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COUNCILLORS ARE SUMMONED and THE PUBLIC ARE INVITED TO ATTEND a MEETING of the PARISH COUNCIL which is to be held in the **BY VIDEO CONFERENCE** on **MONDAY, 20th APRIL 2020, COMMENCING AT 7.30pm**

Dated this 15th Day of April 2020

O Wladon Clerk to the Council

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

FINAL AGENDA

NOTE: GIVEN THE CURRENT COVID-19 CIRCUMSTANCES – IT WILL BE TAKEN AS READ THAT ALL COUNCILLORS WILL HAVE REVIEWED THE PAPERS ASSOCIATED WITH EACH AGENDA ITEM PRIOR TO THE MEETING (INCLUDING PLANNING DOCUMENTS ON MSDC WEBSITE).

20.04.1	Chairman's welcome A reminder that the meeting will be via video conference and where possible will be streamed live on the Parish Council's facebook page @StradbrokePC
20.04.3	Apologies for Absence (1) Councillors to note any apologies for absence (2) Councillors to vote on acceptance of absences
20.04.4	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
20.04.5	Dispensations: To receive any requests for dispensations
20.04.6	Temporary changes to Standing Orders (1) A motion is proposed by JH to make temporary amendments to the way the Parish Council operates as follows. In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and in particular the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Stradbroke Parish Council resolves that: a) In accordance with regulation 4 (2), the appointment of the Chair continues until the next annual meeting which will be arranged once all councillors can meet in person. b) All Parish Council meetings will be held remotely. Regulation 5(2) of the 2020 Regulations provides that a member in remote attendance attends the meeting at any time if the member is able at that time: i. To hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance, ii. To hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and iii. To be so heard and, where practicable, be seen by any other members of the public attending the meeting.

	<p>c) Standing Orders - it is proposed that the additional items are added as temporary additions to standing order 3:</p> <ul style="list-style-type: none"> y. During a remote meeting voting shall be by roll call of councillor names, who will be asked to state their vote. z. Agendas and papers will only be available via the parish council's website. aa. The public & press may request a telephone code to join meetings or may submit comments to the Clerk to be read on their behalf. <p>d) All Committee meetings where possible will be held remotely as above, or via email correspondence, to report back to the full Council meeting for approval of proposals.</p> <p>Current Standing Orders can be viewed at: https://www.stradbrokepc.org/general-policies</p>
20.04.7	<p>Minutes</p> <p>Councillors to review and approve the minutes as a true record of the business conducted at the meeting held on 9th March 2020.</p> <p>Minutes are available to view at: https://www.stradbrokepc.org/documents</p>
20.04.8	<p>Public forum</p> <p>If any member of the public wishes to address the council or raise a question regarding items on the agenda then they can:</p> <ul style="list-style-type: none"> a. Email their questions to the Clerk : stradbrokepc@outlook.com b. Telephone the Clerk on: 07555 066147 c. Request a dial in code to join the video/tele conference meeting by emailing the Clerk using the email above.
20.04.9	<p>Finance:</p> <p>All motions are proposed by JH and follow reviews undertaken by the Finance Committee on meeting held 6th April (report attached to agenda).</p> <p>(current regulations can be viewed at: https://www.stradbrokepc.org/finance-policies)</p> <p>(1) Financial Regulations</p> <p>(i) Motion: That the financial regulations are temporarily amended as follows:</p> <p>4.1 bullet point 3 – the Clerk, in conjunction with the Chair of the Council or Chair of the Finance Committee, for any items below £1000.</p> <p>4.5 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Clerk shall report such action to the Chair of the Council as soon as possible and to the council as soon as practicable thereafter.</p> <p>Councillors to note that all temporary amendments will be reviewed and reversed after the current COVID-19 crisis.</p> <p>(ii) Motion: To avoid breaching Financial Regulation 6.20, Councillors to approve a Council corporate multi pay card to be used solely by the Clerk with the following limits: individual transaction limit of £500 with a monthly total transaction limit of £1000. The cost for this card is: £50 initial set up fee, then £3 per month thereafter. Financial Regulations 6.18 to 6.20 allow for this to be undertaken and will be updated with limits accordingly.</p>

	<p>(2) Year End</p> <p>(i) Motion: Councillors to approve the following documents which have been reviewed by the Finance Committee:</p> <ul style="list-style-type: none"> a) Year-end accounts b) Explanation of variances c) Final Reserved Funds report d) CIL report e) Asset Register 2019/20 <p>(ii) Motion: Councillors to approve the reclaim of VAT of £1407 for the period 1/4/19 to 31/3/20.</p> <p>(iii) Councillors to review and approve Section 1 of the Annual Governance & Accountability Return 2019/20.</p> <p>(iv) Councillors to note that there were no points raised in the Internal Audit Report 2019/20.</p> <p>(v) Councillors to review and approve Section 2 of the Annual Governance & Accountability Return 2019/20.</p> <p>(3) Revised Budget</p> <p>(i) Councillors to approve the revised budget.</p> <p>(ii) Councillors to approve the appointment of Contractors as per the report from the Finance Committee.</p> <p>(iii) Councillors to approve that the trees behind the tennis courts should be reduced in height to fence level.</p> <p>(4) Monthly report</p> <p>(i) Councillors to note Account Balances at 31st March 2020: Current Account - £ 2,573.78 Deposit Account - £46,271.92</p> <p>(ii) Councillors to approve the regular payments for the year as listed on the schedule prepared by the Clerk as Voucher Nos: 2000 to 2005, plus voucher 2014</p> <p>(iii) Councillors to approve BACS payments for online authorisation, including the exceptional/year end payments made in March 2020, as per the schedule prepared by the Clerk.</p> <p>(iv) Councillors to note the receipts received in the month and the estimated reserved fund balances taking into account committed funds as per the schedule prepared by the Clerk.</p> <p>All documents are available at https://www.stradbrokepc.org/documents</p>
<p>20.04.10</p>	<p>Planning - All documentation on planning applications can be viewed at: https://planning.baberghmidsuffolk.gov.uk/online-applications/</p> <p>(1) Councillors to approve a response prepared by the Planning Committee to the MSDC consultation on the Sustainability Appraisal Scoping Report for the Joint Local Plan.</p> <p>Briefing note: A Sustainability Appraisal assesses the impact of policies in a Plan. It is legally necessary for Local Plan policies to be assessed against a framework to ensure they are “sustainable”. The Scoping consultation is an exercise to determine if the appraisal framework (or “scope”) is fit for purpose and broad enough and whether anything should be added to it, or removed, or amended.</p>

