

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held at Holbrook Village Hall on Monday 16th September 2024 at 7.30pm.

Present: Cllr J Ambrose, Cllr R Allinson, Cllr S. Ingleton, Cllr M Pittman. Cllr A Wright

In attendance: Mrs J Hazlewood (Clerk), District Councillor Mary McLaren, County Councillor Simon Harley and 3 members of the public.

<p>HPC1609/01 Apologies: apologies were received from Cllr Stephens due to other commitments. Cllrs agreed to this apology. Cllr Connick had sent in his resignation from the Council due to increased work and family commitments. Cllrs Abbott and Martin were absent.</p>	<p style="text-align: right;">Action by</p>
<p>HPC1609/02 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>HPC1609/03 : 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 encouraged anyone who was interested in plug-in car clubs to sign up to their mailing list. Cllrs had no further questions and thanked Cllr McLaren for her report. County Cllr Simon Harley highlighted that the Ofsted inspection on the Social Care for Children had resulted in a “requires improvement” judgement, whereas it had previously been outstanding. A new director had been appointed and information about plans for improvement will be available in the near future. Councillors thanked Cllr Harley for his report. Cllr Allinson asked if Cllr Harley was aware of the issues with a contract bus from Hadleigh to Suffolk One – repeated break downs had been reported. Cllr Harley agreed to look into this. 3.02: To receive questions from members of the public: two members of the public came to share their plans for their house on Harkstead Lane. The Chairman emphasised that the Council could not comment on their current plans until an official public application had been received. The residents had revised their plans to try and ensure that the house is eco-friendly and sympathetic to the environment. They shared a model of the new plan with councillors and confirmed that a planning application will be submitted soon to the Planning Authority.</p>	
<p>HPC1609/04: To consider and approve the minutes of the Parish Council meeting held on 19th August 2024 It was proposed by Cllr Ingleton and seconded by Cllr Pittman that the minutes be approved and signed. All Councillors agreed and the minutes were duly signed.</p>	
<p>HPC1609/05: 5.01 Summary of actions from previous meetings</p> <ul style="list-style-type: none"> • A local builder had agreed to provide a third quote for the new pavilion and once that had been received Cllr Ambrose will contact Strutt and Parker • The clerk had circulated the quotations received for re-surfacing the basketball court – to be discussed further in 5.03. • To organise a litter pick at Holbrook Creek: The clerk would ask GHGW to organise • The clerk had written to the young resident who had contacted the council about rubbish at Holbrook Creek and received their consent to have their letter published in the Parish Papers. • The clerk had amended the policy review schedule so that the Information Security Policy was reviewed next year at the same time as the GDPR & Information Management Policy. • Cllrs were asked to consider suitable candidates to fill the two vacant positions on the Council – a third vacancy would need to be advertised via Babergh DC. • The Clerk had written to the Councils where water testing was being carried out and had received positive responses with one Council still to respond. Cllrs noted that a new coordinator is required. • The Clerk had added a comment to the appeal notice for Freston Dog Walking Park. • The Clerk had contacted Community Heartbeat Trust re the defibrillator, to establish the procedure which led to notification that the defibrillator could have been deployed. The response has been circulated which was noted. • No further news re the wire on a footpath near Grove Farm. <p>5.02 To receive an update from the Community Self Help Group: Cllr Ambrose reported that they had a new recruit and were looking for suitable tasks to undertake in the near future.</p>	<p style="text-align: right;">Cllr Ambrose</p> <p style="text-align: right;">Clerk</p>

