

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 21st October 2024 at 7.30pm.

Present: Cllr J Ambrose, Cllr S. Ingleton, Cllr D Martin, Cllr M Pittman Cllr J Stephens, Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), District Councillor Mary McLaren, and no members of the public.

Prior to the commencement of the meeting Cllr Ambrose paid tribute to David Rose who had sadly passed away and who had been the District Councillor for many years

<p>HPC2110/01 Apologies: apologies were received from Cllr Allinson due to other commitments. All Cllrs agreed to accept the apology. Apologies were also received from County Cllr Simon Harley. Cllr Abbott was not present.</p>	<p style="text-align: right;">Action by</p>
<p>HPC2110/02 Declarations of Pecuniary and local non-pecuniary interest 2.01: To receive declarations of pecuniary and local non-pecuniary interest(s) 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>HPC2110/03 : Public Forum 3.01: To receive reports from the District and County Councillors: reports had been received and circulated from the District and County Councillors. Cllr McLaren invited questions and explained the new recycling plans. She also reported that the Council has produced a comprehensive Tenant Handbook and she has recommended that a copy of this is sent to all Parish Councils. County Councillor Simon Harley was unable to be present and Councillors were encouraged to send any questions to him arising from his report. 3.02: To receive questions from members of the public – no members of the public were present.</p>	
<p>HPC2110/04: To consider and approve the minutes of the Parish Council meeting held on 16th September 2024 It was proposed by Cllr Wright and seconded by Cllr Ingleton that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC2110/05: 5.01 Summary of actions from previous meetings</p> <ul style="list-style-type: none"> • Once a third quote had been received for rebuilding the pavilion, Cllr Ambrose will contact Strutt and Parker • The clerk had agreed to circulate GHGW with possible dates for a litter pick at Holbrook Creek • Cllrs to consider possible candidates to fill the three councillor vacancies. • The clerk had submitted a grant application for re-surfacing the basketball court but was awaiting further evidence of public support to back up the application. • John Ambrose had been in touch with Holbrook Primary School and pupils had planted bulbs on the verge opposite the school to deter cars parking on the verge, which caused visibility issues. Left over bulbs may be used at Hapenny Field or other suitable locations. • The clerk had been in touch with Community Action Suffolk, who had increased the personal accident cover to their maximum cover. • The action to be taken on the tree on the Reade Field which was overhanging a resident's property has still to be determined • The clerk had written to the resident who had expressed concern about the narrowing of the path from Stutton to Holbrook just before The Drift. Cllr Simon Harley had also confirmed that there increasing the size and number of signs was not possible. • Cllr Allinson had looked at the vegetation on the above path and had submitted pictures. One of the houses had trimmed back their hedge but it was believed another part of the overgrown hedge was owned by the RHS – the clerk to write to the bursar • The clerk had re-circulated the email inviting consultation on the new planning proposals by 24th September. • New keys had been cut for the Reade Field gate. • The Clerk had consulted about the need for PAT testing on the laptop provided by the Council. There was mixed response: the lead would be the article needing testing and it was proposed to include this and any other leads or relevant equipment belonging to the council in the next PAT testing to be carried out at the pavilion. <p>5.02 To receive an update from the Community Self Help Group: activity has been quiet</p>	<p style="text-align: right;">Cllr Ambrose Clerk All Cllrs Cllr Allinson Clerk</p>

