

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 19th September 2016 at 7.30pm.

Present: Cllr D Meekings (Chair), Cllr D Ashlee, Cllr C Graham, Cllr S Hehir, Cllr L Holmes, Cllr S Ingleton, Cllr D Martin, Cllr S Peck.

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose, 4 members of the public.

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| <p>HPC1609/01 Apologies: Cllr S Page</p> | |
| <p>HPC1609/02 Declarations of interest: None</p> | |
| <p>HPC1609/03 Public Recess: Babergh District Council: Cllr Rose explained that the potential move of BDC HQ to Endeavour House would be discussed at a meeting on 20th September. He personally felt that it was wrong to be based other than in the area which the council serves.</p> <p>Parishioners from Alton Green attended. Fertiliser entering the watercourse has encouraged vigorous plant growth in the pond. Mr John Ambrose introduced himself to the Council as a potential councillor. Another parishioner expressed an interest in joining the Council and provided his details to the Clerk.</p> | |
| <p>HPC1609/04 To approve Minutes of the Parish Council meeting held on 15th August 2016 It was proposed by Cllr Ingleton and seconded by Cllr Martin, that the minutes of the meeting held on Monday 15th August 2016 be approved. Those who had attended that meeting were in favour.</p> | |
| <p>HPC1609/05 Business remaining from previous meetings: 5.01 Reade Field Improvement Project Update: Cllr Ingleton informed the meeting that the picnic had made £202.13. A ‘Sausage Sizzle and Sparklers’ event was being planned for 4th November. Cllr Ingleton requested formally that permission be given for a charity to be set up to raise funds and/or manage the project. This was approved in principle, depending on the response from Strutt and Parker when this has been received. Councillors agreed that the RFIP committee could obtain quotes for works to be carried out on the field and bring them back to a meeting for permission to proceed.</p> <p>5.02 Update on flooding at Alton Green: Suffolk Coasts and Heaths have provisionally allocated 22nd November and 10th January for volunteer support in clearing the pond. Suffolk Wildlife Trust will be contacting the Clerk w/b 26th September. The Clerk is meeting this week with another potential source of volunteer support in early October. Cllr Rose added that water from a spring towards Harkstead was unable to enter the drains due to plants growing in the drain, which was then running down the road towards Alton Green. Harkstead PC have contacted Highways to clear this. Cllr Meekings will update other local residents with the progress made to date.</p> <p>5.03 Update on Community Caretaker position: BDC have positively received the feedback and are awaiting other parish schemes reports before making a final decision. They have indicated that the scheme will be supported until early next year when a final decision will be made. Mr Goodchild is happy to continue on this rolling basis until the new year. Councillors were pleased with this arrangement.</p> | <p align="center">Cllr Meekings</p> |
| <p>HPC1609/06 Correspondence received requiring a response and new business: 6.01 Shortlist of proposed street names for the Ipswich Road development: A list of suggestions from parishioners was discussed and it was agreed that the roads should be named after local families in line with many others in the parish. Those</p> | |

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| <p>chosen were: Rodwell, Abbott and Wagstaff, with Rose as a reserve choice. It was suggested that comments should be made to BDC about the numbering issues on Ipswich Road in the response. Thanks are to be passed on to all those who contributed suggestions.</p> <p>6.02 Complaints about parking in The Street and near to the Surgery: It was agreed that parking in the centre of the village is a cause for concern. To support the Surgery, it was agreed to consider whether the 'No Parking' sign could be moved slightly from behind the lamp post. Suffolk Police can only deal with obstruction of the footpaths if this is reported to them via 101 and they can attend in time. If the parish were interested in having yellow lines, enquiries would have to be made initially with Highways.</p> <p>6.03 Applications for the current Councillor vacancies: An application has been received from Mr John Ambrose. Councillors voted unanimously to accept his application. Clerk to complete administration.</p> <p>6.04 Review of the Asset Register: The new asset register was approved. It was agreed that items of playground equipment should be individually insured rather than as a whole. It was agreed to remove the dog and litter bins from the insurance policy and to replace them on an as and when basis from PC budgets. It was agreed to not include the footpath map on the insurance policy. Councillors approved a condition survey of assets to inform future budget planning.</p> <p>6.05 Mussel Fishery Consultation: It was agreed to use the comments provided by Cllr Page as the response from the Council, broadly that there would be little impact on the use of the river for Holbrook residents.</p> <p>6.06 Shotley Peninsula Cricket Club funding request: It was agreed that SPCC be invited to apply for a grant through the usual process in October.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>HPC1609/07 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. The RFO has received the external auditor's report, which will be circulated in hard copy to councillors. The audit has two qualifications: "FIXED ASSET - ADDITIONS NOT INCLUDED THAT ARE MATERIAL The value of fixed assets included in the Annual Return appears to be under valued RISK ASSESSMENT NOT DONE This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk." The risk assessment was identified by the Clerk as an issue prior to submission of the audit documentation (HPC160516/11.03) and a review has been programmed into the Clerk's work schedule. The asset valuation should be addressed by the completion of the new asset register.</p> <p>07.02 Payments to be authorised: Cheques for the following amounts were approved, proposed by Cllr Martin and seconded by Cllr Graham, all in favour.</p> <table border="1" data-bbox="132 1603 1043 1895"> <tr> <td>50</td> <td>30/08/2016</td> <td>Viking Office Supplies</td> <td>£</td> <td>72.52</td> </tr> <tr> <td>51</td> <td>19/09/2016</td> <td>Mrs F Rolfe salary</td> <td>£</td> <td>538.88</td> </tr> <tr> <td>52</td> <td>19/09/2016</td> <td>Mr P Goodchild salary</td> <td>£</td> <td>136.09</td> </tr> <tr> <td>53</td> <td>19/09/2016</td> <td>Post Office (HMRC PAYE)</td> <td>£</td> <td>34.00</td> </tr> <tr> <td>54</td> <td>19/09/2016</td> <td>Mr S Page Chairman's Allowance</td> <td>£</td> <td>62.50</td> </tr> <tr> <td>55</td> <td>14/09/2016</td> <td>G Boon (Reade Field cutting)</td> <td>£</td> <td>80.00</td> </tr> <tr> <td>56</td> <td>15/09/2016</td> <td>BDO External audit</td> <td>£</td> <td>240.00</td> </tr> </table> | 50 | 30/08/2016 | Viking Office Supplies | £ | 72.52 | 51 | 19/09/2016 | Mrs F Rolfe salary | £ | 538.88 | 52 | 19/09/2016 | Mr P Goodchild salary | £ | 136.09 | 53 | 19/09/2016 | Post Office (HMRC PAYE) | £ | 34.00 | 54 | 19/09/2016 | Mr S Page Chairman's Allowance | £ | 62.50 | 55 | 14/09/2016 | G Boon (Reade Field cutting) | £ | 80.00 | 56 | 15/09/2016 | BDO External audit | £ | 240.00 | |
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| <p>HPC1609/08 Planning Matters:</p> <p>8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>B/16/00494 Barn Cottage, Lower Holbrook: Granted B/16/00975 Vaudon, Ipswich Road, Holbrook: Granted B/16/01029 and 01030 2 Mill Cottages, Church Hill Holbrook: Granted 8.02 Report of the Planning Committee Meeting 30th August 2016: It was noted that the application considered (B/16/01029 and 01030) has been recommended for approval. 8.03 Consideration of planning applications received: B/16/01095 The Coach House, Reed Hall, Ipswich Road, Holbrook IP9 2QR: Change of use of outbuilding (B1) to residential use (C3): Recommend approval</p> | Clerk |
| <p>HPC1609/09 Councillors Reports: 09.01 Councillors activities since the last meeting: None 09.02 Reports from Councillors relating to the Parish: Cllr Peck reiterated the potential for issues relating to post with the new houses potentially having 'Ipswich Road' in their address. Cllr Holmes informed the meeting that the playgroup will be visiting the TW development to look at the archaeological works. Cllr Holmes will attend the Police/Parish meeting in Brantham on 28th September. Clerk's update: Two places have been reserved at the Funding Workshop 19th October. Cllr Ingleton and Martin will attend. A letter requesting that the hedge be cut back outside the Compasses has had no effect. This has been further reported to SCC Highways who do not consider it sufficiently serious enough to require their attention at this time. The light in the bus shelter has been reported as being permanently illuminated again.</p> | |
| <p>HPC1609/10 Items for future agenda:</p> | |
| <p>HPC1609/11 Date of the next meeting: The next meeting of the Parish Council will be on 17th October 2016 at 1930 in the Village Hall. The meeting closed at 2035. Chairman Date</p> | |