

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 16<sup>th</sup> May 2016 at 7.30pm.**

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

**In attendance:** Mrs F Rolfe (Clerk), District Councillor D Rose, County Councillor D Wood, 1 member of the public.

<p><b>HPC1605/01 Apologies:</b> Cllr D Martin</p>	
<p><b>HPC1605/02 Election of Chairman and receipt of Declaration of Acceptance of Office form:</b> There being no other nominations, Cllr Page was proposed as Chairman by Cllr Meekings, seconded by Cllr Ingleton. All were in favour. Cllr Page completed the Declaration of Acceptance of Office form which will be retained by the Clerk.</p>	
<p><b>HPC1605/03 Election of Vice Chairman:</b> There being no other nominations, Cllr Meekings was proposed as Vice Chairman by Cllr Ashlee, seconded by Cllr Clement. All were in favour.</p>	
<p><b>HPC1605/04 Formation of Sub Committees:</b> It was agreed that it would be efficient to establish a planning committee, to be called in the event that the 21 day response deadline couldn't be met or extended, or if a large project required attention. The draft terms of reference were agreed and will form part of the Council's standing orders. The need for a 'Reade Field Improvement Project' committee had been previously discussed at Parish Council meetings and at the Annual Parish Meeting. The draft terms of reference were amended slightly and will form part of the Council's standing orders. Cllr Ingleton will chair the committee, Cllr Holmes will represent the Council with particular respect to the playground. Other non-Council members will be sought.</p>	<p style="text-align: center;">Clerk  Clerk  Cllr Ingleton</p>
<p><b>HPC1605/05 Confirmation of appointment of representatives to outside bodies:</b> The following representatives were agreed: <b>Village Hall Liaison, Alton Water User Group, Emergency Plan</b> – Cllr Meekings <b>SALC Liaison</b> – Cllrs Hehir/Martin <b>Reade Field</b> has been superseded by the new committee. <b>Affordable housing</b> will be filled should the Ipswich Road development require input from the Parish Council.</p>	
<p><b>HPC1605/06</b> <b>0.1 Declarations of interest:</b> None <b>0.2 Requests for dispensation:</b> None <b>0.3 Councillors' Register of Members Interests:</b> Councillors were reminded to update their submissions if there had been changes.</p>	<p style="text-align: center;">All councillors</p>
<p><b>HPC1605/07 Public Forum:</b> <b>Babergh District Council:</b> Cllr Rose reminded the council that a Babergh Liaison meeting takes place in early June. Places have already been reserved by the Clerk. The application for a large housing development at Brantham will be considered on 18<sup>th</sup> May. The recommendation from officers is for approval. <b>Suffolk County Council:</b> The Fire Service redesign will be decided by Cabinet</p>	

<p>on 17<sup>th</sup> May. Cllr Wood will be pursuing the impact of increased traffic from developments (including Brantham and Ganges) on the junction at Bourne Bridge and the Manningtree crossing which are already heavily congested.</p> <p><b>Members of the public:</b> Dr Carey spoke about the background and design principles of his planning application. There were no questions from councillors.</p>	
<p><b>HPC1605/08 To approve Minutes of the Parish Council meeting held on 18<sup>th</sup> April 2016:</b></p> <p>It was proposed by Cllr Meekings and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 18<sup>th</sup> April 2016 be approved. Those who had attended that meeting were in favour.</p>	
<p><b>HPC1605/09 Business remaining from previous meetings:</b></p> <p><b>09.01 Reade Field:</b> AP&amp;L will be carrying out maintenance work to the zip wire w/b 6<sup>th</sup> June 2016. A third quote has now been received for cutting the edges of the field. These were discussed and a vote took place on the two which had the same price. It was agreed by 4 votes to 3 (1 abstention) that All Seasons Landscaping should continue with the work. Other local tradespeople will be considered for other works as they arise.</p> <p><b>09.02 Tesco Bags of Help scheme:</b> The Clerk gave an update on the application process, explaining that a fully costed project plan together with evidence of community need and stakeholder engagement was required. Advice had been sought from Brantham PC who had been successful in their bid, the Councillor who made the application had been very helpful. It was agreed that this funding stream should be considered by the new RFP committee in a more timely fashion.</p>	<p>Clerk</p> <p>Cllr Ingleton</p>
<p><b>HPC1605/10 Correspondence received requiring a response and new business:</b></p> <p><b>10.01 Open Spaces Society:</b> It was agreed that no further donation would be made to the Open Spaces Society project as only subscriptions were already budgeted for.</p> <p><b>10.02 Letter from Suffolk Fire and Rescue Service:</b> The letter describing the amended proposals was discussed. It is likely that the impact on Holbrook's crew may be slightly less than predicted but this is not certain.</p> <p><b>10.03 CIL Guidance document:</b> Cllr Page will report back on the need for any immediate actions following the liaison meeting in June.</p> <p><b>10.04 Building works on Alton Green:</b> Cllr Page and the Clerk had been made aware of issues related to current building works on Alton Green which appear to have impacted on the common land for which HPC is responsible. It was agreed that the Clerk will write to the householder concerned about this, seeking assurances that the damage will be made good. To help clarify exact boundaries in the future, the Clerk is to obtain a map of the Common land via SCC Land Search department to supplement those already held. Once the boundaries are more definitely established, the Clerk is to write to all the neighbouring properties outlining expected procedures and care of the green in the future, as this is the second recent occurrence of work intruding onto the green without notice or permission.</p>	<p>Cllr Page</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>HPC1605/11 Finance:</b></p> <p><b>11.01 To consider the Internal Auditor's report:</b> The internal auditor's report was accepted and his comments noted. This was proposed by Cllr Page, seconded by Cllr Ashlee and all were in favour.</p> <p><b>11.02 HPC Accounts for the year ending 31<sup>st</sup> March 2016:</b> The accounts were</p>	

