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

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

**Monday, 13th November 2017**

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

In Attendance: Odile Wladon (Clerk), Cllr Julie Flatman, Cllr Guy McGregor, 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. Councillors consented to the absence. The councillors were advised that Lynsey Smith would be arriving late (LS arrived at 8.30pm.) |  |
| **17.3** | JimB declared an interest in item 17.7.1 – 1837/17  MH – declared an interest in item 17.19 |  |
| **17.4** | No dispensations were requested. |  |
| **17.5**  17.5.1  17.5.2 | **Minutes**  Minutes of the meetings held on 9th October and 6th November were approved by majority vote with 1 abstention.  Matters arising: tree planting policy still being investigated. Other matters are now included in agenda items. |  |
| **17.6** | **Public forum**  2 members of the public addressed the council regarding planning application DC/17/05565. A copy of the issues raised is appended to the minutes.  In addition, a comment was made that this development would be a cul de sac off a cul de sac, Meadow Way, and that there is already another cul de sac with permission granted with access from Meadow Way. |  |
| **17.7**  17.7.1  17.7.2  17.7.3 | **Planning:**  **Applications for consideration:**  **DC/17/05565 -** Erection of 6 No. dwellings, garages and new vehicular access roads. Land To The North Of Jubilee House, Meadow Way, Stradbroke, Suffolk IP21 5JW  Councillors deferred discussions on this application as Affordable Housing obligations appear to be unmet. An urgent email will be sent to MSDC asking for the application to be withdrawn until this matter is resolved.  **1837/17 –** Erection of agriculture store building. Barley Brigg Farm, Laxfield Road IP21 5NQ – awaiting report from Cllr McGregor - Suffolk County Council.  **Results of planning applications considered by MSDC since the PC last met:**  1550/17 – Holly Tree Farm, Barley Green IP21 5LY. Granted 3/11/17  DC/17/04056 – Cherry Tree Cottage, 2 New Street IP21 5JG. Refused 24/10/17  DC/17/04382 – New Street Farmhouse, New Street IP21 5JG. No objection 12/10/17  DC/17/04628 – Bluebell Cottage, New Street IP21 5JG. No objection 12/10/17  **Other Planning Matters**  Confirmation was received that a land owner notice issued to the Parish Council had been issued in error. |  |
| **17.8** | Cllrs Flatman and McGregor submitted reports which are appended to the minutes.  Matters arising from the reports:   * At the meeting Cllr Flatman encouraged attendance at the next funding fair training as she had found it very interesting. * Cllr McGregor reported that anaerobic digester was being monitored carefully and they were working with MSDC on the recent application. * The Clerk informed Cllr McGregor of the recent discussions around the upgrading of the fence at the Fire Station and he confirmed he would look into it. |  |
| **17.9** | The Equality Policy was reviewed and approved by unanimous vote. |  |
| **17.10** | **Review of Committee Structure:**  Jim Baker was elected to the Finance Working Party  Jo Baber and Toni Wisbey were elected to the Personnel Committee  A revised table is attached to the minutes. |  |
| **17.11**  17.11.1 | **Finance**  A report was presented to Councillors showing the bank balances to date and cheques for approval.  Councillors voted unanimously to approve the report in item 17.11.1  A copy of the report is appended to the minutes. |  |
| **17.12**  17.12.1  17.12.2  17.12.3  17.12.4 | **Matters of report**  **Stradbroke Monthly**: a cheque for £650 (2 x editions) was signed. The Clerk confirmed that the new bank account for the Governance Board is progressing.  **Community Centre**: nothing to report this month.  **Fitness Track:** The Clerk has received a call from Alan Flatman. He could not see where the edging wood needed replacing and is therefore unable to quote. To be able to quote, the boards that are considered damaged need to be marked with paint. To replace the surface topping would be expensive as the original covering was only available from Scotland. Councillors questioned whether removal of the wood completely would be a better way forward. No decision was reached. LS later confirmed she would be meeting Alan Flatman to highlight the wooden sections that are damaged.  **Footpath Warden**: the Clerk has met with someone who is considering taking on the role. They will look at what is involved and let the Clerk know shortly. |  |
| **17.13** | **Neighbourhood Plan**  Training for the next stage of the plan is taking place on 21st November and Councillors were informed they could attend if they thought it would help them understand the process.  A further update on time frame for the Plan will be given after the next working party meeting. |  |
| **17.14**  17.14.1  17.14.2  17.14.3  17.14.4  17.14.5 | **Risk Assessment – to receive report from Councillors on:**  Community Centre Play Park: EW reported that all fine at the moment, swing brackets have been replaced.  Fitness Track: VL raised concerns about the amount of rubbish in the area and the Clerk will follow this up. GC suggested a working party to clear the debris and the Clerk will enquire if the Leisure Centre is getting a skip in the near future and whether the rubbish could be placed in it.  Westhall Play Park: EW reported that rubbish is an issue. EW will look at moving the litter bin to a more visible location near the picnic benches.  Cemetery: JoB reported all was fine.  Permissive Path – JoB reported that trees have been cut and all is fine. | **Clerk**  **Clerk** |
| **17.15** | **Drs Surgery**  No report was received from the Trust concerning the surgery building or grounds. |  |
| **17.16**  17.16.1  17.16.2 | **Training for Councillors**  To receive an update on the training attended:  12th October 2017 – update to Data Protection Legislation – it is unlikely that the Clerk to the Council will be able to fulfil the role of Data Protection Officer. Any other person undertaking the role must be fully qualified. At present the cost to the council of buying in this service could be £100/£200 per month. SALC are reviewing the situation and seeking clarification on whether funding may be available to help. SALC are also investigating whether they will be in a position to offer this service to Parish Councils. The Parish Council may also need to budget for a Data Audit as well as the ongoing services of a Data Protection Officer.  SALC have indicated that further guidance will be issued shortly.  To note training is available for the next stage of the Neighbourhood Plan – 21st November 5.45pm for 6pm start – Court House. |  |
| **17.17** | **Cemetery/Chruchyard** – there was nothing to report this month. |  |
| **17.18** | **Community PCSO**  - this item will be deferred until January 2018 |  |
| **17.19** | **Community Shed**  Following a request from Trustees of both the Stradbroke Chartibable Trust and the Stradbroke Trust the Licence Agreement for the Community Shed has been rewritten. Councillors reviewed the agreement and approved it for signature by the Chairman and Vice Chairman. It would be sent on to the Stradbroke Trust trustees for signature. |  |
| **17.20** | **Clerk’s Report**   * A meeting is took place 9th November with the Police to discuss recent incidents in Stradbroke. During an earlier meeting the Police asked that calls reporting crimes should be made directly to them. If the situation is urgent dial 999, if not use the 101 service. Please do not wait ask for the Clerk to pass on the information.   The police have given advice to both the Leisure Centre and Community Centre on how to improve their sites to make them more secure, suggestions included anti climb paint, moving bins, higher gates, dusk till dawn lighting and lowering or replacing the hedge on the Wilby Road. The Parish Council can add youth activities to their community actions in the Neighbourhood Plan. I have investigated the possibility of setting up a Youth Council and have received offers of help to start the process.  Police patrols have increased and will continue for the time being. The Fire Service have offered very proactive help with the situation and are asking their maintenance team to upgrade the fence between the fire station and the play park.  The Clerk raised the matter with Cllr McGregor and asked if he could investigate this as a matter of urgency.  On a separate matter, there have been numerous thefts from vehicles in the area and the Police believe these incidents to be linked and are investigating them as such.   * The defibrillator is in the cabinet and the Clerk is awaiting confirmation that the code has been added to the 999 system. EW has set up an account for reporting checks on the equipment. The “Telephone” signs have been replaced with “Defibrillator”. * The solicitor has sent an assignment agreement to the solicitor representing the Trusts. * The Clerk intends to take some leave during December. * I have been contacted regarding the Emergency Plan for Stradbroke. The plan is out of date and needs to be reviewed. This will be added as an agenda item for the December meeting. * AgeUK and Suffolk County Council have contacted the Clerk to investigate whether Stradbroke could pilot a study with a view to becoming a Dementia Hub. Coincidentally an Alzheimer’s Dementia Friends info session has been organised in the Library on 17th November (10.30). I have alerted AgeUK who will try and attend to see how they could help with more activities. * The Clerk and CB attended the Suffolk Association of Local Councils (SALC) AGM and the following were noted:   + The CEO, Shona Bendix, is leaving after 12 years with the association. Thanks were expressed to her for her work in turning the association into one of the best in England.   + A new external audit regime will come into effect from April 2018.   + The following motions were supported to:     - Amend the SALC constitution     - Lobby the Government to support policing in rural communities.     - Seek clarification on the impact of new Data Protection legislation on Parish Councils.     - A request that the National Association (NALC) lobby the government to strengthen the policy guidance around Neighbourhood Plans.     - A review of the implementation of some areas of the 1894 Local Government Act.     - All Suffolk local planning authorities should re-assess their 5-year housing land supply at the earliest opportunity and advise the Government accordingly.   + And finally…… congratulations: Stradbroke received 2 awards     - Joint Winners of the Most Active Community – Large Village category (there are three categories for this award, small village, large village and town)     - Special Commendation – Website of the Year - large council category (there are two categories for this award, small councils and large councils) |  |
| **17.21**  17.21.1  17.21.2 | **Correspondence not discussed under an agenda item:**  Emails already circulated –   1. SALC response to Precept referendum consultation 2. SALC response to Councillor disqualification consultation 3. LAIS 1403 – Data Protection Bill 4. LAIS 1404 – Right Homes Consultation 5. SALC weekly information bulletin: Payment of fees to ICO, AONB October Update, Older Person’s Information Fair and Press Release.   Tabled correspondence – there was none. |  |
| **17.22** | **Matters for inclusion in the agenda of next meeting:**  Emergency Plan update  Notice boards for updated footpath map need renewing – funds from Maintenance Reserve? |  |

