

HOLBROOK PARISH COUNCIL

Minutes of the meeting of Holbrook Parish Council held in the Village Hall on Monday 15th May 2017 at 7.30pm.

Present: Cllr J Ambrose (Chair), Cllr B Ball, Cllr C Graham, Cllr T Gray, Cllr S Hehir, Cllr 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, 1 member of the public.

<p>HPC1705/01 Election of Chairman: Cllr Ambrose was nominated for the position of Chairman by Cllr Ingleton, seconded by Cllr Hehir, all were in favour. The Clerk received the signed Declaration of Office Form from Cllr Ambrose who will continue as Chairman until May 2018.</p>	
<p>HPC1705/02 Election of Vice Chairman: Cllr Sawyer was nominated for the position of Vice Chairman by Cllr Ingleton, seconded by Cllr Ambrose, the majority were in favour so Cllr Sawyer will take the role of Vice Chairman until May 2018.</p>	
<p>HPC1705/03 Apologies: County Councillor D Wood (planning meeting in Stutton).</p>	
<p>HPC1705/04 Confirmation of appointment of representatives to outside bodies: It was resolved that the representatives would remain as currently i.e. Village Hall Liaison: Cllr Ambrose Alton Water User Group: Cllr Sawyer Emergency Planning: Cllr Sawyer SALC Liaison: Cllr Hehir/Martin Shotley Peninsula Tourism Action Group: Cllr Hehir The Police and Parish forum will continue to be attended on a rotational basis.</p>	
<p>HPC1705/05 Formation of Sub Committees: The current committees were considered to be suitable for the planned business of the Council in the next year. The terms of reference are to be reviewed against the new standing orders.</p>	Clerk
<p>HPC1705/06 Consideration of payment of annual subscriptions: It was resolved that decisions regarding annual subscriptions can be deferred until the budget setting meeting usually held in November.</p>	Clerk
<p>HPC1705/07 Declarations of pecuniary and local non-pecuniary interest: 7.01 Declarations of interest: None 7.02 Requests for dispensations: None 7.03 Register of Interests: Councillors were reminded to check their entries on the Babergh DC website register.</p>	All councillors
<p>HPC1705/08 Public Forum: Babergh District Council: Babergh holds its AGM next Tuesday. A meeting on the outcome of the consultation on housing requirements across Suffolk, which was contributed to by all the Districts, will take place this week. There will also be an update on the local plan. Suffolk County Council: Cllr Wood had provided a written report. The make-up of Suffolk County Council following the election is Conservative (52), Labour (11), Lib Dem (5), Green (3) and Independent (4). Nothing else is known until the AGM on 25th May. Cllr Wood has requested speed checks on Ipswich Road and at the RHS and will report back on findings when they are received.</p>	
<p>HPC1705/09 To approve Minutes of the Parish Council meeting held on 24th April 2017: It was proposed by Cllr Martin and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 24th April 2017 be approved. Those who had attended that meeting were in favour.</p>	
<p>HPC1705/10 Business remaining from previous meetings: 10.01 Reade Field Improvement Project: Cllr Ingleton reported that a charity may take too long to set up, and that an organisation doesn't need to be a charity to set</p>	

<p>up a 250 Club. It was resolved that another bank account can be set up to administer fundraising monies and keep this separate from Council funds. The idea of setting up a charity should still be pursued as this can be helpful for obtaining grants. The 'bring and share' tea on 3rd June is still progressing. More quotes have been received for various items including fencing and repair of items. These will be considered by the Reade Field Committee and recommendations brought back to the full Council.</p> <p>10.02 Alton Green update: Cllr Ball and Cllr Ambrose had met with the current and previous owners of Vine Cottage to re-establish the boundary following building works and to discuss options for the reinstatement of the common area. It was resolved to organise a small working party to look at this in more depth and bring a recommendation back to the full Council.</p>	<p>Clerk</p> <p>Cllr Ingleton</p> <p>Cllr Ambrose</p>																				
<p>HPC1705/11 Correspondence received requiring a response and new business:</p> <p>11.01 Matters arising from the Annual Parish Meeting: It was agreed that no further action would be taken regarding Community Speedwatch until the results of the speed surveys have been received. It was agreed that a public meeting should be arranged (in the early Autumn), with a speaker from Babergh District Council, to help the community better understand the Neighbourhood Plan idea and to measure support for the project.</p> <p>11.02 Standing orders: The revised standing orders were approved and it was resolved to adopt them for the year ahead.</p> <p>11.03 Code of Conduct: The revised Code of Conduct was approved and it was resolved to adopt it for the year ahead. Councillors were reminded to make themselves familiar with the requirements of the Code, particularly interests and dispensations.</p> <p>11.04 Programme of policy review: A programme of policy creation and review was approved.</p> <p>11.05 Brook Path HLF bid update: The Tree Warden (Mr Allinson) presented a short report on an idea suggested by the Holbrook Society as part of the SCH AONB Landscape project on the peninsula. This is to make improvements to the area known as the Brook Path and has been positively received by the project officer Mr Jenman. Investigations are underway regarding ownership.</p> <p>11.06 Request to fish in Alton Green pond: A request to fish in Alton Green Pond was discussed and it was decided that this must be declined due to the ongoing works on the pond and other safety concerns. Further investigations are to be made regarding signage and safety equipment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																				
<p>HPC1705/12 Finance:</p> <p>12.01 Internal Auditor's report: The internal auditor's report was reviewed and the recommendations made were approved.</p> <p>12.02 Approval of accounts for year ending 31st March 2017: The statement of accounts was presented for approval. It was approved and signed by the Chair and the Clerk/Responsible Financial Officer.</p> <p>12.03 Sections 1 and 2 of the annual return: Sections 1 and 2 of the annual return were presented for approval. They were duly approved and then signed by the Chair and the Clerk/Responsible Financial Officer.</p> <p>12.04 Financial report from Responsible Financial Officer: A report was presented by the RFO, there were no questions.</p> <p>12.05 Payments to be authorised: Payments for the following amounts were approved, proposed by Cllr Hehir and seconded by Cllr Martin, all in favour.</p>																					
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