



Stradbroke Parish Council

Mill Hill House, Church Lane, Wickham Skeith, Suffolk IP23 8NA
 tel: 07555 066 147 email: stradbrokepc@outlook.com website: www.stradbrokepc.org

**COUNCILLORS ARE SUMMONED and THE PUBLIC ARE INVITED
 TO ATTEND a MEETING of the PARISH COUNCIL** which is to be held
 in the **COURT HOUSE, QUEEN STREET, STRADBROKE**
 on **MONDAY 10TH SEPTEMBER 2018, COMMENCING AT 7.30pm**

Dated this 5th day of September 2018

O Wladon Clerk to the Council

AGENDA

18.9.1	Chairman's welcome
18.9.2	Apologies for Absence
(1)	Councillors to note any apologies for absence
(2)	Councillors to vote on acceptance of absences
18.9.3	Declarations of Interest:
(1)	To receive any Councillors' Declarations of Local Non-Pecuniary Interests
(2)	To receive any Councillors' Disclosable Pecuniary Interests in subsequent agenda items
18.9.4	Dispensations: to decide upon any requests for dispensations <i>(none were received at the time agenda was issued).</i>
18.9.5	Councillor vacancies:
(1)	Councillors to note the resignation of Ellie Wharton
(2)	Councillors to note that no election has been called to fill this vacancy.
(3)	Councillors to note that there are 4 vacancies which may be filled by co-option.
18.9.6	Minutes:
(1)	Councillors to review and approve minutes of the meeting 9 th July 2018 as a true record of the business conducted <i>(draft minutes can be found on the meetings page of the Parish Council website)</i>
(2)	Matters arising not otherwise noted on the agenda <ul style="list-style-type: none"> • Office 365 trial
18.9.7	Public forum: the public will be invited to address the Parish Council. Each member of the public will be allowed a maximum of 2 minutes to speak regarding items on the agenda.
18.9.8	Planning:
(1)	Applications for consideration: DC/18/03643 – Erection of 1no. dwelling. The Oaks, Doctors Lane IP21 5HU DC/18/03868 – Application for listed building consent – removal & replacement of rotted/missing sole plate, remove & replace brickwork plinth to fit soleplate, retain wattle & daub infill panels and supplement with wool insulation, remove sand/cement/mesh rendering, fix herakilth board and apply chalk & hair render, apply lime wash to finish. 3 Wheatsheaf Cottages, Queen Street IP21 5HH
(2)	Results of planning applications considered by MSDC since the PC last met: DC/17/05565 - Land to the north of Jubilee House, Meadow Way, IP21 5JW REFUSED DC/17/05571 - Land @ Grove Farm IP21 5HQ WITHDRAWN DC/18/02621 – Plot 1, Hillcrest, New Street IP21 5JJ GRANTED DC/18/02624 – Plot 2, Hillcrest, New Street IP21 5JJ GRANTED DC/18/02634 - 15 Woodfields, IP21 5JQ NO UPDATE

	<p>DC/18/02821 – Land opposite Magnolia House, Wilby Road IP21 5JP WITHDRAWN</p> <p>DC/18/02905 – The Coach House, Church Street IP21 5HT GRANTED</p>
18.9.9	<p>To invite the County & District Councillors to respond to any questions on reports previously submitted to the Parish Council. <i>(copies of the reports – if received - are attached to the agenda)</i></p>
18.9.10	<p>Polices/Procedures for review: There are none to review at this meeting.</p>
18.9.11	<p>Youth Council: Councillors to discuss a proposal that the Parish Council help to establish a youth council within Stradbroke.</p>
18.9.12	<p>Neighbourhood Plan Councillors to note that Mr Jeremy Edge has had to withdraw from the examination of the plan. MSDC will shortly be appointing a replacement examiner.</p>
18.9.13	<p>Asset Working Group <u>Licence to Assign</u> Councillors to note that a licence to assign has been agreed with the Stradbroke Charitable Trust. The Licence will be signed at the meeting and returned to Ashtons Legal. <u>Rent Review</u> Councillors to note that the rent review process has been commenced to set the rent for the 3 year period commencing 1st April 2019.</p>
18.9.14	<p>Risk Assessment:</p> <p>(1) Vacancy: A Councillor is required to carry out assessments of the play parks at the Community Centre and Westhall.</p> <p>(2) To receive reports from Councillors on: Community Centre Play Park Fitness Track Westhall Play Park Cemetery Permissive Path</p>
18.9.15	<p>Finance</p> <p>(1) Councillors to note the payments made during July 2018 – as per the attached schedule.</p> <p>(2) Councillors to review the renewal figure for the annual insurance – this is the 3rd year, and final year, of a reduced fee agreement</p> <p>(3) Councillors to note Account Balances at 31st August 2018: Current Account - £6,521.21 Deposit Account - £19,309.39</p> <p>(4) A motion is proposed that Councillors approve cheques for signature and note receipts in the month as per the schedule prepared by the Clerk.</p> <p>(5) Councillors to note the report from the external auditor – copy attached. Councillors to note that there were no additional comments made to add to the 2 points raised by the internal auditor: 1. The precept figure should be noted in the minutes as well as the appended report. 2. The Parish Council’s general reserve account was considered low following the purchase of the new play park equipment.</p>
18.9.16	<p>Footpaths To receive any report on footpaths from Councillors.</p>
18.9.17	<p>Parish Map Councillors to approve the final draft of the revised Parish Map.</p>