<p>5.03 To receive a summary of the quotations received for the re-surfacing of the basketball court and an update on the possible funding. The clerk had circulated a summary of the 3 quotations received. Following a discussion, it was agreed that the 1st quote was the most suitable. A grant application for CIL funds will be submitted. The clerk was pursuing alternative applications.</p> <p>5.04 To note that the requirements for inserting posts on the verge opposite the Primary School, to prevent cars parking on the verge have been detailed in the Clerk's report. The cost would be £160 for the licence and the posts need to be put at least one metre from the highway which might not prevent cars parking on the verge. Cllr Ambrose proposed to write to the headteacher of the Primary School to suggest that the children be asked to plant bulbs on the verge. It was suggested that they could be asked to make some signage to alert parents. Cllrs unanimously agreed to this suggestion</p> <p>5.05 Cllrs noted the contents of the draft minutes of the GHGW meeting held on 9th September which had been circulated.</p> <p>5.06 Cllrs noted that a donation of £100 had been received from a resident from the Memorial Fund held in Holbrook Society Accounts to provide plants around the bus shelter at the junction of Woodlands/Ipswich Road and Cllr Ingleton had organised the purchase and planting of the bulbs..</p>	<p>Clerk</p> <p>Cllr Ambrose</p>
<p>HPC1609/06: Correspondence received requiring a response and new business:</p> <p>6.01 To review the following policies:</p> <p>(a) Grant Policy (b) Community Engagement (c) Environmental Policy (d) Asset Management Policy – midyear review</p> <p>All the above policies had been circulated prior to the meeting. Cllr Allinson proposed and Cllr Wright seconded that the above policies be approved and adopted All Councillors in favour.</p> <p>6.02 A summary of the quotations for insurance cover had been circulated prior to the meeting. It was proposed by Cllr Allinson and seconded by Cllr Ingleton that quotation No. 1 be accepted, with the proviso that the clerk would clarify the level of the Personal Accident cover. All Councillors in favour</p> <p>6.03 Cllrs noted that a notice had been posted advertising the second councillor vacancy and that the deadline for residents to call an election had now passed and co-option could go ahead.</p> <p>6.04 Cllrs noted that Cllr Harley confirmed that the Holbrook sign when entering the village from the Ipswich area is being replaced on a like for like basis, with the possibility of replacing the sign on the other side of the road at the same time.</p> <p>6.05 Cllrs noted a resident's concern re a tree overhanging their garden from the Reade Field and it was agreed Cllr Allinson would have a look and advise the clerk of any action to be taken.</p> <p>6.06 Cllrs noted the concerns expressed re the path and signage between Stutton and the RHS, Cllr Wright reported that the path does slightly narrow just before the bend, but it is still a metre wide. It was confirmed by Cllr Harley that nothing can be done to change the 30 mph signs. The clerk would write to the resident to let them know that The SID was now in situ on that stretch of road. Cllr Allinson agreed to check the vegetation.</p> <p>6.07 Cllrs noted that the Government's "Proposed reforms to the National Planning Policy Framework and other changes to the planning system" consultation ends on 24th September. Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK (www.gov.uk) It was noted that SALC had recently sent an email which had been forwarded to Councillors, which provided guidance on how to respond to this consultation. The Clerk would re-circulate the email.</p> <p>6.08 To receive the Clerk's report: Councillors noted that the Reade Field gate key held by the clerk no longer fitted the lock and it was agreed to get replacement keys cut</p>	<p>Clerk</p> <p>Cllr Allinson</p> <p>Clerk/Cllr Allinson</p> <p>Clerk</p> <p>Clerk</p>
<p>HPC1609/07: 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 would be reflected in next month's accounts.</p> <p>7.02 Councillors noted that a councillor who was not a bank signatory had independently verified the bank reconciliation</p> <p>7.03 Cllrs noted that the Lloyds bank mandate had been revised as a result of the recent resignation of a councillor who had been a signatory and agreed to appoint Cllr Wright as an additional signatory for the Lloyds Bank Account. All Councillors in favour.</p> <p>7.04 Following the resolution in 6.02 above, once the personal accident was clarified, the chosen insurance premium would be added to the payments.</p>	

7.05 To approve the following payments, including any payments received subsequent to the published agenda: since publishing the agenda, no invoice had been available online for E-On pavilion electricity, £100 had been confirmed for fitness classes, plus an invoice had been received from The Community Heartbeat Trust for annual support of the defibrillator (£198).

Date	Payee	Amount
01.09.24	Barton Electrical – Pavilion PAT Testing (BACs)	£ 54.00
17.09.24	Mrs J M Hazlewood – Salary (BACs)	£726.45
17.09.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
17.09.24	Community Caretaker – Salary (BACs)	£322.23
17.09.24	HMRC – PAYE & Employer’s NI (BACs)	£202.31
17.09.24	O. Abbott – grass cutting (BACs)	£510.00
17.09.24	M. Thompson – fitness classes (BACs)	£100.00
17.09.24	Community Heartbeat Trust – Annual support cost	£198.00
Insurance payment to be added once agreed		

Cllr Allinson proposed and Cllr Wright seconded that these payments be approved. **All Councillors agreed.** The Clerk would investigate PAT testing of the Parish Council’s computer

Clerk

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 – **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 **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**

8.02: To consider new applications received

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. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Pittman. **All Councillors in favour**

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. Following a discussion, approval was proposed by Cllr Allinson and seconded by Cllr Pittman. **All Councillors in favour**

HPC1609/09: Councillors Reports: to note Councillors’ reports and activities since the last meeting:

- Cllr Ambrose reported that he had met the new head at Holbrook Academy who had outlined her plans for the future.

<ul style="list-style-type: none"> Cllr Ambrose also mentioned that the Reade Field Lottery would have a double draw in October and Cllrs were asked to encourage lottery ticket sales.. 	
<p>\HPC1609/10: 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 21st October 2024: at least one week prior to the meeting .</p>	<p>All Cllrs</p>
<p>HPC1609/16: Date of the next Parish Council Meeting will be held on Monday 21st October 2024 at Holbrook Village Hall at 7.30 p.m. Cllr Ambrose recorded his apologies for the meeting to be held on 18th November 2024</p> <p>Chairman.....Date.....</p>	

The meeting finished 8.30 p.m.

DRAFT