accepted by the council, this was proposed by Cllr Ingleton, seconded by Cllr Meekings and all were in favour.

**11.03 Annual Return for the year ending 31<sup>st</sup> March 2016:**

Section 1 and section 2 of the return were approved. The explanation of the negative response given in section 1 was accepted. Details of the significant variances are available from the Clerk. The return was signed by the Chairman and will be sent to the external auditor.

**11.04 Responsible Financial Officer's report for 1<sup>st</sup> to 30<sup>th</sup> April 2016:** The report was noted and there were no questions. A further cheque had not been received by the intended recipient and has been cancelled. The Clerk will seek proof of posting for all payments sent through the post from now on.

**11.05 Payments to be authorised:** Cheques for the following amounts were approved, proposed by Cllr Graham and seconded by Cllr Hehir, all in favour.

9	SALC subscription	£	594.11
10	Mr C Brown (audit fees)	£	300.00
11	Mr O Abbott (pavilion roof repairs)	£	340.00
12	Cllr Ingleton (refreshments)	£	7.08
13	Post Office (HMRC PAYE)	£	34.00
14	Mr P Goodchild salary	£	136.09
15	Mrs F Rolfe salary	£	533.57
16	Mrs D Martin (travel expenses)	£	21.60
17	G Boon (Reade Field cutting)	£	80.00
18	P3 Group	£	25.00
19	Bridge over oblivion productions	£	25.00

CAS membership is usually paid at this time of the year but the Clerk has taken the opportunity to register for free membership. The council decided to make a donation of half the usual fee (£15).

**11.06 Appointment of Internal Auditor for 2016/17:** Cllr Page explained the need to review internal audit processes on a regular basis and outlined the three options. It was agreed to approach Heelis and Lodge for internal audit services from 2016/17 as they were more cost effective and had been recommended. Mr C Brown, who has been the auditor since 2008/9, was to be thanked for his support and work over the years.

**11.07 Independent review of the bank reconciliation:** It is good practice for a councillor who is not a bank account signatory to review the bank reconciliation on a regular basis. Cllr Graham volunteered to take on this role.

**HPC1605/12 Planning Matters:**

**12.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:** None.

**12.02 Consideration of planning applications received:**

B/16/00418 16 Denmark Gardens, Holbrook IP9 2BG: Conversion of garage to annex/studio. HPC Comment: No objections.

B/16/00494 Barn Cottage, Harkstead Road, Holbrook, IP9 2RQ: Erection of 1 three bedroom dwelling to replace existing stables. HPC Comment: Recommend approval due to the innovative design which may prompt other non-traditional type builds on the peninsula and the good use of space

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currently taken up with unused outbuildings.	<b>Clerk</b>
<p><b>HPC1605/13 Councillors Reports:</b></p> <p><b>09.01 Councillors activities since the last meeting:</b>  Cllr Ingleton had attended a Village Hall and playing fields presentation at SALC.</p> <p><b>09.02 Reports from Councillors relating to the Parish:</b>  Cllr Peck had received comments that some of the speakers could not be heard well at the APM. The use of microphones and/or the hearing loop will be considered next year.  Cllr Page asked for volunteers to attend the Stour and Orwell Forum on 6<sup>th</sup> July. Cllr Meekings will represent HPC.  It was noted that 1<sup>st</sup> Samford Valley Cubs are looking for a new leader. Clerk to advertise on the website and noticeboards.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>HPC1605/14 Items for future agenda:</b>  None</p>	
<p><b>HPC1605/15 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 20<sup>th</sup> June 2016 at 1930 in the Village Hall.  The meeting closed at 2105</p> <p>Chairman ..... Date .....</p>	

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