

## Minutes of the Ordinary Meeting of Stradbroke Parish Council

held at the Court House, Stradbroke on  
Monday, 8<sup>th</sup> April 2024 commencing at 7.30pm

**Present:** Mandy Allen, Russell Ayling, Helen Ball, Antony Bush (part), James Hargrave, Karen Lynch, Susan Loxton, Maureen John, Caroline Stebbing (C), Toni Wisbey (part)

**In attendance:** Odile Wladon (Clerk), Cllr Anders Linder (District) part, Cllr Richard Rout (County) part and 8 members of the public

Item Ref	Description
<b>24.04.01</b>	<p><b>Chairman's welcome</b></p> <p>The following announcements were made:</p> <p>(a) The meeting was being broadcast live. 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 have been deemed to have given consent to being recorded.</p> <p>(b) Members of the public were reminded that this is a meeting of the Parish Council held in public; it is not a public meeting. Members of the public may address the Council with comments on agenda items including planning applications during the public forum.</p> <p>(c) The Communication and Press &amp; Media Policies had been withdrawn and will not be reviewed at this meeting. The Council will be considering signing up to the Civility &amp; Respect Pledge at the next meeting.</p>
<b>24.04.02</b>	<b>Apologies for Absence:</b> No apologies were received.
<b>24.04.03</b>	<p><b>Declarations of Interests</b></p> <p>Councillors declared interests in subsequent agenda items as follows:</p> <p>(a) Pecuniary Interests - none</p> <p>(b) Other registerable interests - none</p> <p>(c) Non-registerable interests - none</p>
<b>24.04.04</b>	<b>Dispensations:</b> None received.
<b>24.04.05</b>	<b>Councillor vacancies:</b> No applications were received
<b>24.04.06</b>	<p><b>Minutes</b></p> <p>Councillors reviewed and resolved to <b>approve</b> the minutes as a true record of the business conducted at the meeting held on 11<sup>th</sup> March 2024.</p> <p style="text-align: right;"><i>AB &amp; TW arrived at this point</i></p>
<b>24.04.07</b>	<p><b>County &amp; District Councillors</b></p> <p>County update:</p> <ul style="list-style-type: none"> <li>• £7.3m investment in EV infrastructure</li> <li>• NSIPs – clarity is being sought on any applications in local areas, eg what grade agricultural land will be taken.</li> <li>• SEN – additional funding for provision in County.</li> <li>• Locality budget – some money available but some commitments have yet to be paid.</li> <li>• ETRO – announcement will be made shortly.</li> </ul> <p>Questions/comments from the meeting:</p> <p>In recent decision to fund additional bus services – how were the areas being taken forward chosen and why?</p> <p>The impacts on local residents of all ages of no public bus service were highlighted.</p>

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	<p>How are pupils with SEN post-16 being supported, and in particular with transport? <i>Cllr Rout left at this point</i></p> <p>District update:</p> <ul style="list-style-type: none"> <li>• New Street Close – parking, Councillor Linder is following up the situation and keeping in touch with the residents. A planning application from 2015 which was granted has lapsed without the work taking place – this is being investigated.</li> <li>• ETRO – funding from MSDC was only £3.5k and came from a Town improvement fund.</li> </ul> <p>Questions/comments from meeting: The matter of potential improved cross border working was raised ie with Diss/Norfolk. <i>Cllr Linder left at this point</i></p>
<b>24.04.08</b>	<b>Public forum:</b> No comments or questions were received.
<b>24.04.09</b>	<p><b>Finance:</b></p> <p><b>(a) Year end accounts</b></p> <ul style="list-style-type: none"> <li>(i) Councillors reviewed the budget vs actual and the year end accounts for the 2023-24 financial year.</li> <li>(ii) Councillors reviewed the revised asset register.</li> <li>(iii) Councillors reviewed the final virements from reserved accounts.</li> <li>(iv) Councillors reviewed the annual CIL return.</li> <li>(v) Councillors resolved to <b>approve</b> items (i) to (iv)</li> </ul> <p><b>(b) AGAR for the financial year 2023-24</b></p> <ul style="list-style-type: none"> <li>(i) Internal Audit – Cllrs reviewed the report and noted the two recommendations: <ul style="list-style-type: none"> <li>• <b>Recommendation 1:</b> Many local councils choose to reclaim from HMRC the VAT paid on a Quarterly Basis to assist cash flow. As the VAT annual reclaims are significant (£15,388.85 for 2022/23 and £16,823.23 for 2023/24) it is recommended that the Council consider making either Quarterly or Half-yearly on-line reclaims to HMRC to secure reimbursement more frequently than just the one annual reclaim. <b>Action:</b> Clerk will monitor VAT levels throughout the year and submit a return if appropriate.</li> <li>• <b>Recommendation 2:</b> The Council should aim to increase its General Reserves as soon as practicably possible to achieve the level required under the Council’s approved Reserve Policy. <b>Action:</b> Finance Committee to review and determine a way forward.</li> </ul> </li> <li>(ii) Section 1 – Councillors reviewed the questions in Section 1 and the evidence provided to support a response of yes to all relevant questions. Councillors resolved to <b>approve</b> Section 1 of the AGAR.</li> <li>(iii) Section 2 – Councillors resolved to <b>approve</b> Section 2 of the AGAR and the explanation of variances.</li> <li>(iv) Councillors noted the dates for Exercise of Public Rights: 3<sup>rd</sup> June to 12<sup>th</sup> July 2024, these will be submitted to the external auditor.</li> </ul> <p><b>(c) Monthly accounts</b></p> <ul style="list-style-type: none"> <li>(i) Councillors noted account balances at 31<sup>st</sup> March 2024: Current: £2,962.52 Deposit: £80,525.88 The Chairman initialled the bank statements as confirmation.</li> <li>(ii) Councillors reviewed and resolved to <b>approve</b> payments as per the schedule appended to the minutes, including payments as follows: <ul style="list-style-type: none"> <li>• Payments made ahead of the year end to fulfil contractual obligations.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Recurring payments in year</li> <li>• Invoices received since year end</li> </ul> <p>(iii) Councillors noted the receipts received during March 2024</p>
<b>24.04.10</b>	<p><b>Highways</b></p> <p>(a) ETRO Eye –Advice received from SCC that a final decision will be reached by mid April.</p> <p>(b) Highways Safety Project :</p> <p>(i) A consultation page and questionnaire is being prepared by Ethos</p> <p>(ii) The consultation will launch at the APM on 25<sup>th</sup> April from 7.30pm with a drop-in session on 27<sup>th</sup> April 10am to 2pm – both in the Community Centre</p> <p>(iii) A discussion with MSDC is planned to assess whether any funding is available.</p> <p>(iv) Highways have been asked to suggest a date for a meeting with Ethos to start moving the project into a design phase.</p> <p>(v) A meeting took place with Mid Suffolk District Council to review the areas now included in the Local Cycling and Walking Infrastructure Plan (LCWIP). The areas are updating all existing pedestrian crossing points, new crossing points and footway improvements. Suffolk County Council may be able to apply for CIL for areas included in the LCWIP</p>
<b>24.04.11</b>	<p><b>Health Centre</b></p> <p>(i) Wifi connection for Powerwall – an external aerial is required and will be purchased shortly</p> <p>(ii) Patient WC in the foyer area:</p> <p>a. wall heater has been replaced</p> <p>b. update on water heater replacement awaited</p> <p>(iii) Outside lights – broken lights have been repaired or replaced.</p> <p>(iv) Air conditioning – circuits have been checked, problem not found. Further investigations with service company required.</p> <p>(v) District Valuer response to rent review still awaited.</p>
<b>24.04.12</b>	<p><b>CIL Projects</b></p> <p>(a) Councillors noted the outcome of the Diamond 9 project prioritisation exercise:</p> <ol style="list-style-type: none"> <li>1. Community Space - Church</li> <li>2. Sound Proofing – Court House</li> <li>3. Develop new land – behind All Saints Green (SPC responsibility)</li> <li>4. Permissive Path – upgrade (SPC responsibility)</li> <li>5. Fitness Track – upgrade / extend (SPC responsibility)</li> <li>6. Accessible path – Cemetery (SPC responsibility)</li> <li>7. Defibrillator &amp; cabinet</li> <li>8. Playing field security – possible CCTV (SPC responsibility)</li> <li>9. Tennis courts – resurface required</li> <li>10. Golf practice area – as per submission from resident (SPC responsibility)</li> </ol> <p>(b) Councillors noted an updated CIL funding report as at 1<sup>st</sup> April 2024.</p>
<b>24.04.13</b>	<p><b>Clerks Report</b></p> <p>(a) Community Centre – discussions still ongoing between groups regarding old leases. SSCC have questioned the copying in of the Parish Council into correspondence. This was not requested by the Parish Council but is a decision of the sports clubs and the correspondence has not been circulated within the Council, as the Parish Council is not involved in this matter.</p> <p>(b) Cemetery – visit with pest controller has not been arranged, will now wait until the</p>

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	<p>grass cutting is under way.</p> <p>(c) All Saints Green:</p> <p>(i) An application to vary the s.106 agreement is being submitted to Mid Suffolk District Council by Lovell, a letter explaining the Parish Council's previous statements on this matter was sent to the Area Planning Manager.</p> <p>(ii) A solicitor (Wellers Hedleys) has been appointed to act on behalf of the Council in regards to the transfer of land from Lovell Homes.</p> <p>(d) Tree survey – planning permission has been granted for works at the Church, these are underway.</p> <p>(e) Community Shed - no update on the grant application has been received.</p> <p>(f) CPR Training – a date needs to be agreed for this.</p> <p>(g) Signage at playing fields – no signs have been ordered, the matter is in hand.</p> <p>(h) Leases/Licences with Sports Clubs:</p> <p>(i) Tennis Club – an email has been sent to the club advising of difference between lease/licence and advising them to seek independent advice. Club have been advised that repair will remain their responsibility under any new agreement.</p> <p>(ii) Bowls Club – lease still valid</p> <p>(iii) Cricket Club – licence still valid</p> <p>(iv) Football Club – licence still valid</p> <p>(i) The Clerk will be reviewing the format of the agenda and a refreshed version will be prepared for May meeting onwards.</p>
<b>24.04.14</b>	<p><b>Planning</b></p> <p>(a) Councillors reviewed and resolved to <b>approve</b> the responses to the planning applications below:</p> <p><b>DC/24/01456</b> – Full Planning Application: conversion of, and extensions to barn to form 1 detached dwelling including alterations to improve access splay onto Laxfield Road. Barley Green Farm, Laxfield Road IP21 5JT (DC/24/01457 Listed Building application). Submit comments supporting any recommendations from the Heritage Officer and ask for bird boxes to be considered.</p> <p><b>DC/24/01557</b> – Application for a lawful development certificate for an existing use or operation or activity, including those in breach of a planning condition – occupation of property known as Wits End, 4 Battlesea Close not in compliance with condition 2 of planning permission 947/78 – Wits End, 4 Battlesea Green Close, Stradbroke. No response will be submitted.</p> <p>(b) Councillors noted planning responses made under delegated authority:</p> <p><b>DC/24/00411</b> – Erection of garage/workshop with storage area including boundary fencing. Tarquin Barn, Neaves Lane. OBJECTION submitted with comments</p> <p><b>DC/24/00400</b> – Erection of single storey extension (following removal of swimming pool housing). Kumari House, Laxfield Rd. SUPPORTED</p> <p><b>DC/23/00762</b> – Land rear of the Beeches, Meadow Way (appeal). No action taken.</p> <p>(c) Councillors noted the outcome of the following planning applications determined by MSDC:</p> <p><b>DC/24/00219</b> – Farrows Mill, Battlesea Green. GRANTED</p> <p><b>DC/24/00606</b> – 56 Westhall. GRANTED</p> <p>(d) Other Planning matters</p> <p><b>NSIPs</b> – Councillors noted correspondence from MSDC on NSIPs.</p> <p><b>All Saints Green</b> – Clerk and RA attended a meeting with Lovell representatives to discuss the current state of land due to be transferred to the Parish Council. The</p>

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	meeting was positive and Lovell agreed to look at ways to avoid flooding on the playing field, the level of the land and surplus spoil that is currently on site.
<b>24.04.15</b>	<p><b>Committees and Working Groups</b></p> <p>(a) <b>Committees</b> – no meetings have taken place this month</p> <p>(b) <b>Working Groups/Councillor updates:</b></p> <p>(i) Youth Council: RA/HB advised that they do not wish to proceed with establishing a Youth Council. The item is to be left on the agenda to determine if any other Councillor wishes to take up the Youth Council project. RA/HB will bring a proposal to the May meeting to take forward one of the original objectives – Objective 2: provide regular opportunity for a youth voice in the community.</p> <p>(ii) Broadband: AB/JH – no update</p> <p>(iii) Buses in Parish: TW – completed a survey on what is required, but the comment box was small, therefore an additional submission was made.</p> <p>(iv) Climate Change: TW Attended the SALC area forum and reported to Councillors on a potential funding for EV points.</p>
<b>24.04.16</b>	<b>Devolution for Suffolk:</b> Councillors noted that a consultation in underway on the proposal.
<b>24.04.17</b>	<p><b>Policies:</b></p> <p>(a) Councillors reviewed and resolved to <b>approve</b> the following policies:</p> <p>(i) Freedom of Information Policy &amp; Publication Scheme</p> <p>(ii) Co-option Policy</p> <p>(b) Councillors noted that the Communications and Press &amp; Media policies were withdrawn from the agenda. The Model Councillor-Officer Protocol and the guidance on Roles and Responsibilities, drawn up by NALC/SLCC as part of the Civility &amp; Respect Project, will be brought forward to the May meeting for review and adoption.</p> <p>(c) May meeting: RA will bring forward a proposal that a working group is established to carry out a one-off review of Council policies to ensure there is consistency across all documents.</p>
<b>24.04.18</b>	<p><b>Risk Assessments</b></p> <p>The following urgent matters of safety regarding were noted:</p> <p>(a) Westhall play park – none, mown today</p> <p>(b) Community Centre play park – all fine</p> <p>(c) Fitness Track – reports that flooding has dispersed</p> <p>(d) Permissive Path – all ok</p> <p>(e) Cemetery – all ok</p>
<b>24.04.19</b>	<p><b>Correspondence:</b></p> <p>(a) Tabled - Councillors noted and agreed actions for correspondence tabled at the meeting as follows:</p> <ul style="list-style-type: none"> <li>• Fun Run on 21<sup>st</sup> April on playing field – noted</li> <li>• Road defects – noted that Suffolk highways are dealing with the matter.</li> <li>• CIL Bid round 13 opens 1<sup>st</sup> May 2024 – noted</li> </ul> <p>(b) Emails - Councillors noted correspondence previously circulated - SALC bulletins</p>
<b>24.04.20</b>	<b>Date of the next meeting:</b> 13 <sup>th</sup> May 2024 (Annual Meeting of the Council)

**Meeting closed at: 9.35pm**

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

Date: