

**HOLBROOK PARISH COUNCIL**

**Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 16<sup>th</sup> January 2017 at 7.30pm.**

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

**In attendance:** Mrs F Rolfe (Clerk), District Councillor D Rose, 0 members of the public.

<p><b>HPC1701/01 Apologies:</b> County Councillor D Wood</p>	
<p><b>HPC1701/02 Declarations of Interest:</b> None.</p>	
<p><b>HPC1701/03 Public Forum:</b>  <b>Babergh District Council:</b> The cabinet style structure has been adopted by BDC, uncertain what the implications of that might be. The planning application for the mobile phone mast at Alton Water will be decided at the earliest 17<sup>th</sup> January.</p>	
<p><b>HPC1701/04 To approve Minutes of the Parish Council meeting held on 19<sup>th</sup> December 2016:</b> It was proposed by Cllr Ingleton and seconded by Cllr Graham, that the minutes of the meeting held on Monday 19<sup>th</sup> December 2016 be approved. Those who had attended that meeting were in favour.</p>	
<p><b>HPC1701/05 Business remaining from previous meetings:</b>  <b>5.01 Reade field Improvement Project:</b>          A report has been received from the Tree Warden regarding works recommended on the Reade Field. This will be circulated following meeting. It was resolved that the maintenance works with the Scouts will be pursued. Quotes are being sought for fencing for the play area.  <b>5.02 Alton Green Pond:</b> A further volunteer day took place on 10<sup>th</sup> January with AONB volunteers and local residents clearing more reeds. Mr Wrinch has not yet removed the spoil.</p>	<p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p>
<p><b>HPC1701/06 Correspondence received requiring a response and new business:</b>  <b>6.01 Election of Vice Chairman:</b> There being no overall majority view, it was resolved that the post would remain vacant for the time being. This would be reviewed in the future.  <b>6.02 Casual Vacancy:</b> Cllr Ambrose informed the Council that Cllr Ashlee has resigned. Cllr Meekings vacancy has been advertised with a closing date of 23<sup>rd</sup> January, after which time volunteers for co-option can be sought. BDC have not yet provided the notice for Cllr Ashlee's vacancy. It was agreed that the two vacancies would be dealt with together. It was suggested that Alton Green should be represented, Clerk to promote the vacancy further.  <b>6.03 Reallocation of Cllr Meekings responsibilities:</b> It was agreed that Cllr Ambrose would be the Village Hall Liaison and Cllr Sawyer would be the Alton Water User Group rep. The lead Emergency Plan role will be discussed again at the next meeting. Any tasks required relating to the streetlights would be allocated at the time.  <b>6.04 Registering The Swan PH as an asset of community value:</b> Following a discussion, it was agreed that HPC should apply to register the Swan Public House as an Asset of Community Value. The Swan supports sports teams and charity fundraising in the village and provides a different offering to the Compasses. The process does not have any cost or obligation attached but may provide a level of safeguard in the future.  <b>6.05 Police and Crime Commissioner's call for fairer funding:</b> It was resolved that HPC would send a response in support of the PCC's letter, and that comments would reflect the recent survey about policing.  <b>6.06 Financial and Management Risk Assessment:</b> The reviewed Financial and Management Risk Assessment was approved and adopted by the Council.</p>	<p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk/Chair</b></p> <p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p>

<p><b>6.07 Financial Regulations:</b> The financial regulations were reviewed and paragraphs 4.1, 4.5, 11.1 and 14.2 were amended to reflect the needs of the Council in the year ahead and to bring into line the spending authorisation limits. Proposed by Cllr Ambrose, seconded by Cllr Ingleton, all in favour.</p>	<p>Clerk</p>																																			
<p><b>HPC1701/07 Finance:</b></p> <p><b>7.01 Financial report from Responsible Financial Officer:</b> A report was presented by the RFO, there were no questions. Following the resignation of Cllrs Ashlee and Meekings, additional signatories are required for the Lloyds account. Cllr Hehir and Cllr Ingleton agreed to do this. Clerk to complete administration.</p> <p><b>7.02 Payments to be authorised:</b> Cheques for the following amounts were approved, proposed by Cllr Martin and seconded by Cllr Sawyer, all in favour.</p> <table border="1" data-bbox="132 526 1099 817"> <tr> <td>91</td> <td>03/01/2017</td> <td>Suffolk Wildlife Trust</td> <td>£</td> <td>38.00</td> </tr> <tr> <td>92</td> <td>20/12/2016</td> <td>Barton Electrical</td> <td>£</td> <td>144.00</td> </tr> <tr> <td>93</td> <td>08/01/2017</td> <td>Eon (Pavilion electric bill)</td> <td>£</td> <td>40.72</td> </tr> <tr> <td>94</td> <td>16/01/2017</td> <td>Mrs F Rolfe salary</td> <td>£</td> <td>538.88</td> </tr> <tr> <td>95</td> <td>16/01/2017</td> <td>Mr P Goodchild salary</td> <td>£</td> <td>136.09</td> </tr> <tr> <td>96</td> <td>16/01/2017</td> <td>Post Office (HMRC PAYE)</td> <td>£</td> <td>34.00</td> </tr> <tr> <td>97</td> <td>10/01/2017</td> <td>Anglian Water (pavilion water bill)</td> <td>£</td> <td>36.24</td> </tr> </table> <p>It was noted that the Eon and Anglian Water bills are now being paid by direct debit and the Clerk's salary by standing order.</p> <p><b>7.03 Precept 2017/18:</b> A precept of £25000 was approved at the meeting of 19<sup>th</sup> December 2016. This was confirmed and the application form signed by the Clerk, the Chairman and Cllrs Graham and Springhall.</p>	91	03/01/2017	Suffolk Wildlife Trust	£	38.00	92	20/12/2016	Barton Electrical	£	144.00	93	08/01/2017	Eon (Pavilion electric bill)	£	40.72	94	16/01/2017	Mrs F Rolfe salary	£	538.88	95	16/01/2017	Mr P Goodchild salary	£	136.09	96	16/01/2017	Post Office (HMRC PAYE)	£	34.00	97	10/01/2017	Anglian Water (pavilion water bill)	£	36.24	<p>Clerk</p> <p>Clerk</p>
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<p><b>HPC1701/08 Planning Matters:</b></p> <p><b>08.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:</b> None.</p> <p><b>08.02 Consideration of planning applications received:</b>  B/16/01733 2 Woodlands Corner, Woodlands Road, Holbrook IP9 2PU: Notification for prior approval of proposed change of use of agricultural building to a dwelling house (Use Class C3) and for associated operational development. It was resolved to recommend approval for the proposed change, with the additional comment that an increase in the number of small permanent residences in the village was to be welcomed.</p>	<p>Clerk</p>																																			
<p><b>HPC1701/09 Councillors Reports:</b></p> <p><b>9.01: Councillors activities since the last meeting:</b>  Cllr J Ambrose, Cllr C Graham, Cllr S Hehir, Cllr L Holmes, Cllr S Ingleton, Cllr S Sawyer and Cllr J Springall had attended Councillor training provided by SALC.</p> <p><b>9.02: Reports from Councillors relating to the Parish:</b>  Cllr Graham reported that there had been one house and twelve sheds broken into at the RHS and a suspect had been apprehended.</p>																																				
<p><b>HPC1701/10 Items for future agenda:</b></p> <p><b>February:</b> Arrangements for Annual Parish Meeting, allocation of an Emergency Planning lead.</p>	<p>Clerk</p>																																			
<p><b>HPC1701/11 Date of the next meeting:</b>  The next meeting of the Parish Council will be on 20<sup>th</sup> February 2017 at 1930 in the Village Hall.</p> <p>The meeting closed at 2030</p> <p>Chairman ..... Date .....</p>																																				