**There being no further business the meeting closed at 21.04hrs.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11th December 2017**

**Chairman**

**Comments from Public Forum re Application for planning permission – DC /17/05565**

**Proposal:** Application for Planning Permission – Erection of 6 No. dwellings, garages and new vehicular access roads

**Location :** Land To The North Of Jubilee House, Meadow Way, Stradbroke, Suffolk, IP21 5JW

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| **x** | Piecemeal development in **ADVANCE OF AN AGREED NEIGHBOURHOOD PLAN** – plans for development of only half the field with road plan clearly for more properties, possibly 12-14 properties in total. Also, potential for linkage to N Stone land facilitating access to a further possibly development site **ALL FUNNELLED THROUGH MEADOW WAY. THE PLAN IS MIS-LEADING AND INCOMPLETE. ALL DEVELOPMENT OUTSIDE CURRENT SETTLEMENT BOUNDARY.** |
| **x** | Traffic generation – in conjunction with agreed S Lee properties, current new build at Jubilee House and these 6 new properties assuming 2 cars per house doing 1 journey per day a **MINIMUM OF 44 EXTRA JOURNEYS IN MEADOW WAY PER DAY. IF 14 PROPERTIES THEN 76 EXTRA JOURNEYS IN MEADOW WAY PER DAY.** |
| **x** | Highway safety – exit to and from this new development is a **single-track** road **opposite** my house. **A DRIVER SPEEDING AND/OR OUT OF CONTROL WILL END UP CRASHING IN MY GARDEN OR INTO MY HOUSE. WHAT IF I OR MY CHILD ARE IN THE GARDEN OR IN A ROOM AT THE FRONT OF THE HOUSE?** |
| **x** | Pollution – exit to and from this new development is a **single-track** road **opposite** my house. **AT BUSY TIMES, eg SCHOOL RUN, OF THE DAY COULD BE STANDING TRAFFIC IN MEADOW WAY WITH A SIGNIFICANT INCREASE IN POLLUTION.** |
| **x** | Traffic generation – turning a quiet cul-de-sac into a dangerous and busy thoroughfare. **EXISTING COVENANTS IN THE DEEDS OF PROPERTIES ON MEADOW WAY RESTRICTS THINGS LIKE HEIGHTS OF SHEDS AND COLOUR OF HOUSES! A SMALL HOUSING ESTATE WITH A SIGNIFICANT VOLUME OF TRAFFIC IS CONTRARY TO THESE COVENANTS.** |
| **x** | Loss of outlook – from the first and second floors of my house I currently overlook a field. **WITH THIS DEVELOPMENT I AND MY NEIGHBOURS WILL BE OVERLOOKING A SMALL HOUSING ESTATE.** |

**Cllr Flatman Report:**

On the 19th October,I attended the Stradbroke neighbourhood plan presentation in the Court House and I must say the work on show was not only comprehensive but very informative. Everyone involved deserves a huge thank you, this is a voluntary project with hours of work undertaken. Stradbroke has embraced the need for growth which in turn brings CIL contributions to be used on your chosen infrastructure needs, enabling sustainability and resilience, thus resulting in a strong and healthy community.

Locality awards

I have now submitted a locality bid for a new village map showing local features and detail of the footpath network.

Events attended

I attended Henley Community Centre Funding and volunteering Fair on 25/10/17

This was a very informative day and I thoroughly recommend a member of the Parish council attends if they run again especially when you undertake another large project. Lots of advice and contacts.

I attended the Lullaby concert on Friday 27th of October at Stowmarket

**City of London Sinfonia, one of the country’s leading professional chamber orchestras, will be performing two Lullaby Concerts at United Reformed Church, Stowmarket on Friday 27 October 2017.**

Specially designed for children aged 2 – 7 and their parents and carers, the concert featured an exciting blend of audience participation, fun and fabulous orchestral music, all woven together by charismatic presenter Claire Henry. In this year’s brand-new show, entitled *Mission to Launch*, the orchestra and Claire were on a mission to power up a rocket to take music into space with the help of the young audience members. After the concert the children could try out a range of orchestral instruments too.

This was excellent and well worth putting in your diaries for next year for younger members of your families.

**Cllr McGregor report:**

Firstly, my congratulations to the Parish for sharing top spot in the recent prize for the most active large village.

As you know the continued reduction in Central Government funding forces all councils to look at their expenditure. SCC is not immune from these pressures. In the current year, at the moment, there is a predicted over spend in Children’s Services. This is mainly in the area of “looked after children”. Some of the costs for providing for Children with very significant needs can run to £100,000 per child. SCC is committed to maintain the improvement in Children’s Services (as evidenced by the latest Ofsted report) and the Cabinet Member (Cllr Gordon Jones) is forthright in the support for Children’s Services.

Highways: As you know highway maintenance is now based at Halesworth. I have now got movement in putting the signage on the Wilby Road. I also made strong representation about the restoration of “Cats Eyes” on our local B Class Roads and my representations have proved to be reasonably successful.

Representations have been made about improving the safety of the Depperhaugh access. On the A140 work is underway to provide two new roundabouts to improve access to Diss.

Funding for our local schools is now a Central Government responsibility. We are all aware of the disparity in funding for Suffolk in many areas. I have drawn attention to this underfunding to out MP Dr Dan Poulter. It is pretty certain that there will be an increase in Council Tax next year. It is the intention to raise SCC’s demand by about 2%.

Finally, I am concerned about the increased availability of illegal drugs in the Division. As a consequence, along with Cllr Michael Burke, I am having a formal meeting with the Policy & Crime Commissioner this week.

**STRADBROKE PARISH COUNCIL**

**NOVEMBER 2017**

**COMMITTEES/WORKING PARTIES**

**The Chairman or Vice Chairman to serve on all committees as available**

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| **OFFICE** | **2017/18 at May 2017** | **Revised 2017/18** |
| **Chairman** | Carrie Barnes | Carrie Barnes |
| **Vice Chairman** | Ellie Wharton | Ellie Wharton |
| **Finance Working Party** | Nick Stones  ~~Don Darling~~  Lynsey Smith  George Chaplin | Nick Stones  Lynsey Smith  George Chaplin  Jim Baker |
| **Personnel Committee** | new | Jo Baber  Toni Wisbey |
| **Planning &**  **Affordable Housing** | All council members as available | All council members as available |
| **Burial, Churchyard & Footpath** | Ellie Wharton  Maureen John  Jim Baker | Ellie Wharton  Maureen John  Jim Baker |
| **SALC rep** | Chairman/Clerk  would attend when possible/required | Chairman/Clerk  would attend when possible/required |
| **Risk Assessments:**  **Com Ctr Play Park**  **Fitness Track**  **Westhall Play Park**  **Cemetery**  **Permissive Path** | Ellie Wharton  Velda Lummis  ~~Carrie Barnes~~  Jo Baber  Jo Baber | Ellie Wharton  Velda Lummis  Ellie Wharton  Jo Baber  Jo Baber |
| **Community Centre Trustee** | Velda Lummis | Velda Lummis |
| **Informal Accounts check** | Carrie Barnes  Jo Baber | Carrie Barnes  Jo Baber |
| **Neighbourhood Plan Committee/Working Party** | ~~Oliver Last~~  ~~Don Darling~~  Chris Edwards  Non-Council members:  ~~Gillian Rennie-Dunkerley~~  ~~Roger Turkington~~  ~~Stuart Crane~~  ~~Keith Lead~~ | Chris Edwards  Hannah Luton  Michael Hugman  Toni Wisbey  Non-Council members:  Ann Readman  James Hargrave  Ian Steward  Karen Lynch  Katie Eagle  Ginny Painter |

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| **Stradbroke Monthly Governance Board** | Ellie Wharton  Maureen John | Appointments agreed by Governance Board – remain in place until resignation. |