 2 nd and 3 rd	£ 46.50	Clerk
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<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. Granted</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 Granted</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 Granted</p>																																								

DC/25/00166 for DC/24/04217 Discharge of conditions 3, 4, 5, 6, 7, 8 & 9 Location: Woodlands Farm Woodlands Road Holbrook Ipswich Suffolk IP9 2PT **Granted**

DC/24/05420 Proposal: Application for Listed Building Consent – Internal works as per Heritage Statement, **Location:** The Royal Hospital School, Holbrook, IP9 2RX. **Granted**

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. **Granted**

8.02 To consider new applications received:

DC/25/00097 Proposal: Householder Application - Creation of a vehicular access (dropped kerb) to garden. **Location:** Amroth House, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RA. Following a discussion councillors expressed concern about the safety of the entrance, based on visibility, environmental impact as a result of the potential loss of hedgerow and safety issues. Cllr Allinson proposed and Cllr Martin seconded refusal of the application on the above grounds. **All Councillors agreed**

DC/25/00154 Proposal: Householder application - Installation of air source heat pump **Location:** 40 Abbott Way, Holbrook, IP9 2FF. Following a discussion Cllr Stevens proposed and Cllr Allinson seconded refusal of this application on the grounds that the proposed installation will not meet the noise requirements. **All Councillors agreed**

DC/25/00435 Proposal: Application for Works to Trees subject to Tree Preservation Order BT112/G1 - Reduce crown of 1 No Lime (T1) in height by approximately 5-6 meters. Remove significant dead wood in crown. Reduce lateral limbs where appropriate by 3 meters to maintain a balanced crown. **Location:** 16 Denmark Gardens, Holbrook, Ipswich, Suffolk IP9 2BG Discussion Cllr Martin proposed and Cllr Wright seconded to recommend approval. **All Councillors agreed.**

DC/25/00469 Proposal: Planning Application - Demolition of existing buildings in B2 use, erection of replacement building for Class E use, change of use and alterations to retained buildings for use ancillary to The Woodlands. **Location:** The Woodlands, Woodlands Road, Holbrook, IP9 2PT. This application had been discussed in Agenda item 3.02 and **approval had been recommended.**

DC/25/00519 Proposal: Householder Application - Erection of single storey side extension. **Location:** 1 Brick Cottages, Harkstead Road, Holbrook, Ipswich Suffolk IP9 2RG. Following a discussion Cllr Stevens proposed and Cllr Wright seconded that approval be recommended. **All Councillors agreed**

HPC1702/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:

- Cllr Ambrose reported that he had been in touch with the appropriate officer at Babergh to pursue further use of the peninsula sports centre. He also confirmed that Holbrook Academy were joining a multi-academy trust on 1st April called EAST. This was a local MAT and the school would continue to be a community serving the Peninsula
- Cllr Ingleton enquired about the progress of the Basketball court re-surfacing – the clerk had recently communicated with the company who had promised to come back with a possible date. As the basketball court was only a third of the size of a full size court, the line markings would need to be scaled accordingly.

HPC1702/10: To consider items for future agendas: Councillors were asked to send the Clerk any items they wanted to be included on the Agenda for the meeting on the 17th March 2025 at least one week prior to the meeting .

All Cllrs

HPC1702/11: Date of the next Parish Council Meeting will be held on Monday 17th March 2025 at Holbrook Village Hall at 7.30 p.m.

Chairman..... Date.....

The meeting finished 8.34 p.m.