

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 18th September 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

- HPC1709/01 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1709/02 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.
- HPC1709/03 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.
- HPC1709/04 To consider and approve the minutes of the Parish Council meeting held on 21st August 2017.**
- HPC1709/05 Business remaining from previous meetings and ongoing projects**
5.01 To receive an update on the process for filling the Clerk's position.
5.02 To receive an update on The Swan PH potential community bid.
5.03 To consider quotes for replacement refuse bins.
- HPC1709/06 Correspondence received requiring a response and new business**
6.01 To approve and adopt policies and procedures relating to: the grant scheme, community engagement, health and safety, equality.
6.02 To review the asset register.
6.03 To consider an approach to the consultation process for the joint Local Plan.
- HPC1709/07 Finance**
7.01 To receive a financial report from the Responsible Financial Officer, and to approve and accept the annual return including the external auditor's report and certificate.
7.02 To authorise payments: BDO LLP (Audit fees) £240, Eon (Pavilion electricity bill) £9.12, Mr O Abbott (Reade Field maintenance) £100, Mrs F Rolfe (Clerk's Salary) £544.28, Mr P Goodchild (Community Caretaker salary) £163.30, Post Office Ltd (HMRC PAYE) £40.80, and any others received prior to the meeting.
- HPC1709/08 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:
DC/17/04118 The Alders, 3 Broomhill, The Street, Holbrook: Erection of 2½ storey rear extension and dormer; insertion of 2 roof lights to front elevation.
DC/17/03780 Classic House, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2QR: Change of use of Class A1 (hairdressers) to residential as additional accommodation for Classic House and alterations to front window.
DC/17/04463 Little Orchard House, Holbrook, Ipswich, Suffolk IP9 2NR: Shape and reduce height to 15ft 4 no. Holly trees (T3, T4, T6, T7) and remove 1 no. oak tree covered by Tree Preservation Order BT285.
- HPC1709/09 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.
- HPC1709/10 To consider items for future agenda**
- HPC1709/11 Date of next Parish Council meeting 16th October 2017.**

Signed: *Ferial Rolfe* Parish Clerk

Date: 12th September 2017