

**Minutes of the Annual Meeting of Stradbroke Parish Council
held at the Court House, Stradbroke
Monday, 14th May 2018**

Present: Toni Wisbey, Velda Lummis, David Turner, James Hargrave, Maureen John, Sue Childs, Chris Edwards, Kamal Ivory

In Attendance: Odile Wladon (Clerk), Cllr Guy McGregor and 10 members of the public.

		Action
18.5.1	In the absence of the Chairman, Maureen John chaired the meeting for the first agenda item Election of Chair. James Hargrave was elected Chair of the Parish Council and duly signed the declaration of acceptance of office. James Hargrave chaired the meeting from this point.	
18.5.2	Election of Vice Chair: Maureen John was elected Vice Chair of the Parish Council	
18.5.3	The Chair welcomed all to the meeting and reminded those present that the meeting may be recorded.	
18.5.4 /1 /2	Apologies for Absence: Apologies were received from Ellie Wharton Councillors consented to this absence	
18.5.5	Declarations of Interest: there were none	
18.5.6	Dispensations: None were requested.	
18.5.7 /1 /2 /3	Councillor Vacancies: Councillors noted the resignation of George Chaplin. Councillors noted that no election has been called to fill this vacancy. Councillors noted that there are 4 vacancies which may be filled by co-option.	
18.5.8 /1 /2	Election to Portfolios: Councillors reviewed the structure and number of committees/working parties and elected representatives to them as per the attached schedule. Councillors resolved to remove the need for the Chair and Vice Chair to be ex officio members of all committees and working parties.	
18.5.9 /1 /2	Minutes of previous meetings: Minutes of meeting held 9 th April 2018, including the addendum from 16 th April 2018, were approved as a true record of the business conducted. Draft minutes of the Annual Parish Meeting held on 26 th April 2018 were approved by Councillors. Councillors noted two action points from the meeting: a. Cllr Flatman was asked to pass on a vote of thanks to Paul Bryant and his team at MSDC for their support during the preparation of the Neighbourhood Plan. b. A plaque to commemorate the work undertaken by the original Trustees in securing a Drs Surgery in the village. Councillors noted an email that stated that the current Trustees were already working on this. A recommendation that the Parish Council makes a contribution to this will be added to the agenda for the next meeting.	Agenda
18.5.10	Public Forum. Mr Darling spoke on behalf of the Stradbroke Sports and Community Centre and the gates at the rear of the building. He stated that of the two options the trustees have proposed to the Parish Council the Trustees would prefer the option to draw up a new lease.	
18.5.11 /1	Planning Applications for consideration: DC/18/01697 – outline planning application (access to be considered), erection of 5 dwellings with garages, parking and turning, and creation of new vehicular access. Land adjacent to Street Farm, Laxfield Road IP21 5HX Councillors resolved that there were inconsistencies in the application that prevented them from carrying out a formal review and requested that the Clerk write to MSDC requesting a re-consultation.	Clerk

/2	Sports and Community Centre as appropriate. Councillors resolved to delegate to the Clerk the responsibility for ensuring that any repairs recommended by the Asset Working Party are carried out. Correspondence had been received from Stradbroke Trust concerning a meeting to resolve outstanding issues. Councillors resolved to refer this correspondence to the Asset Working Party to investigate and discuss with the Stradbroke Trust as appropriate.	Clerk AWP
18.5.17	Parish Plan Councillors resolved to delegate to the Neighbourhood Plan working group the initial preparation of a PIIP to assist with applications for CIL funding.	
18.5.18	Risk Assessments: 1) Community Centre Play park – no report 2) Westhall Play park – gates still need to be fixed, zip wire sticking 3) Fitness Track – all good 4) Cemetery – fine 5) Permissive path - fine	
18.5.19	Drs surgery. There was no report concerning the surgery building and grounds.	
18.5.20	Training The Clerk will investigate whether new councillor training can be delivered in Stradbroke.	Clerk
18.5.21 /1 /2	Letter distributed in Stradbroke Councillors noted that a statement was issued by the Parish Council following a letter distributed in Stradbroke. Councillors noted correspondence received regarding the original letter and the Parish Council’s statement. Councillors resolved not to publish their statement in the Stradbroke Monthly – a copy of the statement is appended to the minutes.	
18.5.22	Clerks report: <ul style="list-style-type: none"> • NALC issued an urgent update to GDPR guidance which stated that Parish Councils will be exempt from the need to appoint a Data Protection Officer. Councillors resolved not to appoint LCPAS as a DPO. • Councillors resolved that the Clerk will update on the current map for the cemetery on Laxfield Road and employ the services of Mr Stammers to assist. • Councillors noted that the phone kiosk is in need of a repaint and asked the Clerk to obtain a quote for the work and noted that the kiosk is Grade II listed. A request was made that the contractor find some work for Trevor Carrison when the repainting is undertaken. • Following comments made in the public forum at the April 2018 meeting, the Clerk contacted the Deputy Monitoring Officer regarding personal email accounts for Parish Councillors, he confirmed that the following is information he would pass on if contacted about this matter: <ul style="list-style-type: none"> ○ The only email accounts that are not private are ones set up by the Council. ○ All private email addresses are protected under Data Protection. ○ There is a decision notice on the ICO website concerning the right of a Parish Council not to publish private email addresses. ○ The contact details that are published for Councillors (phone number and address) together with an email address for the Clerk and a “Contact us” tab on the website satisfy the requirement to publish contact information. ○ Councillors are at liberty, if they wish, to share their email addresses themselves with residents for council correspondence. ○ Any official council business, eg landlord/tenant correspondence should always be addressed via the Clerk, as the Proper Officer of the Parish Council. <p>Councillors noted that Mrs Jane Merrit informed the meeting she had also spoken with the Monitoring Officer, Emily Yule regarding emails.</p>	Clerk

	<ul style="list-style-type: none"> DT investigated a Parish Council email account. The cost of using Office365 for 14 email accounts (13 Councillors plus the Clerk) would be approximately £650 per year, £45.60 per user per year. Councillors agreed to undertake a free trial of this option. Councillors resolved to increase the Clerk's salary in line with the revised pay scale issued in May 2018. 	
18.5.23	<p>Correspondence Councillors noted emails previously circulated and correspondence tabled at the meeting.</p> <p><u>Emails:</u></p> <ul style="list-style-type: none"> MSDC – One Council Update MSDC – CIL expenditure report and appendices An offer to look after the orchids in the Cemetery was received and councillors were pleased to accept the offer made. <p><u>Tabled Letters:</u></p> <ul style="list-style-type: none"> Bus service 121 – for June agenda Concerns regarding the play area at Westhall – Clerk to note in next Pump Dr D Poulter's office would like to hear of any events in the constituency that Dr Poulter may be able to attend. A letter was received from a member of the public following a request for information. The Chair will review the correspondence and see whether any further reply is necessary. 	<p>Agenda Clerk</p> <p>JH</p>
18.5.24	<p>Matters for inclusion in the Agenda of meeting:</p> <ul style="list-style-type: none"> Donation towards plaque at medical centre Bus route 121 <p>Any additional agenda items should be sent to the Clerk by 1st June 2018</p> <p>Next meeting: 11th June 2018 at 7.30pm</p>	

There being no further business the meeting closed at 21.37hrs

Signed: _____
Chairman

11th June 2018

**STRADBROKE PARISH COUNCIL
MAY 2018
COMMITTEES/WORKING PARTIES**

OFFICE	Revised 2017/18	20018/19
Chairman	Ellie Wharton	James Hargrave
Vice Chairman		Maureen John
Finance Committee - Working Party prior to May 2018	Nick Stones Lynsey Smith George Chaplin Jim Baker	Chris Edwards Maureen John James Hargrave Kamal Ivory
Personnel Committee	Jo Baber Toni Wisbey	Toni Wisbey Sue Childs Kamal Ivory
Asset Working Party	Chris Edwards James Hargrave David Turner	Chris Edwards James Hargrave David Turner Toni Wisbey
SALC rep	Chairman/Clerk – when reqd	Chairman/Clerk – when reqd
Risk Assessments: Com Ctr Play Park Fitness Track Westhall Play Park Cemetery Permissive Path	Ellie Wharton Velda Lummis Ellie Wharton Jo Baber Jo Baber	Ellie Wharton Velda Lummis Ellie Wharton Velda Lummis Velda Lummis
Informal Accounts check	Carrie Barnes Jo Baber	Chair of Finance Committee
Neighbourhood Plan Working Party	Chris Edwards Hannah Luton Michael Hugman Toni Wisbey <i>Non-Council members:</i> Ann Readman James Hargrave Ian Steward Karen Lynch Katie Eagle Ginny Painter	Chris Edwards James Hargrave Toni Wisbey <i>Non-council members:</i> Michael Hugman Ann Readman Ian Steward Karen Lynch
Community Centre Trustee	Velda Lummis	Toni Wisbey
Responsible Finance Officer	Clerk – Odile Wladon	Clerk – Odile Wladon

Stradbroke Monthly Governance Board	Ellie Wharton Maureen John	Appointments agreed by Governance Board – remain in place until resignation.
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STATEMENT FROM STRADBROKE PARISH COUNCIL

Recently an anonymous letter was distributed to households in Stradbroke. The usual practice of the Parish Council is not to respond to anonymous correspondence. However, since the authors of the letter are now known, and the Parish Council feel there are a number of misleading statements in the letter, the Parish Council would like to make the following response:

1. There were various reasons for Councillors' resignations and, as much as Data Protection legislation would allow, these were discussed at the Annual Parish meeting held on 26th April.
2. The Parish Council supported the transfer of the lease for the Doctors' Surgery, as it stands, to the new Stradbroke Trust. Solicitors need to be involved as the licence required is a legally binding document to secure the future of the Doctors' Surgery. It is hoped that the Trustees understand that any changes to the licence will increase the legal costs. The Parish Council will always seek to put the interests of Stradbroke first.
3. The Parish Council noted the offer from the Community Centre Committee to manage the Community Store, but sadly the current licence is not legally transferable. Councillors have always acknowledged the contribution of £10,000 towards the play park improvements.
4. The Parish Council had hoped to submit the Neighbourhood Plan to Mid Suffolk at the end of March this year; however Mid Suffolk advised a further detailed assessment was required. This led to a short delay of 3 weeks. The plan has now been submitted to Mid Suffolk for the next consultation stage.
5. The Parish Council have recently decided to introduce a protocol for members of the public speaking during Council meetings so that everyone has the opportunity to have their voices heard, in a non-threatening environment that is free from personal attacks.

All Parish Council decisions are made democratically and recorded in the minutes which are available to view on the Parish Council website. The Clerk's most important duty is to advise the Parish Council on making lawful decisions and policy. All Councillors fully support their Clerk and expect anybody dealing with Parish Council employees to do so in a dignified and respectful manner.

Stradbroke Parish Council

1st May 2018

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