

**COUNCILLORS ARE SUMMONED and THE PUBLIC ARE INVITED TO ATTEND the ORDINARY MEETING of the PARISH COUNCIL** which is to be held in **THE COURT HOUSE, QUEEN STREET, STRADBROKE** on **MONDAY, 14<sup>th</sup> APRIL 2025, COMMENCING AT 7.30pm**

Dated this 9<sup>th</sup> day of April 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
25.04.01	<b>Chairman's welcome</b>
25.04.02	<b>Apologies for Absence</b> (a) Councillors to receive any other apologies for absence. (b) Councillors to <b>vote</b> on acceptance of any apologies received.
25.04.03	<b>Declarations of Interests</b> Councillors to declare interests in subsequent agenda items as follows: (a) Pecuniary Interests (b) Other registerable interests (c) Non-registerable interests
25.04.04	<b>Dispensations:</b> To receive any requests for dispensations.
25.04.05	<b>Councillor vacancies:</b> To note that an enquiry for co-option was received and the relevant form was sent to the resident.
25.04.06	<b>Minutes:</b> Councillors to review and <b>approve</b> the minutes as a true record of the business conducted at the meeting held 10 <sup>th</sup> March 2025
25.04.07	<b>Updates from Councillors/Committees/Clerk</b> (a) Updates from Committees: (i) Personnel Committee <ul style="list-style-type: none"> <li>• The following policies were reviewed and approved:               <ul style="list-style-type: none"> <li>○ Dignity at Work – no changes</li> <li>○ Health &amp; Safety Policy – no changes</li> <li>○ Equality &amp; Diversity- no changes</li> <li>○ Training &amp; Development – new policy</li> </ul> </li> <li>• Councillors noted that a review of the risk assessments for staff has taken place.</li> <li>• Councillors reviewed a request that exit interviews should be offered to Councillors if they resign midterm. <u>Outcome:</u> Councillors felt that exit interviews were appropriate for employees as they lack voice and agency. However, Councillors felt that there is nothing that would prevent the Chair of the Council</li> </ul>

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	<p>offering the same to a Councillor who resigns mid-term, should the Chair wish to.</p> <p>(ii) Finance &amp; Premises Committee (taking place 10/4/25)</p> <ul style="list-style-type: none"> <li>• The Committee will meet with representatives of the Tennis Club to discuss a way forward regarding the tennis courts at Wilby Road. An update will be given at the meeting.</li> <li>• The Committee will review all year-end figures (see agenda item 25.04.11 a)</li> <li>• The following policies will be reviewed: <ul style="list-style-type: none"> <li>○ Bad Debt</li> <li>○ Playing Field</li> </ul> </li> </ul> <p>(b) Task &amp; Finish Groups:</p> <ul style="list-style-type: none"> <li>• Broadband – to receive any update</li> </ul> <p>(c) Councillors with specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Youth Voice – RA/KL</li> <li>• Climate Change – TW</li> <li>• SALC – TW</li> <li>• Bus transport - TW</li> </ul> <p>(d) Training – to receive any updates on training booked or attended.</p> <p>(e) Action taken by the Clerk.</p>
25.04.08	<p><b>District &amp; County Councillors</b> Councillors to raise any questions on any submitted reports.</p>
25.04.09	<p><b>Public forum</b> Councillors to receive questions or comments from the public on <b>agenda items</b>.</p>
25.04.10	<p><b>Planning</b></p> <p>(a) Councillors to review and agree a response to the following planning applications:</p> <p><b>DC/21/04377</b> – re-consultation on full planning application for 42 dwellings and associated garages, change of use and conversion of 2 barns to 2 dwellings, construction of roads, drainage and infrastructure. Grove Farm, Queen Street.</p> <p><b>DC/25/01271</b> – Application to determine if prior approval is required: change of use of buildings as agricultural units and former agricultural buildings to dwelling houses (Class C3). Lime Tree Farm, Laxfield Road</p> <p><b>DC/25/00638</b> – Full Planning Application – change of use from business to form 1 residential dwelling (C3). Passmore Weeks and Richardson, Church Street.</p> <p>(b) Councillors to note the following application responded to under delegated authority:</p> <p><b>DC/25/01014</b> – Hill House Farm, Diss Road. Comments submitted</p> <p>(c) Councillors to note the outcome of planning decisions reached by Mid Suffolk District</p> <p><b>DC/25/01056</b> – Dunrowan, New Street. Tree works GRANTED</p> <p><b>DC/23/01254</b> – Land north of Laxfield Road. 28 dwellings GRANTED</p> <p><b>DC/24/05385</b> – Hubbards. Replacement window. GRANTED</p> <p><b>DC/24/04343</b> – Fennings Farm, Pixey Green. Hazardous Substances. CONSENT GIVEN</p> <p>(d) Other planning matters:</p> <p>(i) To note that a consultation is open on a proposal for change of use of part of an existing agricultural building at Barley Brigg Farm for the production of a climate positive organo-mineral/bio-based fertiliser.</p> <p>(ii) Any other matter received after publication of the agenda.</p>
25.04.11	<p><b>Finance:</b></p> <p>(a) 2024/25 Year End:</p> <p>(i) To review and <b>approve</b> AGAR Section 1 – Annual Governance Statement</p>

