

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21st March 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 Meekings, Cllr S Peck

In attendance: Mrs F Rolfe (Clerk), County Councillor D Wood (from 2010), 1 member of the public (until 2000).

<p>HPC1603/01 Apologies: Cllr D Ashlee, District Councillor D Rose</p>	
<p>HPC1603/02 Declarations of interest: None</p>	
<p>HPC1603/03 Public Recess: Babergh District Council: The Budget was passed on the 23rd February, the main points being:</p> <ul style="list-style-type: none"> • An increase in Council tax of 3.5% meaning an increase of £5 to £148.86 for a band D property, 9.6p per week. • A mandatory decrease of 1% in Council House rents, average of 92p per week average. • Garage rents increased 10% <p>Suffolk County Council: The devolution proposal would see an elected mayor for Suffolk, Norfolk and Cambridgeshire, in effect an additional level of local government. The Consultation process will include Parish Councils from June onwards and the mayor could be elected in May 2017. Cllr Wood had put a motion before full council to have the fire service redesign debated by the full fire authority but this had been defeated by one vote. There are still real concerns about the level of fire cover which will remain if the cuts go through. Detail on the community transport changes will be made available soon. Cllr Wood has a reduced amount of locality funding available for the next financial year.</p> <p>Community Caretaker: Mr Goodchild was in attendance at the meeting, he will present a report to the Clerk at the end of the month. The Chairman thanked Mr Goodchild on behalf of the Council for the impact that he has made to date.</p>	
<p>HPC1603/04 To approve Minutes of the Parish Council meeting held on 15th February 2016 It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 15th February 2016 be approved. Those who had attended that meeting were in favour.</p>	
<p>HPC1603/05 Business remaining from previous meetings: 05.01 Reade Field play equipment: A quote has been obtained for replacement swing seats which must be paid for before the seats can be dispatched. Contact has been made with the company responsible for the zip wire and arrangements are ongoing. A quote has been received for temporary repairs to the pavilion roof, the amount indicated means that further quotes will have to be sought. 05.02 Light in bus shelter: This has been reported to SCC as it is included on the list of lights maintained on the Parish Council's behalf by them. UKPN have attended, the fault was found to be at the top of the supply pole. UKPN</p>	<p>Clerk</p>

<p>have changed the lock on the box and there is no requirement for HPC to have access. This light will be wired into the same circuit as a nearby street light and there may still be work to be carried out to complete this.</p>	
<p>HPC1603/06 Correspondence received requiring a response and new business:</p> <p>06.01 Suffolk Year of Walking: It was agreed that, subject to Harkstead PC's response, this opportunity should be offered to the Holbrook Walking Group to progress.</p> <p>06.02 Vacancy for Parish Tree Warden: It was noted that Mr Paul Larkin is standing down as tree warden after many years of valuable service and support to the Parish Council and the village. Clerk to write letter of thanks. Clerk to advertise for a new tree warden.</p> <p>06.03 The way forward for future improvements on Reade Field: A discussion took place about the various improvements that could be made to the Reade Field, including the idea put forward by the Primary School Governors that facilities for young people should be made available and the possibility of fencing in the playground. It was agreed that this would be put on the agenda for the Parish meeting as it would be appropriate to include other non-council representatives on a subcommittee. This would help to ensure that local needs were met, and also provide good support for any grant applications that may be made. It was suggested that a short and longer term plan be established by the group to ensure that all types of funding opportunities could be maximised. Cllr Page and the Clerk had attended a Big Lottery Fund event and Cllr Martin had information about Tesco grants. Clerk to investigate Tesco scheme.</p> <p>06.04 Arrangements for the Annual Parish Meeting 27th April 2016: The Hall will be open from 1830 for exhibitors to set up. It was hoped that the business part of the meeting would take approximately an hour, the Primary School would provide entertainment at the start of the meeting and the Academy at the end. Volunteers would be sought for the Reade Field project. The need for a 'speed watch' team was discussed following correspondence received by the Clerk. Cllr Wood said that he would speak to Woolverstone PC who have recently started this type of project to see if there was an opportunity to share resources.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Wood</p>
<p>HPC1603/07 Finance:</p> <p>07.01 Financial report from Responsible Financial Officer. (attached)</p> <p>The financial report was presented, there were no questions from those present. A payment of £200 has been received from Holbrook Swan Football Club. This reduction from the £400 budgeted for reflects the Swan teams being decreased from two to one and the subsequent decrease in use of the facilities. It was noted that Holbrook Hornets have been using the pitch on a Saturday afternoon but that this had not been authorised. Clerk to follow up.</p> <p>07.02 Payments to be authorised: Cheques for the following amounts were approved, proposed by Cllr Ingleton and seconded by Cllr Holmes, all in favour.</p> <p>Mrs F Rolfe (Clerk's salary) £533.57, Mrs F Rolfe (expenses) £68.95, Mr P Goodchild (Community Caretaker salary) £102.09, Mr P Goodchild (expenses) £2.39, Essex and Suffolk Pest Solutions (Reade Field pest control) £240, HighCutz Tree and Garden Care (Alton Green tree work) £700, SALC Training £358.80, Babergh DC (litter bin emptying) £1212.04, HMRC (PAYE) £68, Mr S</p>	<p>Clerk</p>

<p>Page (Chairman's Allowance) £62.50, Mrs D Martin (expenses) £26 , Viking office supplies (filing cabinet and stationery) £52.18, Wicksteed (replacement swing seats) £109.80, Vertas (Reade Field grass cutting) £106.</p>	
<p>HPC1603/08 Planning Matters:</p> <p>8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: None</p> <p>8.02 Consideration of planning applications received: B16/00041 and 00042 The Royal Hospital School, IP9 2RX: Listed building consent and planning permission for refurbishment of indoor sports provision and demolition of extension. No objections. B/16/00125 The Dower House, Woodlands Road, Holbrook IP9 2PU: Change of use from agricultural to garden, installation of tennis court, summer house and landscaping. No objections. B/16/00191 Hollydene, Ipswich Road, Holbrook IP9 2QT: Erection of single storey front and rear extensions, and replacement windows. No objections. B/16/00223 7, Ha' Penny Field, Holbrook IP9 2TS: Crown reduction of oak tree T8, TPO BT49. No objections.</p>	<p>Clerk</p>
<p>HPC1603/09 Councillors Reports:</p> <p>09.01 Councillors activities since the last meeting:</p> <p>Cllr Page: Following a complaint from a member of the public, he and the Clerk had attended Alton Green Farm, where a large quantity of rubble had been placed on the Green. The builders were of the understanding that this should have been removed by a local farmer in a more timely fashion, and had plans in place to make good any damage that had been done. There has been ongoing communication between the builders and the Clerk and this matter should be resolved very soon.</p> <p>It was also noted that tree work had been undertaken on the trees belonging to HPC on the Green, and that urgent works were required on a rotten ash tree. This has been approved because of the risk it presents and the invoice will be received in the next financial year.</p> <p>Cllr Page and the Clerk had also attended the Commonwealth Day celebrations at the Primary School, where the flag provided by HPC was flown as part of the proceedings. This was a very positive event and the flag will remain with the Primary School for future years.</p> <p>Cllr Martin: At the SALC liaison meeting, there had been further discussions about the PCSO situation. There was also a survey about road safety around schools, Clerk to locate and advertise. There was discussion about sand and gravel on roads and information about the Troubled Family programme, as well as the funding opportunities referred to above.</p> <p>Clerk: The Clerk had attended the Police and Parish Forum, the focus was mainly on speeding and local speedwatch schemes. A summary of the notes taken to be circulated to councillors.</p> <p>09.02 Reports from Councillors relating to the Parish:</p> <p>Cllr Meekings: Cllr Meekings had been asked whether the current arrangements for maintenance of the Reade Field would continue? It was decided that there was a requirement for three quotes to be sought due to the aggregate value of the work.</p> <p>The VHMC had asked whether it was possible for the grasscutting to be paid via HPC to enable VAT to be claimed, this is not allowable under HMRC rules.</p> <p>Cllr Martin: Cllr Martin enquired about the rules regarding reinstatement of</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>footpaths across fields following ploughing. The farmer has 2 weeks to reinstate the path. If this is not being done, inform the Clerk who can take appropriate action.</p>	
<p>HPC1603/10 Items for future agenda: Annual Parish Meeting: update at April meeting.</p>	<p>Clerk</p>
<p>HPC1603/11 Date of the next meeting: The next meeting will be on 18th April 2016 at 1930 in the Village Hall.</p> <p>The meeting closed at 2105.</p> <p>Chairman Date</p>	