

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 19th June 2017 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

- HPC1706/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1706/02 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.
- HPC1706/03 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.
- HPC1706/04 To consider and approve the minutes of the Parish Council meeting held on 15th May 2017.**
- HPC1706/05 Business remaining from previous meetings and ongoing projects**
- 5.01 Reade Field Improvement Project update.
- 5.02 Establishment of lottery for fundraising and associated administrative requirements including opening new bank account.
- 5.03 Alton Green update.
- HPC1706/06 Correspondence received requiring a response and new business**
- 6.01 To approve the following policies: Dispensations, Document retention, Data protection, Reporting at meetings, Media, Freedom of information, Protocol for dealing with pre-application discussions.
- 6.02 To receive a presentation from Mr P Wells regarding proposals for development of land north of Woodlands Road.
- 6.03 To receive an update on changes to Babergh District Council's planning database and method of correspondence with Parish Councils.
- 6.04 To consider the Parish Council's position on the maintenance of The Cut (footpath 19).
- HPC1706/07 Finance**
- 7.01 To receive a financial report from the Responsible Financial Officer, including a request for permission to pay the Information Commissioner by direct debit.
- 7.02 To authorise payments: Mrs F Rolfe (Clerk's Salary) £544.28, Mr P Goodchild (Community Caretaker salary) £113.10, Post Office Ltd (HMRC PAYE) £28.20, Eon (Pavilion Electricity bill) £8.68, SLCC (membership renewal) £108, Information Commissioner's Office (Registration) £35, Open Spaces Society (membership renewal) £45, Mr B Ball (travel expenses) £13.50, Mr J Ambrose (travel expenses), Mr O Abbott (Reade Field maintenance) £100, Shrubland Woodland Products (timber for swings) £146.69, Mr J Ambrose (Chairman's allowance) £62.50 and any others received prior to the meeting.
- HPC1706/08 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: None
- HPC1706/09 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.
- HPC1706/10 To consider items for future agenda**
- HPC1706/11 Date of next Parish Council meeting 17th July 2017.**

Signed: *Ferial Rolfe*

Parish Clerk

Date: 14th June 2017