

**Minutes of the Meeting of Stradbroke Parish Council
held at the Court House, Stradbroke
on Monday, 9th December 2019 @ 7.30pm**

Present: Pam Cane, Don Darling, Chris Edwards, Jeremy Fox, Stuart Gemmill, James Hargrave, Kamal Ivory, Maureen John, Velda Lummis, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Toni Wisbey.

In Attendance: Odile Wladon (Clerk), Cllr McGregor, Cllr Flatman and 2 members of the public.

		ACTION
19.12.1	Chairman's welcome The Chairman welcomed all and reminded those present that the meeting would be recorded.	
19.12.2	Apologies for Absence There were no apologies for absence to note.	
19.12.3	Declarations of Interest (1) There were no Councillors' Declarations of Local Non-Pecuniary Interests (2) There were no Councillors' Disclosable Pecuniary Interests in subsequent agenda items	
19.12.4	Dispensations None were requested.	
19.12.5	Minutes Councillors reviewed and approved the minutes of 11 th November 2019 as a true record of the business conducted at the meeting held. A correction was noted: 19.11.11 (3) The land referenced in this section is situated in Farriers Close.	
19.12.6	County & District Councillors Both Cllrs were thanked for their contributions to council meetings. Cllr Flatman passed on congratulations on the Christmas Light Event. Cllr McGregor gave advice regarding 20mph zones and how they can be brought forward. Cllr McGregor was advised that the build out at Hoxne is unlit – he will raise with highways. Cllr McGregor also provided an update was provided on funded step-down places @ Hartismere Place. TW commented on the bus situation regarding Borderhopper. Cllr McGregor noted that further bus subsidies could be available from central Government at some point.	
19.12.7	Public forum: No comments were received.	
19.12.8	Planning (1) Councillors reviewed the following applications: DC/19/05223 – Listed Building Consent – Replace roof structure re-using existing tiles. Cherry Tree Cottage, 2 New Street, IP21 5JG Supported (2) Councillors noted that the outcome of planning applications determined since the last meeting:	

<p>(3)</p>	<p>DC/19/01328 – Land to West of Mill Lane, Stradbroke Granted 28/11/19 DC/19/04655 – Glenmore, Queens Street, Stradbroke Granted 20/11/19</p> <p>Other planning matters</p> <ul style="list-style-type: none"> • Joint Parish approach to Local Plan – Cllrs noted that the work by the joint parish working party continues. Cllrs noted that MSDC have established a forum to review the concerns raised regarding the intensification of poultry farming to serve the new factory in Eye. • Councillors noted the Police objection to the Draft Joint Local Plan and request costs for policing due to development are included. This will be commented on at the next consultation stage of the plan. 	
<p>19.12.9</p>	<p>Budget 2020/21 A draft budget prepared by the Finance Committee was reviewed.</p> <p>The following motions were supported.</p> <p><u>Motion 1:</u> As requested by the Parish Council the Personnel Committee undertook a benchmarking exercise on the Clerk’s salary. The outcome of the exercise was then reported to the Finance Committee. The Finance Committee have included the recommendations proposed for the Clerk’s salary and allowances in the draft budget for 2020/21.</p> <p>Councillors approved the recommendations from the Personnel & Finance Committees, as follows:</p> <ol style="list-style-type: none"> 1. The Parish Council adopt a salary range for the Clerk/RFO as per the recommendations of the Personnel Committee following the benchmarking exercise. 2. The Clerk’s salary increases to the first point on that scale from 1.4.20. 3. The Office allowance increases from 1.4.20 to £180 pa (payable £15 per month). 4. The IT Support allowance increases from 1.4.20 to £360 pa (payable £30 per month). <p>The budgeted figures also include an increase in the minimum wage to £9 per hour.</p> <p><u>Motion 2:</u> The Finance Committee reviewed and evaluated all the tenders received for the grass and hedge cutting for the coming 3 years.</p> <p>The Finance Committee propose that the grass & hedge cutting contract for the next 3 years, including the Health Centre, is awarded to Matthew Hammond. (as per figures included in the draft budget).</p> <p>It was confirmed that the footpath fee includes 4 cuts per year, SCC</p>	

	<p>subsidise 2 cuts but their grant does not cover the cost. The Clerk has written to them asking if the grant can be increased. Cllr McGregor will follow this up.</p> <p>Cllrs approved the appointment of Hammond Garden Services.</p> <p><u>Motion 3:</u> The Finance Committee noted that the 3 year agreement with the Cricket Club for cutting the grass on the inside of the fitness track at the playing field comes to an end in February 2020. It is proposed that the Parish Council approve the sum of £600 pa fixed for 3 years payable to the Cricket Club annually on receipt of an invoice. (as per sum included in draft budget). Cllrs approved the increase.</p> <p><u>Motion 4:</u> The Finance Committee propose that once the Parish Council has reviewed whether to approve the proposed projects; any expenditure required is added to the draft budget.</p> <ul style="list-style-type: none"> • <i>The proposal for inclusion of costs for floral displays was withdrawn.</i> • <i>The proposal for inclusion of costs for the parish plan was withdrawn.</i> • Cllrs agreed to include £500 for fitness track and £250 for permissive path to establish reserved funds. <p>Cllrs approved revised budget for 2020/21 including an increase in street cleaning and the addition of clock winding from the draft budget proposed by the Finance Committee.</p>	
<p>19.12.10 (1) (2) (3) (4) (5)</p>	<p>Reports from Committees, working parties and representatives:</p> <p>Finance Committee Cllrs reviewed a Project Proposal Form approved adoption. This will enable projects proposed by Cllrs to be reviewed at an earlier stage.</p> <p>Planning Committee A pre-application meeting is taking place on 10th December 2019.</p> <p>Maintenance Working Party DD will submit a revised costing for the repair of the goalmouths at Westhall. DD will suggest a date to the Clerk for a tidy up of the cemetery to enable the date to be advertised in the Stradbroke Monthly.</p> <p>Community Centre Report There were no updates to note</p> <p>Footpath Warden DM is progressively submitting to SCC information on posts that need replacing.</p>	<p>DD DD</p>
<p>19.12.11 (1)</p>	<p>Finance Councillors noted Account Balances at 30th November 2019: Current Account - £10,331.24 Deposit Account - £47,190.32</p>	

<p>(2)</p> <p>(3)</p>	<p>Councillors approved cheques for signature or BACS payment for online authorisation as per the schedule appended to the minutes.</p> <p>Councillors noted the receipts received in the month and the estimated reserved fund balances taking into account committed funds as per the schedule appended to the minutes.</p>	
<p>19.12.12</p>	<p>Policies for Review and Approval Financial Regulations 2019 Councillors approved the policy <i>Revisions made:</i> <i>To 11.1 a.ii Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general work.</i> <i>Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b</i> <i>Minor change to heading Regulation 12</i></p>	
<p>19.12.13</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p>	<p>Clerk’s Report</p> <p>Health Centre</p> <p>a) Following a large amount of rain, the drains at the site were overwhelmed. Contractors visited the site and the drains were cleared as a precaution and surface water removed. The level of the ditch was high and prevented the car park from clearing. The drainage pipe from the ditch will need to be inspected once the water has dispersed.</p> <p>b) A quote is awaited for the work on the water heaters.</p> <p>c) The schedule of works will be updated and presented to the Finance Committee following information received from Practice Manager.</p> <p>d) A brief for an energy survey will be circulated to companies for quotes for the work. If possible an application will be made to Cllr Flatman’s locality fund to help with the cost.</p> <p>Community Shed</p> <p>a) An email has been sent to users to remind them to turn off the water at the end of each session.</p> <p>b) An agreement for users is being prepared.</p> <p>c) The issue with the business rates has been resolved and a 100% small business discount applied.</p> <p>Training</p> <p>TW and KI attended planning training at Fressingfield.</p> <p>General</p> <p>a) A letter has been sent to Laurence Homes concerning the parking on the grass at Farriers Close; a response has been received that indicates the land is owned by MSDC. MSDC will be written to.</p> <p>b) An email was sent to MSDC concerning a car blocking the pavement at Wilby Road.</p> <p>c) A report of the loose manhole cover on New Street was made to Highways Dept at SCC.</p> <p>d) Cllrs noted correspondence relating to the trees at the tennis court. A quote will be obtained for the work. A review of how the work should</p>	

(5)	<p>be financed will take place.</p> <p>Information</p> <p>There were no matters for information.</p>	
19.12.14	<p>Highways</p> <p>a) SCC Highways officer will investigate how a 20mph could be established in Stradbroke. All information received concerning highways improvements will be included in the parish meeting to be held in February.</p> <p>b) Cllrs were asked to review the report on Chickering Road and let Cllr McGregor have any comments. It was noted at the meeting that the hedge is too high at the exit of the Depperhaugh Care Home, this blocks the view of oncoming traffic.</p>	
19.12.15	<p>Parish Plan</p> <p>a) Cllrs approved the Terms of Reference for the working party.</p> <p>b) Cllrs received an update on the progress to date. The Annual Parish Meeting will be used to kickstart the project and seek village engagement.</p> <p>c) A project proposal form was reviewed.</p> <p>d) Highways issues will be a separate piece of work.</p>	
19.12.16	<p>Floral Displays</p> <p>The proposal was withdrawn.</p> <p>Alternative funding sources will be investigated including sponsorship.</p>	
19.12.17	<p>Risk Assessments</p> <p>Councillors to note any issues raised concerning:</p> <p>a) Community Centre play park – mole hills were noted</p> <p>b) Westhall play park – The multi-unit climbing frame has been put out of use pending repair. Councillors approved a quote for £767 for the repairs.</p> <p>c) Fitness Track – looking tired</p> <p>d) Permissive Path – looking tired</p> <p>e) Cemetery – nothing to note</p>	
19.12.18	<p>Correspondence:</p> <p>(1) The tabled correspondence was noted under Clerk’s report – tennis court trees.</p> <p>(2) Correspondence previously emailed and noted:</p> <p>a) Copy of letter sent to Arthur Charvonja (MSDC) concerning Jt Local Plan and Poultry Units.</p> <p>b) Speed and volume data for Laxfield Road.</p> <p>c) Information regarding SALC conference.</p> <p>d) Draft constitution from SALC.</p>	
19.12.19	<p>Date of the next meeting: 13th January 2020</p> <p>Cllrs noted that matters for inclusion on the agenda for the next meeting should be submitted by Councillors to the Clerk by 3rd January 2020.</p>	

Record of voting:

Item	Proposer	Seconder	For	Against	Abstain	Casting
19.12.5 - Minutes	PC	TW	13	0	0	
19.12.8 – DC/19/05223	CE	SG	13	0	0	
19.12.9 – Motion 1	JF	TW	13	0	0	
19.12.9 – Motion 2	PS	PC	13	0	0	
19.12.9 – Motion 3	PC	CE	13	0	0	
19.12.9 – Budget inc Motion 4	CE	PC	13	0	0	
19.12.10 (1) – Project Proposal form	PC	MJ	13	0	0	
19.12.11 (2) Payments	TW	CE	13	0	0	
19.12.12 – Financial Regulations	TW	PC	13	0	0	
19.12.15 – Parish Plan TOR	JH	DD	13	0	0	
19.12.17 – Quote repair Westhall	TW	CE	13	0	0	

Meeting closed at: 9.21pm

Signed: _____
Chairman

13th January 2020