<p>18.9.18</p>	<p>Mid Suffolk Awards Councillors to review any nominations they wish to make for these awards. A reminder that nominations for the MSDC Community Awards close on 28th September and can be made at: http://www.eadt.co.uk/news/nominate-your-community-heroes-for-the-new-stars-of-babergh-and-mid-suffolk-scheme-1-5544117</p>
<p>18.9.19 (1) (2) (3)</p>	<p>Clerk's Report: Health Centre Councillor to note that no updates were received in the month. Training Councillors to note any training requests made at the meeting. Councillors to receive report on any training undertaken. General</p> <ul style="list-style-type: none"> • Complaints are being received regarding broken glass in the play areas. • The Clerk has investigated the removal of the wooden edging around the fitness track. It is recommended that the gap should be filled with top soil. Councillors need to review the way forward. • No response has been received from the mobile phone operators – a follow up letter will be sent. • A contractor has been appointed to carry out the work to the gates at the Community Centre site. • The work to repaint the phone kiosk has been completed. • A new back board has been installed in the Parish Council noticeboard. • The replacement VAS sign for Westhall is still under discussion at the Highways Department of Suffolk County Council. • Following advice received from the Police on improving security on the Community Centre site. The hedge at the play park on Wilby Road has been reduced in height. A rotten wooden fence was removed from within the hedge at the same time.
<p>18.9.20 (1) (2)</p>	<p>Correspondence – Councillors to note emails previously circulated and review any correspondence tabled at the meeting. <u>Emails:</u></p> <ul style="list-style-type: none"> • MSDC – information concerning Councillor Achievement awards • Suffolk Tree Warden Network – update on planning policy regarding ancient habitats and woodland. • SALC – call for evidence regarding independent review of planning appeals • Local Government Boundary Commission – update on final decision for Mid Suffolk • Suffolk Police – update on changes to policing. <p><u>Tabled correspondence:</u> Email from a resident concerning cycling on Willow Close MSDC – Licensing Team: Gambling Act 2005 (notice of consultation) MSDC – Invitation to Town & Parish liaison meeting 9th October.</p>
<p>18.9.21</p>	<p>Matters for inclusion in the Agenda of the next meeting: 8th October 2018 Councillors to note that matters for inclusion on the agenda for the next meeting need to be submitted to the Clerk by 28th September 2018.</p>

**MEMBERS OF THE PUBLIC AND PRESS ARE VERY WELCOME TO ATTEND.
THIS MEETING MAY BE RECORDED.**

Agenda Item 18.9.9
District Cllr Report

Report for Stradbroke Parish Council by District Councillor - Julie Flatman.

Opening of The Foyer 10th of September

The Foyer, previously owned by Flagship Housing, has been unused for over a year. Mid Suffolk District Council has now purchased the building and carried out repairs to bring the building back into use.

The new scheme will provide housing for 17 vulnerable families and individuals while the Council investigates their housing needs and requirements. The Foyer will provide a mix of single, double and twin rooms and enables the council to place larger families in more than one room.

The scheme will be able to provide accommodation for local people in need who meet certain criteria from September. The location and capacity of the Foyer will allow more families to remain in the area and gives children the option to be in close proximity to their school and help to reduce the effect of what is a difficult time for families.

Women On Wheels (WoW)

The Health and Wellbeing team are working with the event organisers to support 2 WoW events. This year's events take place on 16th September in Sudbury and on 22nd September in Debenham.

Women on wheels is a mass participation ride for women and girls with a strong focus on fun, friends and cycling. Aimed at non-cyclists and existing cyclists, the events are open to all women aged 8-80! Participants can choose to cycle either 5, 20 or 50 miles. Both Cabinet Members have been invited to take part on the day and help promote the event.

Please contact Sue Calver, Communities Officer (Health and Wellbeing) for further information.

Do you know a Business or community spirited group/person who deserves recognition? Please read on:

I was pleased to be part of the communities' team working on this project and attend the launch of Community Heroes Stars in your eyes event on the 1st of June at Oaksmere Hotel. Closing date for nominations 28th of September 2018.

BMSDC BUSINESS AND COMMUNITY AWARDS-CATEGORIES

BUSINESS AWARDS

- 1. Business in the Community Award Business Growth Award**
- 2. Customer Focus Award**
- 3. Encouraging Tourism Award**
- 4. Green Award**
- 5. Team of the Year**

COMMUNITY GROUP AWARDS

- 6. Community Group of the Year**
- 7. Community Spirit Award**
- 8. Best Community Group/Community Achievement**
- 9. Community Project of the Year**
- 10. Outstanding Sporting Achievement of the Year**

COMMUNITY INDIVIDUAL AWARDS (individuals)

- 11. Community Champion of the Year**
- 12. Volunteer of the Year**
- 13. Young Volunteer of the Year**

14. Young Person of the Year
15. Good Friend/Good
16. Dedication Award For long service in voluntary or community work
17. Carer of the Year

To nominate go to: www.eadt.co.uk/news/nominate-your-community-heros-for-new-stars-of-babergh-and-mid-suffolk-scheme-1-5544117.

Agenda Item 18.9.11 Youth Council

Local youth councils are forums that represent the views of young people at a local level.

What is a Youth Council?

Local youth councils are forums that represent the views of young people at a local level. Run by young people for young people, they give young people a voice and enable them to make their views heard in the decision-making process. They give young people the chance to discuss relevant issues, engage with decision makers and contribute to improving the lives of young people within their communities. There are currently over 620 youth councils active across the UK. They work with all levels of local government including Parish and Community Councils as well as Unitary Authorities, Borough and County Councils.

Youth councils identified their role within the local community as follows:

- representing the views of local young people to decision-makers
- campaigning on issues that are important to young people
- sitting on Youth Opportunity Fund panels
- reviewing the Children's Plan
- sitting on scrutiny panels within their local council
- running the Youth Opportunity Fund
- inspecting local services
- and much more....

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Stradbroke Parish Council (SF0359)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

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 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/7/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)