<p>5.03 To receive the draft minutes of the September meeting of the Parish Council Alliance – the minutes had been circulated and the planning statement has been submitted to the Acting Director of Planning at Babergh..</p> <p>5.04 Cllrs noted the contents of the draft minutes of the GHGW meeting held on 14th October which had been circulated. Cllrs noted the plans for the Greener Arts Festival.</p>																																														
<p>HPC2110/06: Correspondence received requiring a response and new business:</p> <p>6.01 To review the following policies:</p> <p>(a) Health and Safety Policy (b) Equality Policy (c) Lone Working Policy</p> <p>All the above policies had been reviewed and circulated prior to the meeting. Cllr Ingleton proposed and Cllr Martin seconded that the above policies be approved and adopted All Councillors in favour.</p> <p>6.02 The annual safety inspection report for the Reade Field Play equipment had been circulated prior to the meeting. In addition to the report, Cllr Ambrose reported that the gate post is leaning, and a local contractor had been asked to look at this. Cllr Ambrose had highlighted key actions to be taken as a result of the report, including removing weeds from the play surface. The accessible gate next to Enchantress Cottage was still causing issues but no realistic solution had been identified.</p> <p>6.03 Cllrs noted that confirmation had been received from Babergh DC that co-option could proceed for the third councillor vacancy</p> <p>6.04 Cllrs noted the correspondence circulated re the path from the Fishponds Track towards Grove Farm. Because of the change of the path from the East side of the hedge to the West side of the hedge, the 20 year usage did not apply. Following a discussion, it was agreed that there was no further action the Parish Council could take at this time.</p>																																														
<p>HPC2110/07: Finance.</p> <p>7.01 A report from the RFO together with a budget summary bank reconciliation and additional commentary had been circulated prior to the meeting. There were no questions arising from the report. The Clerk reported that the second half of the precept had been received and this was reflected in the summary. She also confirmed that the Parish Papers are currently working at a loss. Some savings were being identified, but there would be a shortfall between advertising income and printing costs. Following a discussion Councillors agreed that the value of the Parish Papers to residents justified the expenditure and, when broken down, amounted to a very small sum per household.</p> <p>7.02 Councillors noted that a councillor who was not a bank signatory will independently verify the bank reconciliation as soon as possible.</p> <p>7.03 Cllrs noted that the Lloyds bank mandate is in the process of being revised to include Cllr Wright as a signatory.</p> <p>7.04 To consider increasing the advertising charges for ads in the Parish Papers by 10% from the December/January issue. The 10% increase was proposed by Cllr Ingleton and seconded by Cllr Pittman – all councillors agreed.</p> <p>7.05 To appoint the budget working group and to set a date for consideration of the budget for 2025/2026: Cllr Wright, Pittman and Stephens agreed to join Cllr Ambrose and the clerk – some proposed dates would be circulated by the clerk.</p> <p>7.06To approve the following payments, including any payments received subsequent to the published agenda:</p>	<p>Clerk/Cllr Allinson</p> <p>Clerk</p>																																													
<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>20.09.24</td> <td>Timpson – key cutting (Debit Card)</td> <td>£ 18.00</td> </tr> <tr> <td>20.09.24</td> <td>Mr J Ambrose – Chairman’s Allowance (SO)</td> <td>£ 75.00</td> </tr> <tr> <td>27.09.24</td> <td>Community Action Suffolk - Annual insurance Ansvar (BACs)</td> <td>£560.29</td> </tr> <tr> <td>22.10.24</td> <td>Mrs J M Hazlewood – Salary (BACs)</td> <td>£726.45</td> </tr> <tr> <td>22.10.24</td> <td>Mrs J M Hazlewood – Expenses & Stationery (BACs)</td> <td>£ 37.99</td> </tr> <tr> <td>22.10.24</td> <td>Community Caretaker – Salary (BACs)</td> <td>£322.23</td> </tr> <tr> <td>22.10.24</td> <td>HMRC – PAYE & Employer’s NI (BACs)</td> <td>£202.31</td> </tr> <tr> <td>22.10.24</td> <td>Holbrook Village Hall – Meeting Hall hire (BACs)</td> <td>£ 58.00</td> </tr> <tr> <td>22.10.24</td> <td>SEALE – Printing Parish Papers (BACs)</td> <td>£586.00</td> </tr> <tr> <td>22.10.24</td> <td>Playquip – Safety Inspection Reade Field (BACs)</td> <td>£192.00</td> </tr> <tr> <td>22.10.24</td> <td>SALC – 6 months payroll services</td> <td>£ 80.40</td> </tr> <tr> <td>22.10.24</td> <td>Vertas – Contract Grass Cutting</td> <td>£284.40</td> </tr> <tr> <td>22.10.24</td> <td>M & D Cordle – Alton Water Grass Cutting (BACs)</td> <td>£240.00</td> </tr> <tr> <td>22.10.24</td> <td>E-ON Electricity – pavilion electricity to be debited 24.10 (Direct Debit)</td> <td>£ 66.58</td> </tr> </tbody> </table>	Date	Payee	Amount	20.09.24	Timpson – key cutting (Debit Card)	£ 18.00	20.09.24	Mr J Ambrose – Chairman’s Allowance (SO)	£ 75.00	27.09.24	Community Action Suffolk - Annual insurance Ansvar (BACs)	£560.29	22.10.24	Mrs J M Hazlewood – Salary (BACs)	£726.45	22.10.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99	22.10.24	Community Caretaker – Salary (BACs)	£322.23	22.10.24	HMRC – PAYE & Employer’s NI (BACs)	£202.31	22.10.24	Holbrook Village Hall – Meeting Hall hire (BACs)	£ 58.00	22.10.24	SEALE – Printing Parish Papers (BACs)	£586.00	22.10.24	Playquip – Safety Inspection Reade Field (BACs)	£192.00	22.10.24	SALC – 6 months payroll services	£ 80.40	22.10.24	Vertas – Contract Grass Cutting	£284.40	22.10.24	M & D Cordle – Alton Water Grass Cutting (BACs)	£240.00	22.10.24	E-ON Electricity – pavilion electricity to be debited 24.10 (Direct Debit)	£ 66.58	
Date	Payee	Amount																																												
20.09.24	Timpson – key cutting (Debit Card)	£ 18.00																																												
20.09.24	Mr J Ambrose – Chairman’s Allowance (SO)	£ 75.00																																												
27.09.24	Community Action Suffolk - Annual insurance Ansvar (BACs)	£560.29																																												
22.10.24	Mrs J M Hazlewood – Salary (BACs)	£726.45																																												
22.10.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99																																												
22.10.24	Community Caretaker – Salary (BACs)	£322.23																																												
22.10.24	HMRC – PAYE & Employer’s NI (BACs)	£202.31																																												
22.10.24	Holbrook Village Hall – Meeting Hall hire (BACs)	£ 58.00																																												
22.10.24	SEALE – Printing Parish Papers (BACs)	£586.00																																												
22.10.24	Playquip – Safety Inspection Reade Field (BACs)	£192.00																																												
22.10.24	SALC – 6 months payroll services	£ 80.40																																												
22.10.24	Vertas – Contract Grass Cutting	£284.40																																												
22.10.24	M & D Cordle – Alton Water Grass Cutting (BACs)	£240.00																																												
22.10.24	E-ON Electricity – pavilion electricity to be debited 24.10 (Direct Debit)	£ 66.58																																												

22.10.24	E-ON Electricity – pavilion electricity to be debited 25.10 (Direct Debit)	£ 9.66	
22.10.24	S. Ingleton – Bulbs (BACs)	£ 52.13	
22.10.24	Holbrook Methodist Church – Meeting Room Hire (BACs)	£ 40.00	
22.10.24	M. Thompson – fitness classes (BACs)	£250.00	
22.10.24	Reade Field Lottery – Sept 1 st £20.75, 2 nd £12.45, 3 rd £8.30) cheques	£ 41.50	
22.10.24	Reade Field Lottery – Oct 1 st £20.75, 2 nd £12.45, 3 rd £8.30) & BACs	£ 41.50	

Cllr Martin proposed and Cllr Pittman seconded that these payments be approved. **All Councillors agreed.**

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

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**

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**

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/24/02900 Proposal: 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 **Location:** Land East of Ipswich Road, Holbrook, IP9 2QT – **Agreed lawful**

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 **Awaiting Decision**

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 **Awaiting Decision**

Appeal Reference: APP/D3505/D/24/3346481 Proposal: Householder Application. Erection of 35 no ground based solar panels. **Location:** Pettwood, Ipswich Road, Holbrook, IP9 2QT **Awaiting Decision**

DC/24/03807 Proposal: 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. **Location:** Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX. **Awaiting Decision**

DC/24/03806 Proposal: 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. **Location:** Nelson House, Royal Hospital School, Holbrook, Ipswich Suffolk IP9 2RX. **Awaiting Decision**

8.02: To consider new applications received

DC/24/04186 Proposal: 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. **Location:** Great Oaks, Church Hill, Holbrook, Ipswich Suffolk IP9 2PQ. Following a discussion approval was proposed by Cllr Ingleton and seconded by Cllr Martin. **All Councillors agreed**

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. Following a discussion approval was proposed by Cllr Martin and seconded by Cllr Stephens. **All Councillors agreed**

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. Following a discussion approval was proposed by Cllr Martin and seconded by Cllr Stephens. **All Councillors agreed**

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.

<p>Location: Foxglove House, The Street, Holbrook, Ipswich Suffolk IP9 2PX Following a discussion approval was proposed by Cllr Ingleton and seconded by Cllr Wright: All Councillors agreed</p>	
<p>HPC2110/09: Councillors Reports: to note Councillors' reports and activities since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Ambrose reminded Cllrs that a Remembrance Service was taking place at the War Memorial on 11th November with pupils of both the Academy and the Primary School participating – all welcome • Cllr Pittman submitted a letter requesting a leave of Absence whilst he was abroad – approval of absence was proposed by Cllr Ingleton and seconded by Cllr Stephens. All Councillors agreed 	
<p>\HPC2110/10: 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 18th November 2024 at least one week prior to the meeting .</p>	All Cllrs
<p>HPC2110/16: Date of the next Parish Council Meeting will be held on Monday 18th November 2024 at Holbrook Village Hall at 7.30 p.m. Cllr Ambrose recorded his apologies for the November meeting.</p> <p>Chairman.....Date.....</p>	

The meeting finished 8.20 p.m.

DRAFT