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COUNCILLORS ARE SUMMONED and THE PUBLIC ARE INVITED TO ATTEND the ANNUAL MEETING of the PARISH COUNCIL which is to be held in **THE COURT HOUSE, QUEEN STREET, STRADBROKE** on **MONDAY, 12th MAY 2025, COMMENCING AT 7.30pm**

Dated this 7th day of May 2025

O Wladon Clerk to the Council

THIS MEETING MAY BE BROADCAST LIVE AND RECORDED.

MEMBERS OF THE PUBLIC AND PRESS WHO WISH TO SPEAK IN THE PUBLIC FORUM ARE VERY WELCOME TO ATTEND.

RECORDINGS MAY BE MADE AVAILABLE FOR REPEATED VIEWING/LISTENING.

ANYONE SPEAKING AT THE MEETING WILL HAVE DEEMED TO HAVE GIVEN CONSENT TO BEING RECORDED.

Documents to support agenda items can be viewed at: <https://www.stradbrokepc.org/documents>

All documentation on current planning applications can be viewed at: [MSDC planning portal](#)

AGENDA

Item Ref	Description
25.05.01	Election of Chair: Councillors to elect a Chair for the Parish Council for year to May 2026.
25.05.02	Chairman's welcome
25.05.03	Apologies for Absence (a) Councillors to receive any apologies for absence. (b) Councillors to vote on acceptance of any apologies received.
25.05.04	Declarations of Interests Councillors to declare interests in subsequent agenda items as follows: (a) Pecuniary Interests (b) Other registerable interests (c) Non-registerable interests
25.05.05	Dispensations: To receive any requests for dispensations.
25.05.06	Councillor vacancies: To review any applications for co-option.
25.05.07	Parish Council appointments for year 2025/26: (a) Councillors to vote on the appointment of a Vice Chair of the Parish Council – currently J. Hargrave (b) Councillors to note there are no changes proposed to the following documents: i. Finance & Premises Committee – Terms of Reference ii. Planning Committee – Terms of Reference iii. Personnel Committee – Terms of Reference (c) Councillors to approve appointments to the following, noting that Chair is ex-officio member of all Committees: i. Finance & Premises Committee – currently A. Bush (c), L. Champion, J. Hargrave, Maureen John ii. Planning Committee – currently K. Lynch (c), M. Allen, T. Wisbey iii. Personnel Committee – currently T. Wisbey (c), J. Hargrave, I. Mucklow iv. SALC Representative – currently T. Wisbey

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	<p>v. Risk Assessments:</p> <ul style="list-style-type: none"> • Community Centre Play Park • Fitness Track • Westhall Play Park • Cemetery • Permissive Path <p>(d) Councillors to note the membership of the following working groups:</p> <ol style="list-style-type: none"> Youth Voice: currently R. Ayling (Primary School), K. Lynch (High School) Broadband (task & finish group) – recommend removal as a different project is underway Policy Review (task & finish group) – recommend removal as works finalised <p>(e) Councillors with lead responsibility:</p> <ol style="list-style-type: none"> Climate Change – currently T. Wisbey <p>(f) Councillors to note that the Clerk is the Responsible Financial Officer for the Parish Council.</p>
25.05.08	<p>Minutes</p> <p>Councillors to review and approve the minutes as a true record of the business conducted at the meeting held on 14th April 2025.</p>
25.05.09	<p>County & District Councillors: Councillors to raise any questions on submitted reports.</p>
25.05.10	<p>Public forum</p> <p>Councillors to receive questions or comments from the public on agenda items.</p>
25.05.11	<p>Action taken by the Clerk: To receive information on any urgent action taken.</p>
25.05.12	<p>Finance</p> <p>(a) <u>Monthly accounts</u></p> <ol style="list-style-type: none"> To note account balances at 30th April 2025. 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 To note the receipts received during April 2025 <p>(b) <u>PC Action Plan</u>: To note that the plan has been updated to reflect the revised budget, and updates to May 2025 have been included.</p> <p>(c) <u>PIIP</u>: To review the updated document and agree when the projects should be reprioritised.</p>
25.05.13	<p>Planning</p> <p>(a) To receive a brief update by the agent of the proposed development at Barley Brigg Farm.</p> <p>(b) To review and approve a response to the following planning consultations:</p> <p>DC/25/02065 – Change of use of agricultural building to fertiliser production unit. Barley Brigg Farm, Laxfield Road.</p> <p>DC/25/01933 – Erection of a single storey flat roof rear extension. 42 Westhall</p> <p>(c) To note any applications responded to under delegated authority:</p> <p>DC/25/01709 – Erection of new cart lodge and ancillary annexe. Hill House Farm, Diss Road. Comments submitted</p> <p>(d) To note the outcome of the following planning applications determined by MSDC:</p> <p>DC/24/03044 – Marsh Farm, Mill Lane. Condition 9 (dust control) GRANTED</p> <p>(e) Any other planning matters</p>
25.05.14	<p>Updates from Council Committees/Working Groups</p> <p>(a) To receive an update of the Post office/Library situation.</p>

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	<p>(b) Committees: there have been no committee meetings since the last full Council meeting.</p> <p>(c) Working Groups/Councillors with specific responsibilities:</p> <ul style="list-style-type: none"> • Youth Voice • Climate change • SALC • Bus Transport 												
25.05.15	<p>Updates on Council Projects</p> <p>(a) Pedestrian/Highways Safety Project</p> <p>(b) Playing field electrical kiosk</p> <p>(c) Tennis Courts</p>												
25.05.16	<p>Policies and Council protocols for review and approval:</p> <p>(a) Standing Orders – no changes</p> <p>(b) Financial Regulations – changes to 5.4, 5.7 & 5.11</p> <p>(c) Complaints – no changes</p> <p>(d) Vexatious Complaints – no changes</p> <p>(e) Data Protection:</p> <ul style="list-style-type: none"> • Data Protection – no changes • Document & Data Retention – no changes • Lawful Basis for Processing Data – no changes • Subject Access Request – no changes • Privacy Statement – no changes • Private Notice – no changes • Accessibility Statement – updated to show annual review has taken place <p>(f) Freedom of Information publication scheme – change Policy removed, model publication scheme published with table of information available from the Parish Council.</p>												
25.05.18	<p>Correspondence:</p> <p>(a) Tabled: Councillors to note and agree actions for correspondence tabled at the meeting.</p> <p>(b) Emails: Councillors to note correspondence previously circulated - SALC bulletins</p>												
25.05.20	<p>Dates of the ordinary meetings for the Council year: 2nd Monday of the month (except September 2025)</p> <table border="1"> <tbody> <tr> <td>9th June 2025</td><td>8th December 2025</td></tr> <tr> <td>14th July 2025</td><td>12th January 2026</td></tr> <tr> <td>11th August 2025</td><td>9th February 2026</td></tr> <tr> <td>1st September 2025</td><td>9th March 2026</td></tr> <tr> <td>13th October 2025</td><td>13th April 2026</td></tr> <tr> <td>10th November 2025</td><td>11th May 2026 (Annual Meeting)</td></tr> </tbody> </table>	9 th June 2025	8 th December 2025	14 th July 2025	12 th January 2026	11 th August 2025	9 th February 2026	1 st September 2025	9 th March 2026	13 th October 2025	13 th April 2026	10 th November 2025	11 th May 2026 (Annual Meeting)
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