

**Minutes of the Ordinary Meeting of Stradbroke Parish Council  
held at the Court House, Stradbroke on  
Monday, 17<sup>th</sup> April 2023 starting @ 7.30pm**

**Present:** Helen Ball, Antony Bush, James Hargrave, Kamal Ivory, Maureen John, Susan Loxton, Caroline Stebbing, Toni Wisbey.

**In attendance:** Odile Wladon (Clerk) and 7 members of the public.

<b>Item Ref</b>	<b>Description</b>
<b>23.04.01</b>	<p><b>Chairman's welcome</b></p> <p>A reminder was given that 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>As this was the final meeting of the Council during the current term of office, ahead of the elections on 4<sup>th</sup> May, the Chairman expressed his thanks to all Councillors who have served on the Council during this term for their work and input.</p> <p>The Chairman noted that:</p> <ol style="list-style-type: none"> <li>i. No election had been called and that 9 of the current Councillors have been re-elected through an uncontested election and will take up office on 9<sup>th</sup> May.</li> <li>ii. Kamal Ivory has decided not to stand for re-election and Councillors thanked her for service as a Councillor over many years.</li> <li>iii. There are 4 vacancies on the Council and co-options can take place to fill these vacancies after the election on 4<sup>th</sup> May.</li> <li>iv. The Annual Parish Meeting will be held this year on 9<sup>th</sup> May at the Court House due to the Community Centre already being booked.</li> <li>v. Due to the elections and Coronation Bank Holiday, the next meeting of the Parish Council will held on 15<sup>th</sup> May and this will be the Council's Annual Meeting.</li> </ol>
<b>23.04.02</b>	<p><b>Apologies for Absence</b></p> <p>(a) Councillors received apologies from Mandy Allen and Russell Ayling. (b) Councillors <b>voted</b> to accept the apologies received.</p>
<b>23.04.03</b>	<p><b>Declarations of Interests</b></p> <p>The following declarations of interests in subsequent agenda items were noted:</p> <p>(a) Pecuniary Interests - none (b) Other registerable interests - none (c) Non-registerable interests – none</p>
<b>23.04.04</b>	<p><b>Dispensations</b> None were requested.</p>
<b>23.04.05</b>	<p><b>Minutes</b></p> <p>Councillors reviewed and <b>approved</b> the minutes as a true record of the business conducted at the meeting held on 13<sup>th</sup> March 2023.</p>
<b>23.04.06</b>	<p><b>County &amp; District Councillors</b></p> <p>(a) County Councillors Gould sent his apologies. (b) District Councillor Flatman sent apologies and Councillors noted that she was not standing for re-election on 4<sup>th</sup> May. Councillors expressed their thanks to her for her support over her time as District Councillor, for regularly attending the Parish Council</p>

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	meetings and for supporting so many local groups.
<b>23.04.07</b>	<p><b>Public forum</b></p> <p>A member of the public addressed the Council on behalf of the PTA from the Primary School. The Clerk will send details of grants currently available and information on how to contact the CIL team at Mid Suffolk and County Councillor Gould.</p>
<b>23.04.08</b>	<p><b>Planning</b></p> <p>(a) Councillors reviewed and <b>approved</b> a response to the following planning consultations:</p> <p><b>DC/23/01254</b> – Reserved matters pursuant to outline planning permission. Appearance, landscaping, layout and scale for erection of 28 dwellings and garages including creation of vehicular access. Land north of Laxfield Road. Councillors voted to OBJECT to the application and detailed comments will be submitted.</p> <p><b>DC/23/01478</b> – Application for advertisement consent – construction of large sign on the road side gable end showing “Welcome to ALL SAINTS GREEN” on sales show home with projecting external lights (retention of). Land to the south of New Street. Councillors voted to OBJECT to the application an comments will be submitted.</p> <p><b>DC/23/01022</b> – S.73a application to vary condition 3 (demolition of existing building). Tarquin Barn, Neaves Lane. Councillors voted to OBJECT to the application and comments will be submitted.</p> <p><b>SN/23/00102/SN</b> – New development at The Laurels Bungalow, Church Street (planning ref: 2532/14). To suggest a couple of new road names for the development. Applicant proposes “Riches Close” and would be grateful if the Councillors took this into consideration. Councillors voted to SUPPORT the proposal of Riches Close.</p> <p><b>DC/23/01380</b> – S.73 application to vary condition 2 (plans and documents). Conversion of redundant outbuilding to residential dwelling. Home Farm, Neaves Lane. No comments will be submitted as the consultation deadline had passed.</p> <p><b>DC/23/01114</b> – Internal renovations. Erection of single storey extension. Removal of 3 bay windows on front of the property and removal and replacement of existing front porch. Aldridges Farm, Fressingfield Road. No comments will be submitted as the site is not within Stradbroke Parish</p> <p>(b) Councillors noted the outcome of the following planning applications determined by MSDC:</p> <p><b>DC/23/01099</b> – Veldon, Wilby Road (non-material amendments) GRANTED</p> <p><b>DC/23/00649</b> – Mulberry Lodge, Laxfield Road. Prior approval needed – GIVEN</p> <p><b>DC/22/00399</b> – Land off Queen Street. WITHDRAWN</p> <p><b>DC/22/00725</b> – Havensfield Farm, Laxfield Road. GRANTED</p>
<b>23.04.09</b>	<p><b>Monthly accounts</b></p> <p>(a) Councillors noted account balances at 31<sup>st</sup> March 2023 and the Chairman signed the bank statements as confirmation: Current: £19,457.20 Deposit: £50,541.60</p> <p>(b) Councillors <b>approved</b> the payments to be made in month, as per the schedule attached to the minutes in the minute book</p> <p>(c) Councillors noted the receipts received during March 2023.</p>
<b>23.04.10</b>	<p><b>Health Centre:</b></p> <p>(a) Phase 1 update: A date to carry out the deferred flooring works is yet to be agreed</p>

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	<p>between the Medical Practice and contractor. The storage container remains on site until the works are completed. The upper floor will be painted the same colour as the ground floor areas and the carpet tile colour has been chosen by the medical practice staff, the floor covering for the stairs and lobby will match the waiting area.</p> <p>(b) Following the decision by Councillors at the March 2023 meeting to complete the works to the 1<sup>st</sup> floor whilst contractors are on site, the following quotes were accepted using the scheme of delegation. Councillors <b>ratified acceptance</b> of the quotes:  Flooring: Stairs £1,884.00 and Carpet for 1<sup>st</sup> Floor £2,660  Decorate: 1<sup>st</sup> floor £3,446.00  Electrics: Additional costs for 1<sup>st</sup> floor work, including extension to fire alarm £7,878.00  <b>Total: £15,868</b></p> <p>(c) Phase 2 update: the roof lights have been installed and a tender document for the solar panels is being prepared.</p> <p>(d) Following a request from the NHS, a qualified surveyor confirmed there was no Reinforced Autoclaved Aerated Concrete (RAAC) at the Health Centre, a report was sent to the Medical Practice confirming this.</p>
23.04.11	<p><b>Committees and Working Parties</b></p> <p>The following updates and reports were received:</p> <p><b>(a) Committees:</b></p> <p>(i) Finance Committee – Met on 11<sup>th</sup> April 2023 and reviewed the following:</p> <ul style="list-style-type: none"> <li>• Bud vs Actual final figures for 2022/23.</li> <li>• Year end accounts and explanation of variances.</li> <li>• Reserves Report</li> <li>• CIL return</li> <li>• VAT reclaim form</li> <li>• Revised budget for 2023/24.</li> </ul> <p>The committee members approved the Budget vs Actual report.  The committee members <b>recommend</b> the <b>year end</b> documents and <b>revised budget</b> to Councillors for <b>approval</b>.</p> <p>(ii) Personnel Committee - Met on 11<sup>th</sup> April, as the committee was not quorate, the Councillors present met as a working party and discussed staffing matters.  The committee members <b>recommend</b> the following to Councillors for <b>approval</b>:</p> <ul style="list-style-type: none"> <li>• In accordance with the contract of employment, the Clerk should <b>increment</b> to <b>SCP27</b> for the financial year 2023/24.</li> <li>• <b>SALC</b> be instructed to undertake <b>payroll services</b> for the Parish Council.</li> <li>• Following a request for a work place pension; that the Parish Council <b>resolves</b> to <b>join</b> the <b>Local Government Pension Scheme</b> and pay the necessary employer contributions.</li> <li>• A <b>revised rota for street cleaning</b> to make full use of the 8.5 hours available.</li> </ul> <p><b>(b) Working Groups</b></p> <p>(i) Broadband – no update</p> <p>(ii) Youth Council – deferred to after the election in May 2023.</p> <p>(iii) Community Asset – no work has been undertaken on registering the White Hart public house as an asset of community value.</p> <p>(iv) Climate Change – the Thermal Camera has been received and is being used,</p>

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	<p>however the current milder weather is making readings unreliable. Should the scheme continue next year, the Parish Council will request the camera during colder months next year.</p>
<p><b>23.04.12</b></p>	<p><b>Year End 2022-23</b> Councillors reviewed all documents and the following were noted and <b>agreed</b> where necessary:</p> <ul style="list-style-type: none"> <li>(a) Internal audit report – it was noted that there was a figure of £7.99 missing from the VAT figures. The Clerk confirmed this had been amended and all documents updated. Councillors noted there were no further audit actions recommended and thanked the Clerk for her work over the year and for the audit.</li> <li>(b) Section 1 of the AGAR for 2022/23 – all statements were reviewed and answers <b>agreed</b>. The Chairman and Clerk signed the section.</li> <li>(c) Year end accounts and explanation of variances – were reviewed, explanations noted and the document <b>agreed</b>.</li> <li>(d) Reserves virement report 2022/23 was <b>agreed</b>.</li> <li>(e) Asset Register for 2022/23 was <b>agreed</b>.</li> <li>(f) Section 2 of the AGAR for 2022/23 was <b>agreed</b> and signed by the Chairman and Clerk.</li> <li>(g) The dates for the period for the exercise of public rights – 5<sup>th</sup> June 2023 to 14<sup>th</sup> July 2023 were noted.</li> <li>(h) CIL return for 2022/23 was <b>agreed</b>.</li> <li>(i) Councillors noted that VAT reclaim for £15,388.85 has been submitted to HMRC.</li> </ul>
<p><b>23.04.13</b></p>	<p><b>Budget 2022/23</b></p> <ul style="list-style-type: none"> <li>(a) The following motion was unanimously approved: that the Parish Council applies to join the Local Government Pension Scheme and that enrolment into this scheme is offered to all eligible staff. <i>(It was noted that: Finance Cttee reviewed the recommendation and that contributions are included in the revised budget).</i></li> <li>(b) Councillors reviewed and <b>approved</b> the proposed revised budget for 2023/24.</li> </ul>
<p><b>23.04.14</b></p>	<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>(a) <b>Community Centre</b> <ul style="list-style-type: none"> <li>• Windows and doors have been replaced in the Club room.</li> <li>• The AGM will be held in September.</li> </ul> </li> <li>(b) <b>Highways</b> <ul style="list-style-type: none"> <li>• 20mph zone – a date for the footfall survey to be carried out has yet to be agreed.</li> <li>• Information and guidance on the proposal to install white H marks at the junction of Queens Street and Church Street is awaited.</li> <li>• The works to repair the broken pipe under Queens Street took place during the Easter break, starting 1<sup>st</sup> April.</li> </ul> </li> <li>(c) <b>Cemetery</b> <ul style="list-style-type: none"> <li>• Information was received identifying who was responsible for the damage to the gate. The funds to repair the damage have been received.</li> </ul> </li> <li>(d) <b>All Saints Green development</b> <ul style="list-style-type: none"> <li>• No updates for this meeting.</li> </ul> </li> <li>(e) <b>Community Land Trust</b> <ul style="list-style-type: none"> <li>• No updates for this meeting.</li> </ul> </li> </ul>

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<b>23.04.15</b>	<p><b>Risk Assessments</b></p> <p>Councillors reported any areas of concern with the following:</p> <p>(a) Westhall play park – thanks to Mr Streeter who has been collecting litter from the area.</p> <p>(b) Community Centre play park – all fine</p> <p>(c) Fitness Track – all fine</p> <p>(d) Permissive Path – no reports of issues</p> <p>(e) Cemetery – no report of issues</p>
<b>23.04.16</b>	<p><b>Correspondence</b></p> <p>(a) Tabled: Councillors noted correspondence tabled at the meeting:</p> <ul style="list-style-type: none"> <li>• Joint Local Plan – main modifications consultation runs till 3<sup>rd</sup> May. Councillors requested that the Clerk review the proposals to ensure that all previous comments from the Council have been taken into account and respond accordingly.</li> <li>• Email regarding the Cemetery – Councillors noted that they are aware of the concerns raised and that the matters are being dealt with. Clerk to reply.</li> <li>• Email regarding the junction of Queen Street and New Street – Councillors noted that a decision has already been reached on how to improve junction safety. Clerk to reply.</li> <li>• MSDC – email from CEO, Arthur Charvonia, regarding issues experienced when the statement of persons nominated for the elections on 4<sup>th</sup> May were published. It was noted that the Electoral Commission are satisfied with the measure put in place to correct errors. A full review will follow the elections.</li> </ul> <p>(b) Emails: Councillors noted correspondence previously circulated - SALC bulletins</p>
<b>23.04.17</b>	<p><b>Closed session</b></p> <p>(a) Councillors <b>voted</b> to close the meeting to the press and public to review matters of a confidential &amp; commercially sensitive nature.</p> <p>(b) Councillors reviewed and approved a revised work rota for Mr Carrison.</p> <p>(c) Councillors agreed a budget of £2,000 for professional fees to assist the Clerk in reviewing a planning matter.</p>
<b>23.04.18</b>	<p><b>Date of the next meeting:</b> 15<sup>th</sup> May 2023 – this will be Annual Council Meeting.</p>

Meeting closed at: 9.05pm

Signed: \_\_\_\_\_

Date: