

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 15<sup>th</sup> August 2016 at 7.30pm.**

**Present:** Cllr S Page (Chair), Cllr D Ashlee, Cllr S Hehir, Cllr L Holmes, Cllr S Ingleton, Cllr D Martin, Cllr D Meekings

**In attendance:** Mrs F Rolfe (Clerk), County Councillor D Wood, 7 members of the public.

<p><b>HPC1608/01 Apologies:</b> Cllr C Graham, Cllr S Peck, District Councillor D Rose</p>	
<p><b>HPC1608/02 Declarations of interest:</b> None</p>	
<p><b>HPC1608/03 Public Recess:</b>  <b>Babergh District Council:</b> Cllr Rose had sent a written report to the Clerk: I have spoken to Babergh and have been advised that they will be in consultation with the Council regarding the names of roads at the new Ipswich Road development. The only other matter is the reported move of Babergh offices to Ipswich with satellite offices within the area. This is the preferred option of the Conservative party and will be discussed at Council in September.  Cllr Rose had also discussed concerns raised by members of the public at the previous meeting regarding a BDC tenant with the Housing Officer.  <b>Suffolk County Council:</b> Cllr Wood advised that the devolution consultation would continue slightly longer via SCC until their final meeting. He also updated the meeting on the consultation for the extension to the AONB, the earliest this might be enacted would be May 2018. Cllr Wood continues to follow up the road maintenance issues.  Parishioners provided information about the proposed Welcome booklet.  Parishioners from Alton Green provided an update about their flooding situation.</p>	
<p><b>HPC1608/04 To approve Minutes of the Parish Council meeting held on 18<sup>th</sup> July 2016</b>  It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 18<sup>th</sup> July 2016 be approved. Those who had attended that meeting were in favour.</p>	
<p><b>HPC1608/05 Business remaining from previous meetings:</b>  <b>5.01 Reade Field Improvement Project Update:</b> Mr Ambrose, one of the RFIP committee members, provided an update about potential funding sources and councillors agreed that these options should be pursued to support agreed actions like fencing in the play area. The Tree Warden has surveyed the millennium wood area and proposed a scheme of works which could be carried out by the local scout group to provide opportunities for their woodcraft badges. Health and Safety would be taken into account. This was supported by councillors. Cllr Ingleton reminded the meeting that the parish picnic takes place on 28<sup>th</sup> August and all who are able are encouraged to attend. The Editor of the In Touch magazine has provided a reasonable cost (approx. £50) to distribute a user survey about the Reade Field throughout the parish. It was agreed that this should be pursued, using the playground budget.  <b>5.02 Update on Community Caretaker position:</b> A survey has been received from Babergh District Council, who will also survey local residents. Specific comments should be sent to the Clerk as soon as possible to enable supporting information to be provided with the Council's response.  <b>5.03 Update on faulty street lights:</b> Unit 89 in the bus shelter was repaired on 27<sup>th</sup> July. This should now come on early/late afternoon going off at midnight in line with the SCC part night lighting scheme.  <b>5.04 Update on flooding at Alton Green:</b> A discussion took place about the flooding,</p>	<p><b>All</b>  <b>Cllr Ingleton/Clerk</b> <b>All</b></p>

<p>with Cllr Page and Meekings updating Councillors on their meeting with local residents, the farmer and Highways. Cllr Page thanked the residents who had carried out significant work to help ease the problem. It was agreed that, although not a direct cause of the flooding, remedial works to the pond were required to increase its capacity. Clerk to contact SCH AONB regarding volunteer support and SWT for further advice. The farmer may be able to hire an excavator at a better cost than the council is able to, this will be considered after the response from SWT is received. It was suggested that debris and spoil from the building works on Alton Green may be adding to the problem and that support from the owners/builders should be sought. There was still a strong feeling that the farmer whose actions had apparently led to this situation should be pushed for resources to ease the future situation.</p>	<p>Clerk</p> <p>Clerk</p>																														
<p><b>HPC1608/06 Correspondence received requiring a response and new business:</b></p> <p><b>6.01 To note the Babergh and Mid Suffolk Call for Sites 2016:</b> Cllr Page explained that there appeared to be a change in emphasis in the wording of the new land availability survey, which would need to be monitored through the consultation.</p> <p><b>6.02 To consider a response to the invitation to contribute to the Welcome booklet for new residents:</b> Councillors agreed that this was a good idea which should be supported. The proposal is to supply a booklet to each household in the first instance, updated annually, and then to provide to new residents as they are identified. Councillors agreed that the Clerk would support the creation of the booklet where possible, linking to existing information, and that the Churches Together team should use the Council's grant application process in October to request financial assistance. It was suggested that Taylor Wimpey may be able to support this financially – Clerk to investigate.</p> <p><b>6.03 To consider a response to the survey on Devolution for Suffolk and Norfolk:</b> A discussion about the devolution survey took place, with the predominant opinion being that this was an unnecessary additional level of bureaucracy. Cllr Page and the Clerk to complete the survey based on the Council's views.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Page/Clerk</p>																														
<p><b>HPC1608/07 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 Ashlee and seconded by Cllr Meekings, all in favour. The Anglian Water bill had been paid since the last meeting to meet the due date.</p> <table border="1" data-bbox="134 1384 1137 1635"> <tr> <td>44</td> <td>14/07/2016</td> <td>Anglian Water (pavilion water bill)</td> <td>£</td> <td>38.43</td> </tr> <tr> <td>45</td> <td>10/08/2016</td> <td>G Boon (Reade Field cutting)</td> <td>£</td> <td>80.00</td> </tr> <tr> <td>46</td> <td>15/08/2016</td> <td>Mrs F Rolfe salary</td> <td>£</td> <td>538.88</td> </tr> <tr> <td>47</td> <td>15/08/2016</td> <td>Mr P Goodchild salary</td> <td>£</td> <td>136.09</td> </tr> <tr> <td>48</td> <td>15/08/2016</td> <td>Post Office (HMRC PAYE)</td> <td>£</td> <td>34.00</td> </tr> <tr> <td>49</td> <td>15/08/2016</td> <td>HLH Good Neighbour Scheme</td> <td>£</td> <td>65.50</td> </tr> </table>	44	14/07/2016	Anglian Water (pavilion water bill)	£	38.43	45	10/08/2016	G Boon (Reade Field cutting)	£	80.00	46	15/08/2016	Mrs F Rolfe salary	£	538.88	47	15/08/2016	Mr P Goodchild salary	£	136.09	48	15/08/2016	Post Office (HMRC PAYE)	£	34.00	49	15/08/2016	HLH Good Neighbour Scheme	£	65.50	
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<p><b>HPC1608/08 Planning Matters:</b></p> <p><b>8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b> B/16/00783 Grange Meadow, Alton Green, Holbrook IP9 2RN: Granted</p> <p><b>8.02 Consideration of planning applications received:</b> B/16/00935 21 Denmark Gardens, Holbrook IP9 2BG: Crown reduction of 1 beech tree and removal of dead and dying wood. A comprehensive report had been received from the Tree Warden. <b>No objections.</b> B/16/00975 Vaudon, Ipswich Road, Holbrook IP9 2QT: Erection of a single storey</p>	<p>Clerk</p>																														

<p>rear extension; new pitched roof, new porch canopy, render existing brickwork. <b>No objections.</b></p> <p>An application has been received which cannot be delayed until the next full meeting so a Planning Committee meeting will need to be arranged to discuss it before 14<sup>th</sup> September. Cllrs Martin, Meekings, Page and Holmes agreed to attend.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>HPC1608/09 Councillors Reports:</b></p> <p><b>09.01 Councillors activities since the last meeting:</b></p> <p>Cllr Holmes and Cllr Page had attended the AONB consultation event. Cllr Page and Cllr Meekings had attended a meeting at Alton Green as above.</p> <p><b>09.02 Reports from Councillors relating to the Parish:</b></p> <p>Cllr Meekings: The hedge outside the Compasses is obstructing the red footpath. Clerk to write to the landlord. Cllr Ashlee thanked the Clerk for pursuing the faulty light in the bus shelter. Cllr Page updated councillors on his potential house move. Although there is no legal requirement for him to resign, he is considering his position and will further update councillors as matters progress. He offered apologies for the September meeting.</p> <p><b>Clerk's update:</b></p> <p>Taylor Wimpey had provided further information on the archaeological works, this has been put on the website and copies provided to local householders by the Clerk. Babergh District Council had confirmed that there had not been a call for an election in response to the advertised vacancy. The two vacancies for councillors can now be advertised on a co-option basis. All to pursue this.</p>	<p><b>Clerk</b></p> <p><b>All/Clerk</b></p>
<p><b>HPC1608/10 Items for future agenda:</b></p> <p>Review of Asset Register and insurance requirements.</p>	<p><b>Clerk</b></p>
<p><b>HPC1608/11 Date of the next meeting:</b></p> <p>The next meeting of the Parish Council will be on 19<sup>th</sup> September 2016 at 1930 in the Village Hall.</p> <p>The meeting closed at 2105.</p> <p>Chairman ..... Date .....</p>	