

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 20th February 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, County Councillor D Wood, 7 members of the public.

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| <p>HPC1702/01 Apologies: None.</p> | |
| <p>HPC1702/02 Declarations of Interest: None.</p> | |
| <p>HPC1702/03 Public Forum: Babergh District Council: The budget will be debated 21/02/17 and is likely to result in a 3.4% increase. BDC are considering electoral reform, potentially reducing the number of councillors from 43 to 31 and changing ward boundaries. No detail is yet known. There has been no decision so far on the phone mast at Alton Water although it is understood that Stutton PC have now recommended approval for the installation with some conditions. Suffolk County Council: The budget is likely be increase the precept to provide a 3% increase to adult social care. Discussion is underway regarding decriminalisation of on street parking but for the time being the Police are still responsible for offences. Ipswich Borough Council will be taking on the agency responsibility for this area as Babergh did not want to. There has been a concerning Ofsted report on Children and Special Needs. The consultation on the extension to the AONB area will now not take place until after the election. A resident of Alton Green informed the meeting that the spoil has still not been removed from around the pond.</p> | |
| <p>HPC1702/04 To approve Minutes of the Parish Council meeting held on 16th January 2017: It was proposed by Cllr Ingleton and seconded by Cllr Sawyer, that the minutes of the meeting held on Monday 16th January 2017 be approved. Those who had attended that meeting were in favour.</p> | |
| <p>HPC1702/05 Business remaining from previous meetings: 5.01 Reade Field Improvement Project: One quote has been received for replacement of the playground surface and installation of a picket fence. The other quotes will be chased. The RFIP committee are considering organising an Easter Egg Hunt. Quotes for exercise equipment are being collated. The Scouts are planning to carry out their tree maintenance work during March. Advice about setting up a charity has been provided by Community Action Suffolk and progress is being made. 5.02 Alton Green: SCC Highways will be repairing the culvert under the road. This means that a temporary access will be installed across the green for residents. SCC have promised to make good any damage at their expense and to include HPC in any communication to residents. Mr Wrinch has been contacted regarding removal of the spoil from the pond clearance and the Clerk will be writing again. 5.03 Adoption of phone box in Clench Road: It was resolved that the Chairman should sign the contract with British Telecom, officially taking responsibility for the phone box in Clench Road.</p> | <p style="text-align: center;">Clerk Clerk</p> |
| <p>HPC1702/06 Correspondence received requiring a response and new business: 6.01 To receive a presentation from Mr Bill Jenman, Suffolk Coasts and Heaths AONB about future local projects. Mr Jenman gave a very interesting presentation about the process and potential benefits of the new lottery fund backed project. This is a wide-ranging 4-5 year partnership project which will be of benefit to the</p> | |

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| <p>whole area between the Orwell and Stour. Ideas are welcomed from individuals and organisations in the community and community support is needed.</p> <p>6.02 To consider applications for the two councillor vacancies: Mr Terence Gray and Mr Bernard Ball both spoke in support of their applications. Councillors unanimously voted to appoint both to the vacant councillor positions. Clerk to ensure that the Declaration of Acceptance of Office and other admin is completed. The Chairman thanked Mr Gray and Mr Ball for their interest and was pleased to note that Alton Green is now represented on the Council directly.</p> <p>6.03 To confirm the lead councillor for Emergency Planning: It was agreed that Cllr Sawyer would be the lead Emergency Planning representative.</p> <p>6.04 Arrangements for the Annual Parish Meeting: Taylor Wimpey intend to send a representative to the meeting. The Royal Hospital School have confirmed their attendance and that they will be providing the musical entertainment this year. It was agreed that the Village Hall Management Committee AGM will take place at 1930 with the Parish Meeting starting straight away afterwards, at approximately 1945. Cllr Ingleton offered to organise the refreshments.</p> <p>6.05 Rural coffee caravan offer of visits: Mr Garry Simmonds gave a short presentation about the Rural Coffee Caravan and offered to set up the facility in the village during the summer months. The Parish Council is very supportive of this idea but this will have to be arranged with the Village Hall bookings secretary.</p> <p>6.06 Renewal of Reade Field contracts: It was resolved that the contract for the main grass cutting should be renewed with Vertas for 2017/18. The Clerk is to strive to obtain three quotes for the occasional cutting of the boundaries of the Field to present to the next meeting.</p> | <p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>HPC1702/07 Finance:</p> <p>7.01 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions. The RFO informed the meeting that a letter had been received from the Pensions Regulator confirming that the declaration of compliance had been submitted.</p> <p>7.02 Payments to be authorised: Payments for the following amounts were approved, proposed by Cllr Graham and seconded by Cllr Springall, all in favour.</p> <table border="1" data-bbox="156 1243 1120 1612"> <tr> <td>97</td> <td>10/01/2017</td> <td>Anglian Water (pavilion water bill)</td> <td>£</td> <td>36.24</td> </tr> <tr> <td>98</td> <td>19/01/2017</td> <td>Holbrook Academy</td> <td>£</td> <td>100.00</td> </tr> <tr> <td>99</td> <td>05/02/2017</td> <td>Eon (Pavilion electric bill)</td> <td>£</td> <td>10.75</td> </tr> <tr> <td>100</td> <td>20/02/2017</td> <td>Mrs F Rolfe salary</td> <td>£</td> <td>538.88</td> </tr> <tr> <td>101</td> <td>20/02/2017</td> <td>Mr P Goodchild salary</td> <td>£</td> <td>136.09</td> </tr> <tr> <td>102</td> <td>20/02/2017</td> <td>Post Office (HMRC PAYE)</td> <td>£</td> <td>34.00</td> </tr> <tr> <td>103</td> <td>15/02/2017</td> <td>SALC Training Course</td> <td>£</td> <td>744.00</td> </tr> <tr> <td>104</td> <td>15/02/2017</td> <td>Vertas (Reade Field cutting)</td> <td>£</td> <td>281.92</td> </tr> <tr> <td>105</td> <td>20/02/2017</td> <td>BT (phone box)</td> <td>£</td> <td>1.00</td> </tr> </table> | 97 | 10/01/2017 | Anglian Water (pavilion water bill) | £ | 36.24 | 98 | 19/01/2017 | Holbrook Academy | £ | 100.00 | 99 | 05/02/2017 | Eon (Pavilion electric bill) | £ | 10.75 | 100 | 20/02/2017 | Mrs F Rolfe salary | £ | 538.88 | 101 | 20/02/2017 | Mr P Goodchild salary | £ | 136.09 | 102 | 20/02/2017 | Post Office (HMRC PAYE) | £ | 34.00 | 103 | 15/02/2017 | SALC Training Course | £ | 744.00 | 104 | 15/02/2017 | Vertas (Reade Field cutting) | £ | 281.92 | 105 | 20/02/2017 | BT (phone box) | £ | 1.00 | |
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| <p>HPC1702/08 Planning Matters:</p> <p>8.01 Update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed: B/16/01720 Amroth House, Harkstead Road, Holbrook IP9 2RA: Granted. B/16/01733 2 Woodlands Corner, Woodlands Road, Holbrook IP9 2PU: Granted.</p> <p>8.02 Consideration of planning applications received: B/17/00040 Fishpond House, Fishponds Lane, Holbrook IP9 2QZ: Erection of ground floor single storey extension following demolition of existing and replacement of windows and doors. Recommend Approval. B/17/00042 Solarium, Ipswich Road, Holbrook IP9 2QT: Erection of 1 detached dwelling and construction of new vehicular access (revised design from B/8/1710)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>Recommend Approval, comment to be made about the apparent reduction in conditions relating to the environmental impact.</p> <p>B/17/00049 Classic House, Ipswich Road, Holbrook IP9 2QR: Change of use from teashop (A3) to a dwellinghouse (C3) Recommend Approval.</p> <p>B/17/00057 1, Alton Hall Cottages, Hyams Lane, Holbrook IP9 2QF: Erection of 2 storey side extension and single storey rear extension. Recommend Approval.</p> <p>B/17/00094 Hillside House, Church Hill, Holbrook IP9 2PQ: Conversion of garage/store and insertion of rear dormer window to form 1 dwelling (revised scheme to that approved under B/16/00532) Recommend Approval.</p> <p>B/17/00145 Orchard Lea, Ipswich Road, Holbrook IP9 2QT: Erection of 2 storey rear and side extensions and detached single garage. Recommend Approval, comment to be made about no existing vehicular access across the whole front of the site.</p> <p>B/17/00161 16 HaPenny Field, Holbrook IP9 2TS: Removal of all smaller lower branches, and individual branches (approx. 20% of tree); upper branches to be pollarded and dead or diseased growth to be removed on 1 no. oak tree. Recommend Approval. The tree warden had provided a report stating that whilst there were no safety grounds relating to this tree, there was no reason to refuse it.</p> | <p>Clerk</p> |
| <p>HPC1702/09 Councillors Reports:</p> <p>9.01: Councillors activities since the last meeting:</p> <p>Cllr Springall had attended the Police and Parish forum which had mainly been about speeding and parking issues. Clerk to circulate minutes.</p> <p>Cllr Hehir had attended the Shotley Peninsula Tourism Action Group Meeting which discussed the Arthur Ransome Festival, the nearest link to Holbrook would be at the Creek, and an update on Shotley Pier. Clerk to circulate minutes.</p> <p>Cllr Sawyer had attended the Community Emergency Planning AGM and workshop which had been very useful. Holbrook is unusual in having an emergency plan. Councillors had also completed their training sessions which were very informative. Councillors from Shotley and Chelmondiston had also attended and their share of the costs will be sought by the Clerk.</p> <p>9.02: Reports from Councillors relating to the Parish:</p> <p>Cllr Graham asked whether planning permission was needed for the large Costa Coffee cup situated outside the Co-op. Clerk to clarify.</p> <p>Cllr Ingleton suggested that Costa be approached for a donation towards the Community Caretaker or a new waste bin as there had already been an increase in the amount of litter. This to be put on the forward agenda.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| <p>HPC1702/10 Items for future agenda:</p> <p>March: Approach Costa as 9.02. Update on APM arrangements.</p> | <p>Clerk</p> |
| <p>HPC1702/11 Date of the next meeting:</p> <p>The next meeting of the Parish Council will be on 20th March 2017 at 1930 in the Village Hall.</p> <p>The meeting closed at 2055.</p> <p>Chairman Date</p> | |