	<p>The Parish Council’s response makes three points:</p> <ol style="list-style-type: none"> 1. It objects to the scoping document on transport matters that is too narrow. It proposes the scope should include the impact of economic development traffic on the SCC lorry route, and specifically on the B1118 junction with B1117 and Queens Street in Stradbroke, on account of its unique position and connectivity, and in turn the policy should take account of the impact of Suffolk County Council’s Lorry Route on development in Stradbroke. It supports this proposal with evidence. 2. It comments generally on economic development and suggests that policy scope should enable a new framework for economic development post COVID-19. 3. It supports the Neighbourhood Plan policy allocations in Stradbroke, suggests an amendment to one site, Grove Farm, and sets out evidenced reasons why Mid Suffolk development objectives for Stradbroke should not exceed the level set out in the Stradbroke Neighbourhood Plan within the Local Plan period. <p>The Response and annexes are available to read at: https://www.stradbrokepc.org/documents</p> <p>(2) Planning Applications under review: The planning committee have submitted a report which can be viewed at https://www.stradbrokepc.org/documents.</p> <p>CE, on behalf of the Planning Committee proposes, the following motions in accordance with the report:</p> <p>DC/20/01198 – Variation of Condition 7 (Archaeological Evaluation), 8 (Archaeological Written Investigation) and 9 (Archaeological Works) on outline planning permission DC/19/00022. Land to the South of, New Street, Stradbroke Motion: SPC supports this application</p> <p>DC/20/01337 – Application for Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition. Pond and Meadow Cottages, Street Farm, Laxfield Road, Stradbroke Motion: SPC has no comments to make on this application.</p> <p>DC/20/01415 – outline application (all matters reserved) – erection of 6no. dwellings (including 2 affordable homes) (following demolition of garage). Barley Green Garage, Laxfield Road, Stradbroke IP21 5JX Motion: Stradbroke Parish Council (SPC) objects to this proposal for the reasons laid out in the committee report.</p>
<p>20.04.11</p>	<p>Land Registration: Update from Clerk: All parties concerned were asked to check records to see whether any documentation exists to show that the land swapped by the Parish Council with Suffolk County Council was in the ownership of the Parish Council at the time of the swap in 1972. The following responses have been received to date:</p> <ol style="list-style-type: none"> 1. Community Centre – no documentation

	<ul style="list-style-type: none"> 2. Tennis Club – no documentation 3. Charity Commission – no documentation 4. Land Charges (Suffolk Legal) – no documentation (response received 13/4/20) 5. Suffolk Legal – will respond when able to return to their office and examine any deeds they hold (response received 14/4/20)
20.04.12	To invite the County & District Councillors to respond to any questions on reports previously submitted to the Parish Council. (copies of reports are attached)
20.04.13	Date of the next meeting: to be agreed.

Report on Finance Committee meeting 6th April 2020

1. 2019/20 Year End Accounts

The following documents were reviewed and agreed for submission to the full Council for sign-off:

- a. Year-end Accounts
- b. Explanation of Variances
- c. Final Reserved Fund Balances
- d. CIL report
- e. Asset Register 2019/20

2. Financial regulations – proposed temporary amendments to the regulations were discussed and a revision made to the wording of the proposal for submission to the full Council for approval.

3. Budget 2020/21

A revised budget was thoroughly reviewed and agreed for submission to the full Council for approval. The significant variations to the original agreed budget were noted as:

- a. The following assessments/maintenance/repairs & renewals at the Health Centre are required and are recommended to the Council for approval:
 - i. Air Conditioning servicing – Adcock circa £200
 - ii. Hardwiring Assessment – Styne circa £900
 - iii. Tree works – circa £450 (contractor to be agreed)
 - iv. Fire Assessment – K Lummis circa £350
 - v. Desilting ditch – M Hammond circa £250
- b. Tree works:
 - i. Tennis Courts – circa £1400 (contractor to be agreed). Agreement needed on level to reduce trees to.
 - ii. Churchyard – circa £1000 (contractor to be agreed)
 - iii. If the price does not change the work will be split between the two companies that submitted quotes.
- c. Health Centre:

Works to complete the first phase of the schedule of works for the health centre have been estimated at £25,000 and included in the draft budget. Estimates will be reviewed at a later committee meeting once both companies are operational again and clarification is received on a few questions raised so far.

Total expenditure on Health Centre is budgeted at circa £32,400 (including administration budgeted in admin and general expenses) to be financed from:

 - i. Unused rent 2019/20 - £4,500
 - ii. Unused CIL 2019/20 - £8,190
 - iii. Rent due 2020/21 - £14,360
 - iv. Nursery feasibility study allocated CIL - £5,395 (to be repaid if needed from next round of CIL or rent from 2021/22)
- d. Councillors agreed to include the cost of a PC Credit Card in the revised budget – for review by the full Council.

