

Minutes of the Ordinary Meeting of Stradbroke Parish Council

held at the Court House, Stradbroke on Monday, 13th April 2026 commencing at 7.30pm

Present: Russell Ayling, Antony Bush, Lawrence Champion, Edward Chew, James Hargrave, Maureen John, Caroline Stebbing (c), Toni Wisbey

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

Item Ref	Description
26.04.01	<p>Chairman's welcome</p> <p>Thanks to all those who came along to the Annual Village Meeting, some positive feedback has been received from clubs, groups and societies.</p> <p>Reminder that there is a talk on Better Recycling at the Court House Café on 16th April, 10am till noon.</p> <p>Notices given:</p> <p>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.</p> <p>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.</p>
26.04.02	<p>Apologies for Absence</p> <p>(a) Councillors received apologies for absence from Karen Lynch.</p> <p>(b) Councillors resolved to accept the reasons for absence received.</p>
26.04.03	<p>Declarations of Interests</p> <p>Councillors declared interests in subsequent agenda items as follows:</p> <p>(a) Pecuniary Interests – RA, planning reference DC/26/01032</p> <p>(b) Other registerable interests - None</p> <p>(c) Non-registerable interests - None</p>
26.04.04	<p>Dispensations:</p> <p>All Councillors noted that they have dispensation to discuss the budget for the year.</p>
26.04.05	<p>Councillor vacancies:</p> <p>No applications for co-option have been received.</p>
26.04.06	<p>Minutes:</p> <p>Councillors resolved to approve the minutes as a true record of the business conducted at the meeting held on 9th March 2026.</p>
26.04.07	<p>Updates from Councillors/Committees/Clerk</p> <p>(a) Committees:</p> <p>i. Updates from Committees: Finance & Premises Committee held 7th April 2026</p> <ul style="list-style-type: none">• Premises: Councillors noted that:<ul style="list-style-type: none">○ works on the tennis court resurface commenced 16th March with electrical work starting 15th April (noted actual start date as 13th April). Re gearing/boxes: Option 1 progressed as Option 2 would have required additional costs.○ Council signatories to the lease have been contacted and a draft is being prepared.○ Following the annual RoSPA inspection, a piece of play equipment was removed at Westhall and another was repaired with new stairs being installed. A replacement piece of equipment will be investigated.○ A new EPC review was undertaken at the health centre, since the works undertaken

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	<p>the rating has improved from C to A. A plan for the upper floor has been drawn up and will be sent to the practice manager.</p> <ul style="list-style-type: none"> ○ The rent review for the health centre resulted in a new rent of £25,100 back dated to November 2023. The next rent review is due November 2026 and work on this will start at the end of May. ○ Cricket Club require works to the scorers hut, funding possibilities will be investigated. ● Finance: Councillors reviewed the following: <ul style="list-style-type: none"> ○ Year end accounts and reserves ○ AGAR and Internal Audit report ○ Annual CIL return ○ Revised Budget for 2026-27 ○ Length of EROB for Cemetery – no change recommended ● Policies: <ul style="list-style-type: none"> ○ Reserves Policy – recommended for approval ○ Financial Regulations 2026 – reviewed, regulations for 2026 will be presented at the May 2026 Annual Meeting. ii. Personnel Committee – unable to meet as not quorate iii. Planning Committee – no meeting has taken place (b) Update for Broadband working group: to update, JH and AB will meet to review the current situation and to chase FramBroadband. (c) Councillors with specific responsibilities: <ul style="list-style-type: none"> i. Youth Voice – RA/KL – No update for this meeting ii. Climate Change – TW updated Councillors on Sustainable Communities Conference recently attended. Where possible, information from the event will be circulated to Councillors. iii. SALC – TW, no update for this meeting iv. Bus transport – TW: 482 bus route has been reinstated and a new timetable issued. The bus runs from Diss to Framlingham, via Stradbroke. Councillors thanked TW for her work on promoting this route to Suffolk County Council to be included in the recent review of routes following Government funding being made available for rural routes. (d) Training – Clerk booked on a NALC course “Finance & function: Powering up Parish & Town Councils” (e) Action taken by the Clerk <ul style="list-style-type: none"> i. A review of the EPC has been undertaken at health centre undertaken and plan for upper floor drawn up – required by practice to add the floor to rent review due in November 2026. ii. Quote requested for blinds at health centre (upper floor). iii. Meeting with highways community liaison officer will take place on 14th April iv. Lovell have advised that they are still working with MSDC to have the LEAP requirement removed. Suggestion that a meeting take place on site to review works required. v. Permission has been given to Stradbroke Sports and Community Centre to use the Community Shed to provide refreshments during an upcoming triathlon.
26.04.08	<p>District & County Councillors: County Cllr Lloyd sent apologies. Due to pre-election period no reports were reviewed. District Cllr Linder updated Councillors on progress on New Street Close parking. He visited the area with cabinet member, Cllr Davies, and spoke with residents about the situation. It was</p>

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	noted that the area needed maintenance and this will be progressed. Funding for the parking continues to be investigated.
26.04.09	Public forum: No comments or questions were received.
26.04.10	Planning (a) Councillors noted the outcome of the following planning application determined by MSDC: DC/25/05398 – High House, Wilby Road. Listed Building consent GRANTED to replace roof covering, bargeboards and fascias and repairs to chimneys. (b) Applications not responded to as deadline passed before parish council meeting: DC/26/01032 - Rose Village, Church Street. Trees works (c) Other Planning matters DC/25/02912 – Marsh Farm, solar array was reviewed by MSDC planning committee on 8 th April and Councillors voted to approve with conditions.
26.04.11	Finance (a) <u>Monthly accounts</u> – Councillors: <ol style="list-style-type: none"> i. Noted account balances at 31st March 2026 Current: £33,988.31 Deposit: £127,530.79 Chair initialled bank statements ii. Resolved to approve the payments as per the schedule prepared by the Clerk including: <ul style="list-style-type: none"> • Payments already made in month to fulfil contractual obligations • Payments to be made after meeting iii. Noted receipts in March 2026 as per the schedule prepared by the Clerk, including VAT reclaim to end of February 2026. (b) <u>Year End 2025-26</u> Councillors: <ol style="list-style-type: none"> i. Resolved to approve AGAR section1 – Annual Governance Statement ii. Reviewed the internal audit report and noted the two audit points as follows: Update required to reference in Risk Assessment and note on FCSC limit of £120,000 and the current bank balances. iii. Reviewed the year end accounts vs budget and explanation of variances iv. Resolved to approve AGAR section 2 – Accounting Statements v. Resolved to approve reserve virements vi. Reviewed the asset register as at 31st March 2025 vii. Resolved to approve the CIL return viii. Noted the dates for the exercise of public rights: 3/6/26 to 14/7/26 (c) <u>Budget 2026-27:</u> Resolved to approve a revised budget for financial year 2026/27
26.04.12	Updates on Council Projects (a) <u>Pedestrian/Highways Safety Project:</u> Councillors received the following updates on projects: <ol style="list-style-type: none"> i. SIDs location at the cemetery needs to be marked for a review by highways staff, will be done following visit on 14th April with Highways Community Liaison Officer. Installation date for New Street post still awaited. ii. 20mph zone - some of the existing surveys are sufficient for the request, others need to be redone in a different location, and this is to be agreed during visit on 14th April.

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	<p>iii. Waiting restrictions: All approved, works cost estimate has been requested, once order placed there will be a 14 week lead time, therefore likely to take place in August 2026.</p> <p>(b) <u>Pedestrian crossing points</u>: Awaiting agreement from Spar regarding final crossing point.</p> <p>(c) <u>Neighbourhood Plan review</u>: The Regulation 14 consultation is underway on the draft Neighbourhood Plan Review. A SEA screening request has been submitted to Mid Suffolk District Council.</p> <p>(d) <u>Tennis Courts</u>: Due to additional costs which would have been incurred with Option 2, the Clerk instructed electrical contractor to proceed with Option 1 as no additional costs were required. Electrical works will start on 13th April, with tarmac due to be laid 30th April, 1st and 5th May. Premier Sport Surfaces have requested that the small car park is closed from the evening of 29th April – the Council’s pedestrian barriers will be used for this.</p> <p>(e) <u>Clock</u>: All works now completed, chimes are now working. Annual maintenance agreement will now start to ensure the mechanism remains in good working order.</p> <p>(f) <u>Playing field safety & security</u>: Works have not yet been ordered and a meeting to review the compound size has yet to be arranged.</p> <p>(g) <u>Chapel</u>: No update for this meeting.</p> <p>(h) <u>Play equipment</u>: No update for this meeting.</p> <p>(i) <u>Scorer’s Hut</u> Works to get an electrical connection are required. Quotes are being obtained to determine where funding can be found. This is already included in PIIP.</p>
26.04.13	<p>Policies, Council protocols and documents Councillors resolved to approve the following:</p> <ul style="list-style-type: none"> • Disciplinary Policy • Grievance Policy • Safeguarding Policy • Training & Development Policy • Dignity at Work Policy • Equality & Diversity Policy • Health & Safety Policy • Reserves Policy <p>Councillors noted that the following risk assessments for staff have been undertaken:</p> <ul style="list-style-type: none"> • Lone working • Litter picking • Outdoor working • Display screen • Office activities
26.04.14	<p>Correspondence:</p> <p>(a) Tabled: Councillors noted and agreed actions for correspondence tabled at the meeting.</p> <p>i. Email re dog signs on playing field and suggestion that all signs except those on the leisure centre should be removed. Clerk to respond that this will form part of the</p>

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	<p>review the Clerk is undertaking.</p> <ul style="list-style-type: none"> ii. Email from MSDC about tree planting opportunities – Clerk to meet with Mid Suffolk officer at All Saints Green to review the options for the site. iii. Parking at junction of Queen Street and Church Street – Clerk has responded, no further action required. iv. Playing field booking by friends of Wilby Primary School – Clerk has responded, no further action required. v. All Saints Church – thanks to PC for works on the clock. Noted vi. Bowls Club request to put signage on fence – Clerk has responded, no further action required. vii. Dogs in the park at Westhall – Clerk to review if more signage is possible. Signs are currently placed on the road signs, a couple of trees and the childrens play area. Clerk and Chair will put a reminder in the Monthly that dogs are not permitted at Westhall play area. viii. Planning breaches and traffic hazard at Manor Farm (Laxfield) and Barley Brigg AD – Clerk to request information from SCC on last 12 months feed stock data at the AD plant. <p>(b) Emails: Councillors noted correspondence previously circulated - SALC bulletins</p>
26.04.15	<p>Next meeting: Monday, 11th May 2026 (Annual Council Meeting) Deadline for submission of agenda items & papers to the Clerk – Friday, 1st May.</p>
26.04.16	<p>Closed session</p> <ul style="list-style-type: none"> (a) Councillors resolved to close the meeting in accordance with the Public bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed. (b) To ensure that the Council can under regular health and safety checks of the 2 x play areas and cemetery Councillors agreed that the Council will pay for courses for the Clerk and Mr Wilson on play inspection and cemetery inspections as needed. Cost of each is as follows: Play inspection cost £128.50 per person (plus extra £150 if RPII exam undertaken – this would allow for RoSPA inspections to be carried out). Cemetery cost £185.

Meeting closed at 8.35pm

Signed: _____

Date: