

Minutes of the Meeting of Stradbroke Parish Council
held at the Court House, Stradbroke
Monday, 9th April 2018

Present: Maureen John, Ellie Wharton, Chris Edwards, George Chaplin, David Turner, James Hargrave
Toni Wisbey

In Attendance: Odile Wladon (Clerk), Cllr Julie Flatman, Cllr Guy McGregor and 8 members of the public

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| 18.4.1 | The Chairman welcomed all to the meeting and reminded those present that the meeting may be recorded. The Chairman also reminded those present of the purpose of Parish Council meetings and the guidelines for the Public Forum. | |
| 18.4.2 | Apologies were received from Velda Lummis and Kamal Ivory. Councillors consented to these absences. | |
| 18.4.3 | Declarations of interests: Local non-pecuniary interests in agenda item 18.4.10.2 were declared by Maureen John and James Hargrave. | |
| 18.4.4 | No dispensations were requested. | |
| 18.4.5 | Co-option of Councillors: There was no update to note on the vacancies within the Council. | |
| 18.4.6 | The minutes of the meeting held on 12 th March 2018 were approved by unanimous vote. | |
| 18.4.7 | <p>Public Forum</p> <ul style="list-style-type: none"> • Pam Cane, a committee member of the Stradbroke Sports & Community Centre (SSCC), addressed the Councillors concerning the gates at the rear of the SSCC. <ul style="list-style-type: none"> ○ She noted that it appeared from the agenda that a decision had already been made on who was responsible for the maintenance. ○ She was surprised that neither the single nor double gates appeared on the asset register as she believed they were made at the same time as the railings that do. ○ The SSCC feel they have provided adequate evidence that they are not responsible for the maintenance of the double gates. ○ She asked that the Parish Council provide written evidence that the SSCC is responsible. ○ She questioned why the gates were included in the 2016 RoSPA inspection. • A member of the public raised concerns that the Parish Council were not publishing the private email addresses of Councillors and quoted advice received from the Monitoring Officer and the ICO. • A member of the public made comments about the Neighbourhood Plan. He wanted to inform the Councillors that a surveyor had recently surveyed the field on New Street adjacent to New Street Close. The surveyor stated this was for the purposes of development. The member of the public was concerned that the site in question, which is included in the plan, has no definite borders and that the maps in the plan seem to cover different areas which made it confusing when trying to evaluate what was presented in the plan. | |

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| 18.4.8 18.4.8/1 | Planning Applications for consideration: DC/17/05565 – Erection of 6 no. dwellings, garages and new vehicular access roads. Land north of Jubilee House, Meadow Way, IP21 5JW The description of the application and the drawings available were causing confusion, the Clerk will write to MSDC to ask for clarity as the revised drawings appear to be for 7 no. dwellings and no garages. DC/18/01207 – Improvements to access and track, and continued use for agricultural, residential and business use (retention of). Land east of Neaves Lane, Stradbroke IP21 5JE. Supported by unanimous vote. DC/18/01335 – Erection of 2 detached dwellings and associated garage buildings with alterations to existing vehicular access (existing dwelling & garage to be removed). Hillcrest, New Street, Stradbroke IP21 5JJ. Supported by unanimous vote. | Clerk |
| 18.4.8/2 | Decisions on applications previously considered: DC/17/06137 – Land north of Laxfield Road, IP21 5LQ. Application withdrawn. | |
| 18.4.8/3 | Other Planning Matters: Councillors voted unanimously to discuss an email received from MSDC planning department during a closed session at the end of the meeting. Councillors agreed by majority vote (5 to 2) to seek legal advice on matters raised in the email. | |
| 18.4.9 | Neighbourhood Plan Councillors voted unanimously to submit the Draft Neighbourhood Plan and all associated documents to Mid Suffolk District Council to enable the regulation 16 consultation to take place. | |
| 18.4.10 18.14.10/1 | Finance <u>Account balances</u> at 31st March 2018 - Current Account: £10,801.25 Deposit Account: £17,700.30 | |
| 18.4.10/2 | <u>Cheques for approval</u> are listed on the report appended to the minutes. | |
| 18.4.10/3 | <i>Councillors voted unanimously to approve items 18.4.10/1 and 18.4.10/2</i> | |
| 18.4.10/4 | <u>Year end Accounts</u> for 2017/18 were approved by unanimous vote. | |
| 18.4.10/5 | <u>Virement report</u> for the year end was approved by unanimous vote | |
| 18.4.10/6 | Audit return for year ending 31st March 2018: | |
| 18.4.10/6i | Section 1 of the Annual Governance & Accountability Return 2017/18: Annual Governance Statement 2017/18 was reviewed point by point and approved by unanimous vote and signed by the Chairman. | |
| 18.4.10/6ii | Section 2 of the Annual Governance & Accountability Return 2017/18: Accounting Statement 2017/18 was reviewed and approved by unanimous vote and signed by the Chairman and Clerk. | |
| 18.4.10/7 | <u>Asset Register</u> for year ending 31 st March 2018 was approved by unanimous vote. | |
| 18.4.10/8 | <u>Grant Applications</u> were approved by unanimous vote as follows: <ul style="list-style-type: none"> • £150 to Citizens Advice Bureau • £200 to Stradbroke Contact Club | |

