

HOLBROOK PARISH COUNCIL

Minutes of the AGM and meeting of Holbrook Parish Council held in the Village Hall on Monday 18th May 2015 at 7.30pm.

Present: Cllr D Ashlee, Cllr A Clement, Cllr L Holmes, Cllr S Hehir, Cllr D Martin, Cllr S Page, Cllr S Peck

In attendance: Mr A Masters (Clerk), Mrs F Rolfe (Clerk designate), County Councillor D Wood

(1) Apologies: Cllr D Meekings, District Cllr D Rose will be attending late due to attendance at Harkstead's APM.	
(2) Declaration of acceptance of office: All councillors returned their declarations to the Clerk and were advised that their register of interest forms should be completed and returned to the next meeting.	All councillors
(3) Election of Chairman: Cllr Page's appointment as Chairman was nominated by Cllr Ashlee, seconded by Cllr Peck and passed unanimously.	
(4) Election of Vice Chairman: Cllr Meekings was nominated by Cllr Page, seconded by Cllr Holmes and approved unanimously. Cllr Meekings had previously indicated his willingness to stand for this position despite his absence from this meeting.	
(5) Appointment of other officers: Cllr Page explained the previous success of appointing lead Councillors for particular issues and encouraged new Councillors to consider taking on these positions. Village Hall Liaison, Emergency Plan: Cllr Meekings Reade Field: Cllr Holmes Affordable housing, SALC Liaison: to be considered by all councillors. Planning: not considered to be required at this time.	All councillors
(6) Declarations of interest: None	
(7) Public Recess: Cllr Wood welcomed the new councillors and encouraged them to contact him if they had any questions. He provided a verbal update on the resurfacing of Ipswich Road (a full update will be presented at the next meeting, but Highways are researching the cabling issues and this is still on the programme of works). A meeting will take place in the next few weeks about Freston crossroads and extending the speed limit on the B1456. It is not certain yet who the Cabinet member for transport issues will be. The Section 106 for Ganges has not yet been signed, Cllr Wood is expecting £50k towards Freston crossroads and is insisting on consultation for this project. No other members of the public were present. Cllr Wood left the meeting.	
(8) Approval of Minutes of the last meeting: It was proposed by Cllr Ashlee and seconded by Cllr Holmes, that the minutes of the meeting held on Monday 20 th April 2015 be approved. All who had attended that meeting were in favour.	
(9) Matters arising: (i) Reade Field: The repairs and refurbishment of the playground were complete. The company involved has been asked to quote for replacement of the surface which is now 8 years old. A discussion took place following a proposal by a parishioner to fence the playground in. It was decided that unless further comments were received, this would be left as is. The requirement for fencing relates only to playgrounds with direct access to a	

<p>road, previous fences had been regularly damaged and this was not felt to be a current priority for the Parish Council's limited funding. Clerk to review as and when further correspondence is received, and to respond to the original requestor.</p> <p>(ii) Resurfacing to Ipswich Road: Update as per Cllr Wood's report above.</p> <p>(iii) Academy – use of grant: An update had been received from the Academy stating that the grant has not yet been used as they are waiting for other funding before starting the project.</p> <p>(iv) Annual Parish Meeting: It was agreed that the APM was a success and was well attended. Cllr Page thanked all those who had helped with the arrangements.</p>	<p>Clerk</p>
<p>(10) Roads and Footpaths:</p> <p>(i) B1456 signage: Correspondence relating to signage during the sugar beet campaign was discussed and it was decided that the Parish Council would take no action regarding this matter.</p> <p>(ii) Signage for Community Car Park: It had been proposed by a parishioner that better signage be provided at the Co-op to advertise the Community Car Park to those using the Co-op and Post Office who may be unaware that the car park is a free public facility. It was decided that the Clerk would speak to the Co-op and the Post Office about the potential for funding, siting etc.</p>	<p>Clerk</p>
<p>(11) Correspondence:</p> <p>Notice had been received from BDC regarding a liaison meeting at Hadleigh on 11th June. Cllr Page and Cllr Holmes to be booked onto the evening session.</p> <p>Two parishioners had contacted the Clerk regarding the cutting of the grass at Alton Green. Cllr Page explained the history of this issue and confirmed that the early cutting again this year was part of the Suffolk Wildlife Trust's recommendations for the management of the Green.</p> <p>A site meeting will take place outside the Academy on Thursday 21st May to discuss the siting of bus stops and a pedestrian crossing related to the Taylor Wimpey development. Cllr Page will attend and report back to the next meeting.</p>	<p>Clerk</p> <p>Chair</p>
<p>(12) Finance:</p> <p>(i) Mr Masters read the internal auditor's report to the meeting. A short review of the current audit arrangements took place and they were considered to be suitable and proportionate. Cllr Page proposed that the current arrangements be adopted for 2015/16 and requested that the Clerk write to the internal auditor to confirm this. This was unanimously approved.</p> <p>(ii) The annual accounts were presented by Mr Masters. These were recommended for approval by Cllr Page, seconded by Cllr Ashlee and unanimously approved.</p> <p>(iii) Cheques for signature: the cheques as listed P3 Group-grant-£83, Action Play and Leisure -play area upgrade - £9566, Mr Cordle - Alton green-£120, SALC-binders-£28-80, Mrs S Fox-flowers-£20, Mrs L Holmes-APM expenses-£10-34, A Masters-salary-£600-34 (less tax), F Rolfe-salary-£533-57 (less tax), together with £80 for grass cutting to Glen Boon and £300 to the internal auditor Chris Brown, were approved; proposed Cllr Holmes, seconded Cllr Ashlee and all in favour.</p> <p>(iv) It was agreed that with the change of councillors, three more signatories were required. These were agreed to be Cllrs Meekings, Martin and Ashlee,</p>	<p>Clerk</p> <p>Cllr Meekings, Martin, Ashlee</p>

<p>who will need to make arrangements with Lloyds Bank once they have the mandate forms.</p>	
<p>(13) Planning: Decisions: B/15/241-1 Church Green Cottages: rear extension & alterations-granted. B/15/141-Churchfield, Church Hill: conversion of integral garage and erection of new garage - granted. No further applications had been received.</p>	
<p>(14) Matters raised by members present: The Chair welcomed the new councillors and suggested that there were two main areas which he believed the Parish Council should focus on over the next four years, alongside the usual business. These are the footway lighting and the pavilion on Reade Field. These projects are likely to involve consultation, grant applications and a whole-life cost approach so that they are sustainable. It was agreed that these were appropriate projects to progress. Mr Masters informed councillors that the Police and Crime Commissioner was inviting views on policing. Information to be circulated to all. It was agreed that meeting admin would be sent by email to all members but that hard copies would be made available for those without printing facilities. Cllr Peck queried whether white lines would be painted on the road outside the Academy. This is likely to be part of the meeting 21st May. Cllr Holmes mentioned the level of dissatisfaction with the changes at the Co-op. It was agreed that this was a commercial issue.</p>	<p>Clerk Clerk</p>
<p>(15) Update from District Cllr D Rose Cllr Rose had joined the meeting 2120. He reported that Babergh was now a majority Conservative council. Cllr Rose will still be on the planning committee, all posts will be confirmed at their AGM on 19th May. Cllr Page congratulated Cllr Rose on his re-election and thanked him for his continued hard work on behalf of the parish.</p>	
<p>Date of the next meeting: The next meeting will be on 15th June 2015 at 1930 in the Village Hall. <i>The meeting closed at 2140.</i> Chairman Date</p>	