**Minutes of the Meeting of Stradbroke Parish Council**

**held at the Old Court House, Stradbroke**

**Monday, 9th October 2017**

Present: Ellie Wharton, Jo Baber, Velda Lummis, Maureen John, Toni Wisbey, Hannah Luton, George Chaplin, Carrie Barnes, Lynsey Smith, Michael Hugman, Chris Edwards

In Attendance: Odile Wladon (Clerk), Cllr Julie Flatman, 10 members of the public

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|  |  | **Action** |
| **17.1** | The Chairman welcomed all to the meeting and reminded those present that the meeting may be recorded. |  |
| **17.2** | Apologies were received from Nick Stones and Jim Baker, Councillors accepted these apologies. |  |
| **17.3** | No Declarations of interest were noted. |  |
| **17.4** | No dispensations were requested.  Councillors noted the guidelines for dispensations circulated prior to the meeting, a copy of which has been added to the Statutory Information of the Parish Council website. |  |
| **17.5** | The minutes of the meeting held 11th September 2017 were approved and accepted as a true record of the meeting by unanimous vote.  Matters arising:   * The tidy up of the Churchyard and cleaning of War Memorial took place on 7th October. The removal of the tree took place at the same time. * Data Protection: the Chairman and Clerk are attending training on 12th October and will report back. * Tree Planting Policy – Clerk still awaiting information. * Community Centre gates – JimB still awaiting quotes. * Footpath Maps – GC will apply to MSDC Locality for funding to produce new maps/noticeboards. * EW waiting to hear from Sutcliffe re zip wire at Westhall * LS has submitted application for most active village award. * JimB reported that the landowner had not been able to cut back the trees overhanging the permissive path. It was decided that Matthew Hammond would be asked to undertake the work. | **Clerk** |
| **17.6** | **Public forum**   * Rev Loxton thanked the Councillors for arranging the removal of the tree in the Churchyard. * Members of the public spoke with regards to Planning Application 1837/17, points were made as follows   + There is no compelling reason for the unit to be at this location, it would be better sited nearer the feed mill.   + Having the building sited at Barley Brigg Farm would generate more traffic   + Over a recent weekend residents noted lorries attending the site every 6-8 minutes.   + Concerns were raised about noise, pollution and smell. |  |
| **17.7**  17.7.1  17.7.2  17.7.3 | **Planning:**  **Applications for consideration:**  **DC/17/04746** – Removal of existing garage. Erection of new garage with room above and additional ground floor extension. 3 Priory Close, IP21 5HD supported unanimously  **1837/17 –** Erection of agriculture store building. Barley Brigg Farm, Laxfield Road IP21 5NQ Councillors decided to defer a decision on this application pending the outcome of the investigation of the complaints made against the anaerobic digester plant situated on the same site.  **Results of planning applications considered by MSDC since the PC last met:**  DC/17/04027 –Roger Skinner Ltd, Queen Street IP21 5HL granted 27/9/17  1797/17 – Little Meadow Farm, Stradbroke Road IP21 5DZ granted 8/8/17  DC/17/02360 - Bullocks Hill Farm, Pixey Green IP21 5NG granted 18/8/17  DC/17/03380 –The Studio, Church Street IP21 5HT permission not required 29/8/17  **Other Planning Matters**  **DC/17/04628** – Notification of tree works. Reduce height 3m and overhang, 1 silver birch Bluebell Cottage, New Street IP21 5JG Councillors noted this application but did not comment.  **Draft Joint Local Plan** – an extra ordinary Parish Council meeting will be held on 6th November to discuss the response to the Draft Joint Local Plan, due to the confidential nature of the site assessment responses, this section will be held in closed session. |  |
| **17.8** | Cllr Julie Flatman (MSDC) submitted the following report:   * On the 14th September I attended the Local Plan presentation by offices from Mid Suffolk District Council along with many Parish Councillors. Stradbroke, Laxfield and Wilby were well represented and many questions were addressed. * Stradbroke is by far the most advanced in our area on developing their neighbourhood plan and this is down to hard work from past and present councillors and willing helpers. The sooner the plan is produced the more control we have over infrastructure and sites being developed. * The Move to Endeavour House has been delayed slightly as you may have seen in the press. We are hopeful that we will have most staff moved by the end of October. * Locality payments have already been paid to the Stradbroke over sixties club. This will enable members to use their curling set throughout the winter months and hopefully, enjoying many hours of active fun and socialising. * There is an opportunity for Children 2yrs-7yrs to attend the Lullaby concerts. These start on the 21st of October through till Friday 27th of October. Flyer attached. Mid Suffolk are one of many partners sponsoring this event. * Henley Community Centre will be hosting a Funding and volunteering Fair on 25/10/17 10-00-15.30 lunch included. Mid Suffolk are one of the partners sponsoring this event.   Community engagements for October.   * Parish Councils, Laxfield and Stradbroke 9/10/17 * Charity event for the MEAL and Suffolk family carers 13/10/17 * Neighbourhood plan Stradbroke 19/10/17 * Over Sixties Club coffee morning Stradbroke 21/10/17 * Funding and volunteering Fair, Henley 25/10/17 * Lullaby Concert Stowmarket 27/10/17   Cllr Flatman confirmed that the Parish Council can not apply to the Locality Funding for the repairs and maintenance of the fitness track. However, the cost of printing a new footpath map could be applied for.  Cllr McGregor (SCC) was unable to attend but submitted the following report after the meeting, a copy is included for information:  Please accept my apologies for my No Show.  Some points:   * It is almost certain that SCC will levy a 2% increase in the Council Tax for next year. In addition there will be a 3% increase for Adult Social Care. * There is consideration about moving Children’s Centres into Library Premises; * There are proposals for two new roundabouts on the A140 at Castleton Way and at Brome Swan location; * I will be bringing the new highway officers from Halesworth to the Division to look at highway condition in the Division in the next few days; * I have responded to James  Hargrave’s questions tabled at the last parish council meeting; * I am hopeful of getting the underutilisation of Hartismere Hospital on the work programme of The Health Scrutiny Committee; * There has been a call for Divisional Parish Council Meetings. I would welcome your thoughts; * The School Transport Report was “called In” and will be discussed this coming Tuesday; When the proposals are published I would welcome your thoughts; * The Suffolk Fire & Rescue service will remain the responsibility of SCC following a Report commissioned by the Police & Crime Commissioner |  |
| **17.9** | The Risk Assessment Policy was reviewed and approved by unanimous vote. |  |
| **17.10**  17.10.1  17.10.2  17.10.3 | **Finance**  A report was presented to Councillors showing the bank balances to date and cheques for approval.  A report on the half year actual vs budget was presented  A 2nd quarter virement report was presented.  Councillors voted unanimously to approve the reports in items 17.10.1, 17.10.2 and 17.10.3. A copy of all reports are appended to the minutes. |  |
| **17.11**  17.11.1  17.11.2  17.11.3  17.11.4 | **Matters of report**  **Stradbroke Monthly**: nothing to report this month  **Community Centre**: nothing to report this month.  **Fitness Track:** Alan Flatman is preparing a quote for the repairs needed. A working party is suggested to tidy up the track, this will be added to the November agenda.  **Footpath Warden**: the position remains vacant as no applications were received. The Clerk has spoken to Matthew Hammond and asked him to spray the edges of the both the fitness track and the permissive path, and to use his best judgement as to when to carry out the last cut of the season on the footpaths. | **Clerk** |
| **17.12**  17.12.1  17.12.2  17.12.3  17.12.4  17.12.5  17.12.6 | **Neighbourhood Plan**  The councillors voted unanimously to dissolve the Committee structure and allow the current group to continue as a working party reporting to/from the Council via the Clerk.  Councillors noted that as per terms of the grant received companies have been approached to help reformat and redesign the plan.  Councillors noted that the costs for preparing and printing the questionnaires together with other documents for the Public Consultation event will come from the grant fund.  Councillors noted that confirmation has been received that the application for Technical Support to carry out a viability report has been successful.  Councillors noted that at the present time the cost for mapping software and Survey Monkey will come from the Council’s reserved fund.  *The following item took place in closed session so as not to prejudice the consultation process*:  Councillors reviewed and approved the questionnaire and draft policies for inclusion in the Public Consultation events taking place 17th & 19th October. It was agreed that the documents and an online survey would be available until 25th October. |  |
| **17.13**  17.13.1  17.13.2  17.13.3  17.13.4  17.13.5 | **Risk Assessment – to receive report from Councillors on:**  Community Centre Play Park: all fine. Bench has been replaced.  Fitness Track: starting to look tired and in need of repair, see item 17.5  Westhall Play Park: EW waiting to hear from Sutcliffe re zip wire.  Cemetery: JoB reported all was fine.  Permissive Path: Land owner had not been able to cut back the trees, the Clerk will contact Matthew Hammond to arrange for the work to be undertaken. |  |
| **17.14** | **Drs Surgery**  No report was received from the Trust concerning the surgery building or grounds. |  |
| **17.15**  17.15.1  17.15.2 | **Training for Councillors**  Councillors noted the following training has been booked:  Data Protection Update Training 12th October – Chairman and Clerk to attend.  CB reported that she had attended the following training:  Leadership Training 12th and 19th September  She found this course very helpful and informative and has already instigated some changes to the agenda and council meetings. She would recommend that all Councillors take up the opportunity to attend training as it can be very beneficial. |  |
| **17.16** | **Cemetery/Chruchyard** – the work to tidy up the churchyard and remove the tree was reported under item 17.5. |  |
| **17.17** | **Community PCSO**  - CB decided to defer a report on this item until a future meeting. |  |
|  | **Clerk’s Report**   * The Chairman and Clerk attended the SALC northern area meeting which was very informative. Papers received from the Highways Department are available to view on the PC Website. * Defibrillator cabinet– Councillors noted that cabinet has been installed in the kiosk and the defibrillator will now be installed. The Clerk has contacted Community Heartbeat Trust to arrange for the ambulance service to include the location on their system. Details on how the monitoring of the equipment will be circulated as soon as available. * The nomination forms for Website and Newsletter of the year have been submitted, LS confirmed that the application for Most Active Village has also been submitted. * The Chairman and the Clerk will attend SALC AGM in November. * *An additional confidential item concerning the outcome an investigation of an allegation made in a letter was discussed in a closed session.* |  |
|  | **Correspondence**  Emails already circulated –   * SALC – consultation on precept referendums (consultation ends 26/10/17) * MSDC – Town & Parish Liaison meetings – CB and Clerk to attend * Stradbroke Trust – email advising that the assignment of the lease will be proceeding with the solicitors.   Tabled correspondence –   * Letter of thanks for donation to Poppy Appeal. |  |
|  | **Matters for inclusion in the agenda of next meeting:**  Working party for fitness track |  |

**There being no further business the meeting closed at 22.10hrs.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13th November 2017**

**Chairman**