

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next meeting of Holbrook Parish Council will be held in the Village Hall on Monday 21<sup>st</sup> November 2016 at 1930hrs. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 3 should give notice to the Clerk at or before the commencement of the meeting.

### AGENDA

- HPC1611/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1611/02 Declarations of pecuniary and local non-pecuniary interest**  
02.01 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.  
02.02 To receive requests for dispensations.
- HPC1611/03 Public Forum**  
To receive reports for information from District and County Councillors.  
To receive questions and matters of concern from members of the public who are present.
- HPC1611/04 To consider and approve the minutes of the Parish Council meeting held on 19<sup>th</sup> September 2016.**
- HPC1611/05 Business remaining from previous meetings and ongoing projects**  
5.01 Reade Field Improvement Project:  
a. To receive an update on the RFIP meeting held on 27<sup>th</sup> October 2016.  
b. To note the response from Strutt and Parker regarding proposed works.  
c. To receive an update on the response to the Reade Field survey to date.  
5.02 Alton Green pond maintenance: to receive an update on actions to date.  
5.03 To consider a response to the proposal by BT to remove the phone box in Clench Road.
- HPC1611/06 Correspondence received requiring a response and new business**  
6.01 To consider a response to the SALC public services survey.  
6.02 To consider the Parish Council's role in the vacancy for a Village Recorder.  
6.03 To consider a response to a request for an addition to the war memorial.
- HPC1611/07 Finance**  
7.01 To receive a financial report from the Responsible Financial Officer.  
7.02 To authorise payments: Mrs F Rolfe (Clerk's salary) £538.88, Mr P Goodchild (Community Caretaker salary) £136.09, Post Office Ltd (HMRC PAYE) £34, CAS (webhosting) £60, Suffolk Preservation Society (membership) £30, Holbrook Village Hall (venue hire) £210, Holbrook Academy (award) £30, Suffolk Accident Rescue Service (donation) £25, Dom's Fund (donation) £50, Holbrook Village Hall (donation) £400, Royal British Legion (donation), Mrs D Martin (travel expenses) £22.50 and any others received prior to the meeting.  
7.03 To confirm arrangements for the 2017/18 budget working party meeting.
- HPC1611/08 Planning**  
8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.  
8.02 To consider planning applications received:  
[B/16/01368](#) 3 River View, Heathfield Road, Holbrook IP9 2QD: Erection of single-storey rear extension and rear dormer window and internal alterations.
- HPC1611/09 Councillors' reports:**  
09.01 To note Councillors' activities since the last meeting.  
09.02 To receive reports from Councillors on issues relating to the Parish.
- HPC1611/10 To consider items for future agenda**
- HPC1611/11 Date of next Parish Council meeting 19<sup>th</sup> December 2016.**

Signed: *Ferial Rolfe* Parish Clerk

Date: 16<sup>th</sup> November 2016