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| <p>18.4.11 18.4.11/1</p> <p>18.4.11/2</p> | <p>Reports from District & County Councillors: A report from Cllr Flatman is appended to the minutes. Cllr Flatman informed the Councillors that the proposed merger with Babergh District Council has been put on hold.</p> <p>Cllr McGregor updated the Councillors as follows:</p> <ul style="list-style-type: none"> • The VAS sign for Westhall was being progressed as a matter of urgency – apologies were given that in the move of the Highways department the matter had fallen through the cracks. • He had concerns about the proposed changes to 11-16 transport. He did confirm that the nearest school rule would only apply to schools in Suffolk. • He is interested in hearing people's view on how SCC handled the recent heavy snow. • He was concerned that Hartismere Hospital is underutilised. • Plans are being proposed for 2 roundabouts on the A140 near Eye. | |
| <p>18.4.12</p> | <p>Policies/Procedures to review: Communications Protocol – DT will work with the Clerk to review the protocol including investigating parish council email addresses.</p> | DT/Clerk |
| <p>18.4.13 18.4.13/1</p> <p>18.4.13/2</p> <p>18.4.13/3</p> <p>18.4.13/4</p> | <p>Asset Working Party <u>Community Centre Gates</u> Councillors noted that the members of the working party reviewed evidence available including the lease signed in 2017 and photos of the location of the gates taken by DT. The working party concluded that the Parish Council is not responsible for the maintenance of the gates as the SSCC own the land on which the gates stand and there is no current maintenance agreement. Councillors noted the recommendation that there is no reason for Councillors not to review a grant request to assist with the cost of repair should this be submitted.</p> <p><u>Assignment of Lease for Drs Surgery</u> It was proposed and unanimously accepted that the advice received from the Parish Council's solicitor in this matter should be discussed in closed session. The matter was deferred due to the meeting overrunning.</p> <p><u>Community Store</u> Councillors noted that the store has been removed from the Parish Council's insurance policy.</p> <p><u>Other</u> The parish council agreed for a brief to be sent to local solicitors with a view to the Parish Council appointing a firm of solicitors to act on their behalf.</p> | AWG/Clerk |
| <p>18.4.14 18.4.14/1</p> <p>18.4.14/2</p> | <p>Matters of Report: Community Centre play park hedge. Councillors voted unanimously to accept the quotation from Mr Hammond of £250 to reduce the height of the hedge and remove the rotting fence.</p> <p>Footpath maps: GC stated the map should be ready by the end of the month. The clerk will investigate whether Realise Futures make noticeboards.</p> | Clerk |
| <p>18.4.15</p> | <p>Risk Assessment Community Centre Play Park – all fine Fitness Track – no report Westhall Play Park – self closing springs on both gates are broken and in need of repair.</p> | Clerk |

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| | Cemetery – all fine Permissive Path – all fine | |
| 18.4.16 | Drs Surgery There were no reports to note this month | |
| 18.4.17 | Councillor Training Clerk to circulate dates of training to new councillors. | Clerk |
| 18.4.18 | DCLG Consultation on new planning framework: CE to lead on the Parish Council's response | CE |
| 18.4.19 | Clerk's Report Councillors noted that the Chair and the Clerk had reached agreement on extending the temporary contract given to the Clerk for work on the neighbourhood plan. This will now run for 2 extra months – April & May 2018. Following advice received from the Parish Council's insurer – a risk assessment needs to be undertaken for the work carried out by Mr Merritt at the car park and playing field. EW will email webnos regarding the questions raised about the defibrillator. | Clerk EW |
| 18.4.20 | Correspondence: Emails already circulated: <ul style="list-style-type: none"> • Suffolk Sport – tackling inactivity conference taking place 26th April, 2-4pm at the Stradbroke Sports & Community Centre • MSDC – Community Housing Fund • MSDC – Needham Market drop in sessions to view exhibition plan for headquarters building • Stradbroke Sports & Community Centre – Easter Quiz Tabled correspondence: <ul style="list-style-type: none"> • EACH – requesting donations or fundraising in the community • Suffolk Walking Festival – 12th May to 3rd June, poster and booklet • Report & Accounts from Adnams Trust. | |
| 18.4.21 | Matters for inclusion in the agenda of May meeting: Parish Council Business Plan Next meeting: 14 th May 2018 @ 7.30pm – Court House, Queen Street, Stradbroke The next meeting will be preceded by the AGM of the Parish Council. | |

There being no further business the meeting closed at 21.00 hrs.

Signed: _____
Chairman

14th May 2018

Item 18.4.11

Report for Stradbroke Parish Council by District Councillor

Julie Flatman.

Ladies Tour of Britain 13th June up date

Sue Calver officer for health and wellbeing and myself met on the 26th of March when she was able to update me with more details of the run and villages with some estimated timings.

The race is expected to be starting at 1.15 in Great Blakenham and the sprint will take place in Needham Market at 1.30. It will then pass through villages on route to Stradbroke so as yet I haven't got the exact time.

We have booked the community centre for the crazy bikes and simulators for the primary children of the catchment area at 5.30, they are at Needham Market first (the simulators are for all). Sue will have by now contacted the schools to see if they would like to participate in the colouring competition. She is also working with Zoey Banthorpe communities officer for Arts, to try and secure The Suffolk Cinema to show a family film after the children have had their bike sessions.

Hoxne scouts have been approached to run the BBQ and we are awaiting a reply.

The offer to all the villages where the tour travels through is £150, so it's up to the individual Parishes to let Sue know if they would like to get involved in decorating houses or run a village competition.

I'm grateful for the work the officers are putting into securing the activities for Laxfield and Stradbroke communities and I really think it's because we had such a great turn out last year.

Stradbroke Parish Council
Addendum to Minutes of 9th April 2018
Meeting held at the Court House 16th April 2018

Present: Chris Edwards, Velda Lummis, David Turner, Maureen John, Sue Childs, Toni Wisbey, James Hargrave, Kamal Ivory

In attendance: Odile Wladon

Apologies were received from Ellie Wharton

Following an information session with the planning department of MSDC, the Parish Council met to conclude the closed session discussion on agenda item 18.4.13/2.

Councillors reviewed the recommendations of the Asset Working Group. The members of the working group had looked closely at changes made to the Licence to Assign and either accepted or rejected alterations made by Birketts, the solicitor for both the Stradbroke Charitable Trust and the Stradbroke Trust. The Parish Councillors voted unanimously to accept the recommendations of the working group and instructed the Clerk to advise Ashtons Legal accordingly.

Signed _____
Chairman

14th May 2018