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	<ul style="list-style-type: none"> <li>(ii) To review the internal audit report</li> <li>(iii) To review the year end accounts</li> <li>(iv) To review and <b>approve</b> AGAR Section 2 – Accounting Statements</li> <li>(v) To review and <b>approve</b> reserve virements.</li> <li>(vi) To review the asset register as at 31<sup>st</sup> March 2025</li> <li>(vii) To review and <b>approve</b> annual CIL return.</li> <li>(viii) To note the dates for the exercise of public rights: 3/6/25 to 14/7/25</li> <li>(ix) To note that a VAT reclaim for £7,791.40 will be submitted to HMRC.</li> </ul> <p>(b) Monthly accounts:</p> <ul style="list-style-type: none"> <li>(i) To note account balances at 31<sup>st</sup> March 2025.</li> <li>(ii) To <b>approve</b> the recurring annual payments and in month payments as per the schedule prepared by the Clerk.</li> <li>(iii) To note the receipts received during March 2025.</li> </ul> <p>(c) Budget 2025/26: to review and <b>approve</b> a revised Budget.</p> <p>(d) Cemetery Fees: to review a recommendation from the Finance Committee to increase the fees.</p>
25.04.12	<p><b>Updates on Council Projects</b></p> <p>(a) Pedestrian/Highways Safety Project</p> <ul style="list-style-type: none"> <li>• Cost of purchasing a “blue” warning sign and painting SLOW on Laxfield Road: £1,000.</li> <li>• Estimated cost of £5,000 for 3 x STRADBROKE/30mph signs with new posts and 30mph roundels on road at New Street, Laxfield Road and Queen Street.</li> <li>• <b>Action:</b> Councillors to <b>approve</b> the ordering of all signs and road marking, providing formal quote does not exceed £6,000.</li> </ul> <p>(b) Electrical kiosk at playing field, Wilby Road</p> <ul style="list-style-type: none"> <li>• To receive an update</li> </ul> <p>(c) Neighbourhood Plan review</p> <ul style="list-style-type: none"> <li>• MSDC have circulated initial minimum housing targets for all areas which will be reviewed by the Steering Group as part of the review process.</li> <li>• Initial site assessments are being reviewed by the Steering Group and will then be sent to land owners for fact checking.</li> </ul> <p>(d) Chapel – internal works</p> <ul style="list-style-type: none"> <li>• An invitation for quotes has been circulated to local builders.</li> </ul>
25.04.13	<p><b>Policies and Procedures:</b> For <b>approval</b> by Full Council</p> <ul style="list-style-type: none"> <li>• Disciplinary Procedure – reviewed by Personnel Cttee, changes highlighted in yellow</li> <li>• Grievance Procedure – reviewed by Personnel Cttee, changes highlighted in yellow</li> <li>• Reserves Policy – reviewed by Finance Cttee, changes highlighted in yellow.</li> <li>• FOI Policy &amp; Publication Scheme – Policy not required, Model Publication Scheme should be published with details of SPC information available.</li> </ul>
25.04.14	<p><b>Correspondence</b></p> <p>(a) Tabled: Councillors to note and <b>agree</b> actions for correspondence tabled at the meeting.</p> <p>(b) Emails: Councillors to note correspondence previously circulated – SALC</p>
25.04.15	<p><b>Staffing Matters</b></p> <ul style="list-style-type: none"> <li>(i) Councillors to vote on a proposal to review this item in closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the information to be discussed.</li> </ul>

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	(ii) Councillors to review proposals regarding a staffing matter.
<b>25.04.16</b>	<p><b>Next meeting:</b> Monday, 12<sup>th</sup> May 2025</p> <ul style="list-style-type: none"> <li>• Deadline for submission of agenda items &amp; papers to the Clerk – Friday, 2<sup>nd</sup> May</li> <li>• The remaining meeting dates for the calendar year 2025 are: 09/06/25   14/07/25   11/08/25   01/09/25   06/10/25   10/11/25   08/12/25</li> </ul>