

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 21st November 2016 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr D Ashlee, Cllr C Graham, Cllr L Holmes, Cllr S Ingleton, Cllr D Meekings, Cllr S Peck, Cllr S Sawyer, Cllr J Springall.

In attendance: Mrs F Rolfe (Clerk), District Councillor D Rose County Councillor D Wood, 2 members of the public.

<p>HPC1611/01 Apologies: Cllr S Hehir, Cllr D Martin.</p>	
<p>HPC1611/02 Declarations of Interest: None.</p>	
<p>HPC1611/03 Public Forum: Babergh District Council: BDC has a new CEO, Mr Chavonia, who has worked as a director for Suffolk Coastal and who will be starting fulltime in the New Year. Despite Norfolk's decision, BDC will be debating the Devolution project on 22nd November. The new Babergh and Mid Suffolk website has been launched, Cllr Rose would like feedback on this. Suffolk County Council: The highways contract has been renewed with Kier for another 5 years, there has been noticeable improvement in this area since the appointment of a new Assistant Director, Mark Stevens. Cllr Wood reminded the meeting that all members of the public can report faults not just the Clerk, and that he is able to monitor faults in the area through the internet-based system. SCC are also debating devolution this week, but Cllr Wood will not support any decisions made until the full new proposal is known. Alton Green residents: Mr and Mrs Halls thanked the Council and in particular Cllr Meekings for the works that have been carried out on the Alton Green Pond (below).</p>	<p>All</p>
<p>HPC1611/04 To approve Minutes of the Parish Council meeting held on 17th October 2016: It was proposed by Cllr Ashlee and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 17th October 2016 be approved. Those who had attended that meeting were in favour.</p>	
<p>HPC1611/05 Business remaining from previous meetings: 5.01 Reade field Improvement Project: The sausage sizzle event made another £33 and further events will be planned as they have been well received. It was resolved that a charity be set up to deal with fundraising separate to the Parish Council, and that a bank account be opened for the charity. It was further agreed that a 250 Club should be set up. a. Update from meeting 27/10/16: Quotes will be obtained for repair of the urgent items from the ROSPA report. Funds needed to pay for the planning application for the pavilion will be forwarded for consideration in next year's budget. Minutes being produced. b. Note response from Strutt and Parker: It was noted that the Greenwich Estates via Strutt and Parker have no objections to the proposed improvements but will want to see any plans before they are submitted. c. Update on survey response: The Clerk had provided a summary of the responses received to date (over 20 with more still coming in). These will be looked at in detail at the next RFIP meeting and incorporated where appropriate into a project plan. 5.02 Alton Green Pond: Cllr Meekings gave an update on works to date. The local builder provided very useful information in response to the original scope of works but this was going to be outside the resources of the Parish Council. Following discussions with SCH AONB about a scaled-down scheme, further quotes were received for hire of an excavator and provision of a driver and banksman which fell within the agreed budget. Cllr Meekings, Cllr Ambrose and the Clerk met with SCH</p>	<p>Clerk</p>

<p>AONB to agree the exact area for extension of the pond and creation of a sump. The Clerk delivered letters to all the neighbours so that they were aware of the plans. Mr Halls arranged with Mr Wrinch that he would remove the spoil at a later date free of charge. The pond works were carried out to a high standard prior to the planned SCH volunteer day 22nd November. Mr Halls commented that this appears to have worked through the heavy rain during the weekend. Cllr Meekings thanked those who had contributed to the project so far including Neil Lister from SCH AONB, the Clerk, Mr Boon of All Seasons Landscaping for arranging the work at very short notice and Mr and Mrs Halls. There is a water leak further up the road which Anglian Water are aware of and this will be repaired soon. SCH AONB will continue to monitor the pond for the next 12 months and have another volunteer day planned in January. The Chairman put on record his thanks to Cllr Meekings for all his time and efforts in resolving this project.</p> <p>Cllr Sawyer said that he was once a volunteer taking part in drain clearance work on the peninsula. Clerk to find out if this still exists.</p> <p>5.03. Proposed removal of phone box in Clench Road: No comments had been received from any parishioners, so it was agreed that no objections would be raised to the removal of the telephone from Clench Road. A resident of Clench Road has volunteered to take on the phone box as a book exchange. It was agreed that the Parish Council would pay for the cost of adopting the phone box (£1) and that the Clerk would look into transferring the responsibility for it to the resident concerned.</p>	<p>Clerk</p> <p>Clerk</p>																																																
<p>HPC1611/06 Correspondence received requiring a response and new business:</p> <p>6.01 SALC public services survey: Councillors returned their survey responses to the Clerk who will collate and respond accordingly.</p> <p>6.02 Village Recorder scheme: Mrs Leeson, who holds the village archive, would like to hand over this responsibility. It was suggested that this request should be passed on to the Holbrook Society, who may be able to find a volunteer to take on the official role of Village Recorder.</p> <p>6.03 Request to add name to war memorial: The addition of a further name to the war memorial has been considered by the Parish Council in the past. However it was felt that, given the research being undertaken by Samantha Lanier, the decision to not alter the war memorial would be revisited in light of her findings. Clerk to update Mr Walsh accordingly.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																
<p>HPC1611/07 Finance:</p> <p>7.01 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions. The bank reconciliation was checked by Cllr Graham.</p> <p>It was resolved that Cllr Ambrose, Cllr Holmes and Cllr Martin be signatories of the National Savings and Investment account.</p> <p>7.02 Payments to be authorised: Cheques for the following amounts were approved, proposed by Cllr Ingleton and seconded by Cllr Graham, all in favour.</p> <table border="1" data-bbox="132 1599 1144 2092"> <tr><td>69</td><td>21/10/2016</td><td>CAS (Web Hosting)</td><td>£ 60.00</td></tr> <tr><td>70</td><td>18/10/2016</td><td>Suffolk Preservation Society</td><td>£ 30.00</td></tr> <tr><td>71</td><td>02/11/2016</td><td>Holbrook Village Hall</td><td>£ 210.00</td></tr> <tr><td>72</td><td>18/10/2016</td><td>Holbrook Academy</td><td>£ 30.00</td></tr> <tr><td>73</td><td>21/11/2016</td><td>Suffolk Accident Rescue Service</td><td>£ 25.00</td></tr> <tr><td>74</td><td>21/11/2016</td><td>Dom's Fund</td><td>£ 50.00</td></tr> <tr><td>75</td><td>21/11/2016</td><td>Holbrook Village Hall</td><td>£ 400.00</td></tr> <tr><td>76</td><td>21/11/2016</td><td>Holbrook PCC</td><td>£ 350.00</td></tr> <tr><td>77</td><td>21/11/2016</td><td>RBL donation (bus shelter)</td><td>£ 200.00</td></tr> <tr><td>78</td><td>19/10/2016</td><td>Mrs D Martin (travel expenses)</td><td>£ 22.50</td></tr> <tr><td>79</td><td>19/11/2016</td><td>G Boon (Alton Green Pond work)</td><td>£ 400.00</td></tr> <tr><td>80</td><td>21/11/2016</td><td>Mrs F Rolfe salary</td><td>£ 538.88</td></tr> </table>	69	21/10/2016	CAS (Web Hosting)	£ 60.00	70	18/10/2016	Suffolk Preservation Society	£ 30.00	71	02/11/2016	Holbrook Village Hall	£ 210.00	72	18/10/2016	Holbrook Academy	£ 30.00	73	21/11/2016	Suffolk Accident Rescue Service	£ 25.00	74	21/11/2016	Dom's Fund	£ 50.00	75	21/11/2016	Holbrook Village Hall	£ 400.00	76	21/11/2016	Holbrook PCC	£ 350.00	77	21/11/2016	RBL donation (bus shelter)	£ 200.00	78	19/10/2016	Mrs D Martin (travel expenses)	£ 22.50	79	19/11/2016	G Boon (Alton Green Pond work)	£ 400.00	80	21/11/2016	Mrs F Rolfe salary	£ 538.88	
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81	21/11/2016	Mr P Goodchild salary	£ 136.09	
82	21/11/2016	Post Office (HMRC PAYE)	£ 34.00	
<p>7.03 Arrangements for 2017/18 budget working party: It was confirmed that the working party (Cllrs Ambrose, Graham, Holmes and Peck, and the Clerk) would meet at the Chairman's house on 30th November at 1945. Clerk to circulate papers prior to the date.</p>				
<p>HPC1611/08 Planning Matters: 08.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: B/16/01095 The Coach House, Reed Hall, Ipswich Road, Holbrook IP9 2QR: Granted B/16/01214 Amroth House, Harkstead Road, Holbrook IP9 2RA: Granted B/16/01315 Oak House, 11a Firebronds Road, Holbrook IP9 2TP: Granted 08.02 Consideration of planning applications received: B/16/01368 3 River View, Heathfield Road, Holbrook IP9 2QD: Erection of single-storey rear extension and rear dormer window and internal alterations. Recommend approval</p>				Clerk
<p>HPC1611/09 Councillors Reports: 9.01: Councillors activities since the last meeting: Cllr Hehir attended the Babergh Liaison meeting on 8th November. Cllr Meekings laid the wreath on behalf of the Parish Council on 11th November, and Cllr Ambrose did so on 13th November. Cllr Meekings and Ambrose attended Alton Green to meet rep from SCH AONB on 15th November. Cllr Meekings attended Alton Green to inspect works on 17th and 20th November. Cllr Meekings attended the Alton Water User Group meeting 21st November, this was very interesting and the ranger's report would be circulated in the envelope. 9.02: Reports from Councillors relating to the Parish: Cllr Peck had received complaints about mud on the road outside the construction site on Ipswich Road. Cllr Ashlee understood that the Compasses would be reopening on Friday 25th November (and the Swan has also reopened). Cllr Sawyer described issues with parking in Clench Road at Academy picking up time. This is also a problem on Ipswich Road with cars parking in front of dropped kerbs and on pavements. It is also noted that this is an issue in The Street and Clifton Wood connected to the Primary School. Clerk to write to both schools.</p>				Clerk
<p>HPC1611/10 Items for future agenda: December: Budget for 2017/18, Police Review consultation</p>				
<p>HPC1611/11 Date of the next meeting: The next meeting of the Parish Council will be on 19th December 2016 at 1930 in the Village Hall. The meeting closed at 2035. Chairman Date</p>				