

## HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 18<sup>th</sup> January 2016 at 7.30pm.

**Present:** Cllr S Page (Chair), Cllr A Clement, Cllr C Graham, Cllr S Hehir, Cllr L Holmes, Cllr S Ingleton, Cllr D Martin, Cllr D Meekings, Cllr S Peck

**In attendance:** Mrs F Rolfe (Clerk), District Councillor D Rose, 0 members of the public.

<b>HPC1601/01 Apologies:</b> Cllr Ashlee, County Councillor D Wood	
<b>HPC1601/02 Declarations of interest:</b> None	
<b>HPC1601/03 Public Recess:</b> <b>Babergh District Council:</b> Cllr Rose informed the meeting that he had reported the pothole in the Street, as had at least one Councillor and the Clerk. BDC had held a budget review meeting at which it was announced that the Government grant was to be reduced by £654k, some £109K less than had been anticipated. A rise in the council tax to balance this was likely, BDC are allowed to do this as they are in a low quartile nationally. There are likely to be further reductions in the budget in the future. There is consultation about planning processes which may result in a reduction in the new homes bonus paid to BDC if a developer were to be granted permission on appeal. There is discussion about needs-based fixed tenancy agreements for council housing, and the recent welfare reforms will see a 1% reduction in rents in council properties each year for four years. A full budget meeting is planned for February. <b>Suffolk County Council:</b> Cllr Wood had provided a written update stating that he had reported the poor condition of the road surface through Hales Grove and this should be rectified soon.	
<b>HPC1601/04 To approve Minutes of the Parish Council meeting held on 14<sup>th</sup> December 2015</b> It was proposed by Cllr Graham and seconded by Cllr Holmes, that the minutes of the meeting held on Monday 14 <sup>th</sup> December 2015 be approved. Those who had attended that meeting were in favour.	
<b>HPC1601/05 Matters arising from the minutes:</b> <b>05.01 Update on grass cutting contracts for the Reade Field:</b> The Clerk is in ongoing discussions with Vertas who currently hold the grasscutting contract for the Reade Field about invoices which appear to be for the Village Hall green. This should be rectified shortly and should result in a repayment of the amounts paid which should have been invoiced to the Village Hall Management Committee.	Clerk
<b>HPC1601/06 Update on actions and correspondence received:</b> <b>06.01 Update on external audit process:</b> A report had been circulated to Councillors which provided an update on the sector led procurement process for future external audit from 2017. It was noted that there will be an increase in the fees for Parish Councils. <b>06.02 Update on Community Caretaker project:</b> Mr Patrick Goodchild has been appointed to this post following the interview process. He has begun work around the village and will be reporting his activity so that information can be collated should Babergh DC (who are funding this post) require	

<p>evidence of its benefit. Councillors had already noticed a great improvement in the amount of litter in The Cut.</p> <p><b>06.03 Response to comments on Suffolk Local Policing Review:</b> A standard response letter had been received from the PCC following the submission of the Council's views. Although the Police budgets will not be reduced by as much as was thought, the cuts to PCSO numbers will still go ahead. A letter had been sent asking for parish and town councils to bid for their own (or shared) PCSO but it was felt that since there were only 6 posts available across the County, Holbrook would not be a priority. This was also received after the budget had been set and the deadline was too tight for a proper response. It was decided not to bid for a PCSO at this time.</p> <p><b>6.04 Response to comments on Suffolk Fire and Rescue Service redesign:</b> A response letter had been received from the Fire Service acknowledging the concerns relating to Holbrook. The consultation is open until 22<sup>nd</sup> February and individuals are encouraged to make their opinions known. The Parish Council's letter is on the website should any parishioner wish to use any of the wording.</p> <p><b>6.05 Suffolk Coasts and Heaths AONB event:</b> Councillors were asked to inform the Clerk if they wished to be booked onto this event as it related to planning matters within the AONB.</p>	<b>Councillors</b>
<p><b>HPC1601/07 Finance:</b></p> <p><b>07.01 Financial report from Responsible Financial Officer. (attached)</b> The financial report was presented, there were no questions from those present.</p> <p><b>07.02 Payments to be authorised:</b> Cheques for the following amounts were approved, proposed by Cllr Meekings and seconded by Cllr Hehir, all in favour. Mrs F Rolfe (Clerk's salary) £533.57, SALC (Clerks Information Event) £18, Mr P Goodchild £170.09 (Community Caretaker salary), Mr P Goodchild £53.55 (Caretaker's equipment), Vertas (Reade Field cutting) £265.96 and £53.32, Anglian Water (Pavilion water bill) £42.51, Suffolk County Council (Street lighting) £3632.55, Suffolk Wildlife Trust (membership) £30, Harkstead and Lower Holbrook Good Neighbour Scheme (Donation) £65, All Seasons Landscaping (Hedge and tree work on Reade Field) £1010.</p> <p><b>07.03 Precept:</b> Confirmation of the precept amounts and payment dates had been received from BDC.</p>	
<p><b>HPC1601/08 Planning Matters:</b></p> <p><b>8.01 Decisions as notified by Babergh District Council:</b> B/15/01518 Vine House The Street Holbrook IP9 2PX: granted. Following an enquiry from a parishioner, BDC will be investigating the advertisement of office premises to let at Reed Hall as it is believed that this may not be in accordance with the original planning permission conditions.</p> <p><b>8.02 Considerations:</b> B/15/01697 White Cottage, Ipswich Road, Holbrook, IP9 2QR: Removal of glazed porch, erection of new porch. Insertion of 1 new window and alterations to 2 windows on principle elevation. No objections.</p>	<b>Clerk</b>
<p><b>HPC1601/09 Reports from Councillors on matters to be included in the next agenda:</b> Cllr Page: Lead was stolen from the roof of the primary school at the end of the Christmas holidays, there has been damage inside the school due to water leaking in. No witnesses have come forward to date. A parishioner had</p>	

<p>reported that the condition of pavements in Clifton Wood was beginning to give cause for concern as this could represent a trip hazard particularly for elderly residents.</p> <p>CLlr Meekings: The contractors working on the Reade Field had been asked whether they were going to carry out further tree work by some of the neighbours. It was confirmed that the Tree Warden had inspected the trees recently and had not recommended any other works. The Council will wait for official approaches before taking any further action.</p>	<p><b>Clerk</b></p>
<p><b>Date of the next meeting:</b>  The next meeting will be on 15<sup>th</sup> February 2016 at 1930 in the Village Hall.</p> <p>The meeting closed at 2015.</p> <p>Chairman ..... Date .....</p>	