

**Minutes of the Ordinary Meeting of
Stradbroke Parish Council
held at the Court House, Stradbroke on
Monday, 14th August 2023, starting @ 7.30pm**

Present: Mandy Allen, Russell Ayling, Helen Ball, Antony Bush, James Hargrave, Maureen John, Karen Lynch, Caroline Stebbing, Toni Wisbey

In attendance: Odile Wladon (Clerk), 8 members of the public

| Item Ref | Description |
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| 23.08.01 | <p>Chairman's welcome</p> <p>The following reminders were given:</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">Members of the public are 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> |
| 23.08.02 | <p>Apologies for Absence</p> <p>(a) Councillors received apologies for absence from Susan Loxton. (b) Councillors voted to accept the apologies received.</p> |
| 23.08.03 | <p>Declarations of Interests</p> <p>Councillors declared interests in subsequent agenda items as follows:</p> <p>(a) Pecuniary Interests - none (b) Other registerable interests - none (c) Non-registerable interests – none</p> |
| 23.08.04 | <p>Dispensations</p> <p>No requests for dispensations were received.</p> |
| 23.08.05 | <p>Councillor vacancies</p> <p>Councillors noted that no election has been called to fill the current vacancies, therefore the vacancies can be filled via co-option.</p> |
| 23.08.06 | <p>Minutes</p> <p>Councillors reviewed and approved the minutes as a true record of the business conducted at the meeting held on 10th July 2023.</p> |
| 23.08.07 | <p>County & District Councillors</p> <p>Apologies were received from District Cllr Linder due to a prior engagement.</p> <p>County Council: Councillors noted that County Cllr Gould is stepping aside from his duties as a County Councillor due to family commitments; Cllr Richard Rout will be supporting Stradbroke in the interim, but sent apologies for this meeting.</p> |
| 23.08.08 | <p>Public forum</p> <p>No comments or questions were received from members of the public.</p> |
| 23.08.09 | <p>Planning</p> <p>(a) Councillors reviewed and approved a response to the following planning consultations: DC/23/03304 – Erection of 1 replacement dwelling (following demolition of existing) including single, and two storey extensions and cart lodge approved under DC/19/02041. Willow Cottage, Pixey Green, IP21 5NH. Comments to be submitted</p> |

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| | <p>DC/23/03072 – Listed building consent: replacement of 1 ground floor rear window. The Chantry, Queens Street, IP21 5HG. Recommendation that any comments from the Heritage Officer are adhered to.</p> <p>DC/23/03484 – Erection of garage and games room outbuilding (following demolition of existing outbuildings) Hill House Farm, Diss Road IP21 5NB. Recommendation that any comments from the Heritage Officer are adhered to.</p> <p>DC/23/03552 – Change of use of land from commercial to residential use. Caravan at Tarquin Barn, Neaves Lane IP21 5JS. Comments to be submitted.</p> <p>DC/23/02920 – re-consultation on revised plans. Land East of Shirley, Wilby Road. Comments to be submitted.</p> <p>(b) Councillors noted the outcome of the following planning applications determined by MSDC:</p> <p>DC/23/02832 – 10 Willow Close. NO OBJECTION to tree works.</p> <p>DC/23/01988 – Fennings Farm. Reservoir – prior approval GIVEN</p> <p>DC/23/02683 – 23 Shelton Hill. Extension – GRANTED</p> <p>DC/23/00445 & DC/23/00444 – Grove Farm House, Queens Street. Conversion of outbuilding - REFUSED</p> |
| 23.08.10 | <p>Finance:</p> <p>(A) Monthly accounts</p> <p>(i) Councillors noted account balances at 31st July 2023. Current £23,486.24 Deposit £84,404.35 Bank statements were initialled by the Chairman.</p> <p>(ii) Councillors approved the payments to be made in month, as per the schedule appended to the minutes.</p> <p>(iii) Councillors noted the receipts received during July 2023</p> <p>(B) External Audit</p> <p>Councillors noted that the external audit has been completed and the comments from the auditor, PKF Littlejohn, returned as follows: <i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. They also commented that: there were no other matters affecting their opinion which they wished to draw the Parish Council's attention to.</i></p> <p>(C) CIL, PIIP and Parish Plan</p> <p>Councillors reviewed and approved an updated PIIP and Parish Plan to reflect the agreed budget and current projects, and CIL report including updated information on CIL bids and potential expenditure.</p> <p>(D) 1st Qrt Accounts and virements</p> <p>Councillors reviewed the accounts for the 1st quarter and approved the virements to reserves.</p> |
| 23.08.11 | <p>Clerk's report</p> <p>(a) Community Centre:</p> <ul style="list-style-type: none"> • The open meeting 11th July was well attended with a number of people offering help. All were advised to attend the AGM in September. • The Council had been asked to consider proposing someone to join the Trustees as a nominated trustee – Councillors decided to defer a decision until after the upcoming |

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| | <p>AGM to see if a nomination was still required.</p> <p>(b) Highways</p> <ul style="list-style-type: none"> • ETRO Eye: Councillors noted that Suffolk County Council undertook traffic surveys in October 2022 in all areas that could be affected by the lorry ban in Eye. The surveys will be repeated at the same time in October 2023 to compare the vehicle movements from before and after the implementation. The Parish Council’s formal response to SCC’s consultation on the ETRO is being prepared. It is hoped that the data from October 2023 will be available ahead of any consultation deadline and can be compared to the data the Parish Council has received for October 2022 for Queens St. • 20mph zone for Queens St – the business case has been submitted and a letter of support from Cllr Gould is required explaining why there are exceptional circumstances for this to be considered as the area falls outside the guidelines for a 20mph as published by Suffolk County Council. MSDC have advised that 123CIL cannot be used, the project cost of £25k will now have to be funded by the Parish Council with any funding that can be obtained from Suffolk County Council. Councillors noted that there is a newly installed 40mph zone in Brome & Oakley and the Clerk was asked to investigate whether this could be an option for Stradbroke. • Junction – incorrect information was given to the Parish Council and white “H” markings cannot be used at the junction of Queens Street and Church Street. The alternative is to revert to installing double yellow lines which would require a separate TRO from the 20mph zone. MSDC have advised that 123CIL cannot be used to fund highways safety the whole cost of this would fall to Neighbourhood CIL, unless Suffolk County Council have any funding available. • Pedestrian safety railings – this has been raised with highways and a response awaited. • SIDs (Speed indicator devices) – Suffolk County Council have updated their guidance on which equipment can be used, previously only 2 specific models were permissible – now the only requirement is that the device shows the actual speed of the vehicle. Solar powered options are also now acceptable. There are currently three approved sites for these in Stradbroke – Westhall, New Street and Laxfield Rd. • There has been no update from MSDC on ways to fund additional parking at New Street Close. <p>The Clerk was asked to investigate:</p> <ol style="list-style-type: none"> 1. the cost of a highways consultant to potentially bring all ideas together. 2. how many exemptions have been granted to companies following the introduction of the ETRO in Eye. <p>(c) Cemetery - A meeting with a pest controller has yet to be arranged. (d) All Saints Green development – no update on the revised s.106 (e) Community Land Trust – no update this month. (f) Tree Survey – quotes for the works identified are being obtained.</p> |
| 23.08.12 | <p>Health Centre</p> <p>(a) The following certificates have been received:</p> <ol style="list-style-type: none"> (i) Building control – certificate of completion (ii) FENSA installation (iii) Energy efficiency certificate for windows |

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| | <p>(iv) Electrical works x 4 The certificate for the extended fire alarm is outstanding – Waveney are being chased.</p> <p>(b) The Legionella Test showed no presence on site.</p> <p>(c) Works to replace the faulty water heater have yet to take place. Currently, scheduled for 15th August.</p> <p>(d) The annual fire safety audit is due to take place on 11th August.</p> <p>(e) A quote for £295 +VAT has been accepted to repair the self-closing mechanism on the main door.</p> <p>(f) A quote for £3980 + VAT from Frank Davey for the works to the front parking has been accepted and a date for the works is awaited.</p> <p>(g) Solar PV panels and battery have been installed. Access to connect the system, which involves turning off the current electricity supply, has been agreed and works should be finalised on 19th August.</p> |
| 23.08.13 | <p>Committees and Working Groups – to receive updates</p> <p>(a) Committees: no meetings this month</p> <p>(b) Working Groups:</p> <p>(i) Broadband – works are underway to install fibre, roadworks at the junction of Queens Street and New Street are as a result of the works underway.</p> <p>(ii) Youth Council – deferred till new academic term (September 2023).</p> <p>(iii) Community Asset – the wording for a submission for the White Hart has been approved by Councillors and will be submitted.</p> <p>(iv) Climate Change – no report this month.</p> |
| 23.08.14 | <p>Policies & Procedures</p> <p>Councillors voted to approve the following policies & procedures, noting the amendments made:</p> <p>(a) Complaints Procedure – updated to reflect SLCC template</p> <p>(b) Vexatious Complaints Policy – updated to reflect SLCC template as a separate policy.</p> <p>(c) GDPR</p> <p>(i) Data Protection Policy – updated to reflect SALC template</p> <p>(ii) Document & Data Retention Policy –email retention removed as now recommended deletion once dealt with.</p> <p>(iii) Lawful basis for processing data, Privacy Notice and Privacy Statement – all updated to reflect UK GDPR (UK added as recommendations remain the same).</p> <p>(iv) Subject Access Request – reviewed, no changes necessary.</p> |
| 23.08.15 | <p>Defibrillator and CPR training</p> <p>(a) No response has been received from Skinners Pet Food re accessible defibrillator and advice from East of England Ambulance Service is awaited.</p> <p>(b) Information on available courses is being looked into. There is £100 of funding from the Medical Practice available to help with the cost.</p> |
| 23.08.16 | <p>Risk Assessments</p> <p>(a) Annual RoSPA inspection received – it was noted that neither park has any medium or high risk.</p> <p>(b) Councillors report any areas of concern with the following:</p> <p>(i) Westhall play park: litter in the area</p> <p>(ii) Community Centre play park: no issues</p> <p>(iii) Fitness Track: no issues.</p> <p>(iv) Permissive Path: repair to bridge into cemetery has been arranged</p> <p>(v) Cemetery: area near bridge is a little overgrown.</p> |

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| 23.08.17 | <p data-bbox="252 159 472 192">Correspondence</p> <p data-bbox="252 199 1433 232">(a) Tabled: Councillors agreed the following actions with regards to the tabled documents</p> <ul data-bbox="323 239 1409 591" style="list-style-type: none"><li data-bbox="323 239 1409 273">• Signs at Playing field: signs regarding dogs at the playing will be an agenda item<li data-bbox="323 280 1409 389">• Coronation event: Clerk to respond clarifying that the Parish Council did not receive any approach from any person or organisation in the village regarding events.<li data-bbox="323 396 1409 465">• Transport consultant: offering services, Clerk to make contact to gather an estimate of costs.<li data-bbox="323 472 1409 506">• Free Trees etc: to be forwarded to Toni Wisbey<li data-bbox="323 512 1409 546">• Pride in Place grant: application to be prepared.<li data-bbox="323 553 1409 586">• Bus Route 482: agenda item <p data-bbox="252 593 1337 627">(b) Emails: Councillors noted correspondence previously circulated - SALC bulletins</p> |

Meeting closed at: 9.07pm

Signed: _____

Date: