

Minutes of the Annual Meeting of Stradbroke Parish Council

held at the Court House, Stradbroke on
Monday, 11th May 2026 commencing at 7.30pm

Present: Russell Ayling, Lawrence Champion, James Hargrave, Karen Lynch, Caroline Stebbing (c), Toni Wisbey

In attendance: Odile Wladon (Clerk), District Cllr Linder, and 6 members of the public.

26.05.01 Election of Chair: Councillors **resolved** to elect Caroline Stebbing Chair of the Council.

26.05.02 Chairman's welcome

Notices given:

The meeting may be broadcast live and recorded. Any recording may be published on the council's website or may be available for repeated viewings on the Council's Facebook page, therefore anyone speaking at the meeting will be deemed to have given consent to being recorded.

Members of the public were reminded that this is a meeting of the Parish Council held in public; it is not a public meeting. Members of the public may address the Council with comments on agenda items including planning applications during the public forum.

26.05.03 Apologies for absence

- (a) Councillors received apologies from Anthony Bush, Edward Chew and Maureen John.
- (b) Councillors **resolved** to accept the apologies received.

26.05.04 Declarations of Interests: No interests were declared in agenda items.

26.05.05 Dispensations: No dispensations were requested.

26.05.06 Councillor vacancies: No applications for co-option were received.

26.05.07 Parish Council appointments for year 2026/27

- (a) Councillors **resolved** to appoint James Hargrave as Vice Chair of the Parish Council.
- (b) Councillors noted there are no changes proposed to the following documents:
 - i. Finance & Premises Committee – Terms of Reference
 - ii. Personnel Committee – Terms of Reference
 - iii. Planning Committee – Terms of Reference
- (c) Councillors **resolved** to appoint Councillors to committees as follows, noting that Chair is ex-officio member of all committees:
 - i. Finance & Premises Committee –A. Bush (c), L. Champion, J. Hargrave, M. John
 - ii. Personnel Committee –T. Wisbey (c), J. Hargrave
 - iii. Planning Committee – membership not agreed and committee suspended at present.
 - iv. SALC Representative –T. Wisbey
 - v. Parish Council nomination for SSCC Trustee – L. Champion
 - vi. Risk Assessments: to be undertaken by qualified individuals - Clerk and Jon Wilson
- (d) Councillors noted the membership of the following working groups:
 - i. Youth Voice: currently R. Ayling (Primary School), K. Lynch (High School)
 - ii. Broadband (task & finish group) – J. Hargrave and A. Bush
 - iii. Neighbourhood Plan Review Steering Group – E. Chew, J. Hargrave, K. Lynch, T. Wisbey, Mrs Readman and the Clerk.
- (e) Councillors with lead responsibility:
 - i. Climate Change – currently T. Wisbey

(f) Councillors noted that the Clerk is the Responsible Financial Officer for the Parish Council.

26.05.08 Minutes: Councillors **resolved** to agree the minutes as a true record of the business conducted at the meeting held on 13th April 2026.

26.05.09 Updates from Councillors/Committee/Clerk

- (a) Committees: there have been no committee meetings since the last Full Council meeting
- (b) Broadband working group: no update available for this meeting
- (c) Councillors with specific responsibilities:
 - i. Youth Voice: RA / KL – no updates for this meeting
 - ii. Climate Change: TW – Councillors **resolved** for the Parish Council to arrange a screening of The People’s Emergency Briefing, a 50-minute film with a budget of £100
 - iii. SALC: TW – no update for this meeting.
- (a) Training: Clerk attended NALC training on Finance & Function: Powering up Parish and Town councils. A complaint about the course has been submitted as it was very political. Clerk and Mr Wilson have been booked on the play equipment inspection course and details of the Cemetery course are awaited.
- (b) Action taken by the Clerk:
 - Reported to highways that the bridge to the permissive path has been repaired.
 - Reported an overgrown pavement at Westhall to highways.
 - Reported an overgrown path to Mid Suffolk District Council.
 - Arranged for repairs to a tap in the staff toilet at Health Centre.
 - Quotes for blinds for upper floor and new air conditioning unit in the waiting room area in the Health Centre are being obtained.
 - Attended a meeting with Chair and PPG at Fressingfield. It was noted that the Practice is concerned about the potential housing growth which could lead to the surgery in Stradbroke needing to be expanded. The Practice is working towards extending the opening times at Stradbroke in the first instance. Clerk and CS will meet with the partners to look at options moving forward.

26.05.10 County & District Councillors:

Following the recent County Council elections Henry Lloyd emailed to say goodbye and to thank everyone. New County Councillor has not had a chance to make contact following in election on 7th May.

District Councillor Linder reported that due to the pre-election period very little to report on. Progress is being made on the New Street Close parking situation.

26.05.11 Public Forum: No comments or questions on agenda items were received.

26.05.12 Planning

- (a) Councillors **resolved** that as all the subsequent planning application were for listed building consent that the Council would not submit comments other than to support comments from heritage team:
 - DC/26/01601** – Listed building consent – replacement of 2 windows. Garden Cottage, New Street
 - DC/26/01448** – Listed building consent from re-rendering, replacement window and other internal works. Works to gable end parapet. The White House, Rattlerow Hill
 - DC/26/01880** – Listed building consent for removal and replacement of 4 windows. Tudor Farm, Battlesea Green.
- (b) Councillors noted the outcome of the following planning applications determined by MSDC:
 - DC/25/02912** – Marsh Farm, Mill Lane. Solar Array GRANTED

DC/25/01032 – Rose Villa, Church Street. Tree works GRANTED

DC/26/01411 – 1 Town House, Church Street. Internal works. Condition 3 Discharged

26.05.13 Finance

(a) Monthly Accounts –

i. Councillors to note account balances at 30th April 2026

Current: £17,221.28

Deposit: £142,872.46

CS initialled bank statements

ii. Councillors **resolved** to approve payments as per the schedule appended to the minutes, including:

- Payments already made in month to fulfil contractual obligations
- Payments to be made after the meeting

iii. Councillors noted receipts in April 2026, as per the schedule appended to the minutes.

(b) PC Action Plan: Councillors noted that the plan has been updated to reflect the revised budget, and updates to May 2026 have been included.

(c) Councillors **resolved** to pay the following:

i. Bowls Club - £60, grant towards brown bin

ii. Good Neighbours - £100 increase in budgeted donation to £300

26.05.14 Updates on Council projects: Councillors received the following updates on -

(a) Pedestrian and highways safety project

i. SIDs – the highways safety manager will be visiting site to determine which of two proposed locations on Laxfield Road is most suitable for the installation of a pole. The installation of the post on New Street will be chased.

ii. 20mph zone – traffic surveys have been booked for Queen Street and Laxfield Road, the cost will be £610 plus VAT. Once the data has been received a business case will be finalised and submitted to the County Council for review.

iii. Waiting restrictions – estimate received by Highways, confirmation of start date awaited.

(b) Pedestrian crossing points – agreement reached on Spar location, works to be booked.

(c) Neighbourhood Plan review – Regulation 14 consultation concludes 22nd May. A consultation statement is being prepared and will include all comments received together with the Parish Council's response. Any changes recommended will be presented to Full Council for approval. An SEA screening is underway.

(d) Tennis court refurbishment – electrical works complete and tarmac is being laid. An issue with the 3rd pour of tarmac was noted and will have to be removed and relaid. Painting of surface to take place once the tarmac has oxidised.

(e) Playing field safety and security – a meeting is to be arranged with Cricket Club to review the requirements for the extended compound. The shed work will take place when the compound works are undertaken.

(f) Chapel – no update on this project.

(g) Play equipment – no update on this project.

(h) Scorer's Hut – Councillors **resolved** a budget of £3,500 for works and the Clerk will investigate possible funding opportunities.

26.04.15 Policies, Council protocols and documents - Councillors **resolved** to adopt the following:

(a) Standing Orders 2026

(b) Financial Regulations 2026

(c) Complaints

(d) Vexatious Complaints

(e) Data Protection:

- Data protection
- Document & Data Retention
- Lawful Basis for Processing Data
- Subject Access Request
- Privacy Statement
- Privacy Notice
- Accessibility Statement

(f) Freedom of Information publication scheme

26.05.16 Correspondence

(a) Tabled correspondence: Email from resident at Westhall re issue with kerb, advice given to contact highways. No further action recommended.

(b) Emails from SALC previously circulated were noted.

26.05.17 Dates for meetings to May 2027

Councillors **resolved** to agree the following dates for ordinary meetings for the Council year: 2nd Monday of the month

8th June 2026

14th September 2026

14th December 2026

8th March 2027

13th July 2026

12th October 2026

11th January 2027

12th April 2027

10th August 2026

9th November 2026

8th February 2027

10th May 2027 (Annual meeting)

Meeting closed at: 8.10pm

Signed: _____

Date: