

## Minutes of the Annual Meeting of Stradbroke Parish Council

held at the Court House, Stradbroke on

Monday, 13<sup>th</sup> May 2024 commencing at 7.30pm

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

**In attendance:** Odile Wladon (Clerk), Cllr Anders Linder (District) part and 6 members of the public

Item Ref	Minute
24.05.01	<b>Election of Chair:</b> Caroline Stebbing was elected Chair for the Parish Council for the council year to May 2025.
24.05.02	<b>Chairman's welcome</b> The following reminders were given: 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.  Members of the public are 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.  The Chair pointed out that as this was the annual meeting of the Council there were a number of appointments that need to be made but it was hoped this won't take too long, so Councillors could swiftly move on to the other agenda items.
24.05.03	<b>Apologies for Absence</b> (a) Councillors received apologies for absence from Russell Ayling. (b) Councillors resolved to accept the apologies received.
24.05.04	<b>Declarations of Interests</b> Councillors declared interests in subsequent agenda items as follows: (a) Pecuniary Interests - none (b) Other registerable interests – JH Item 24.05.12 (a) (ii) as Director of Stradbroke Media (c) Non-registerable interests - none
24.05.05	<b>Dispensations:</b> none received
24.05.06	<b>Councillor vacancies:</b> (a) Councillors noted that no election has been called to fill the recent vacancy. (b) There were no applications to review.
24.05.07	<b>Parish Council appointments for year 2024/25:</b> (a) James Hargrave was elected Vice Chair of the Parish Council. (b) Councillors resolved that the Finance Committee becomes the Finance & Premises Committee. (c) Councillors reviewed and resolved to <b>approve</b> the following: i. Finance & Premises Committee – Terms of Reference ii. Planning Committee – Terms of Reference iii. Personnel Committee – Terms of Reference (d) Councillors resolved to <b>approve</b> appointments as follows: i. Finance & Premises Committee: Antony Bush (C), Maureen John, James Hargrave

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	<ul style="list-style-type: none"> <li>ii. Planning Committee: Karen Lynch (C), Mandy Allen, Toni Wisbey, Helen Ball</li> <li>iii. Personnel Committee: Toni Wisbey (C), Caroline Stebbing, James Hargrave</li> <li>iv. Risk Assessments: <ul style="list-style-type: none"> <li>• Community Centre Play Park: Caroline Stebbing</li> <li>• Fitness Track: a suggestion of Russell Ayling – RA not present to accept</li> <li>• Westhall Play Park: Karen Lynch</li> <li>• Cemetery: Mandy Allen</li> <li>• Permissive Path: Mandy Allen</li> </ul> </li> </ul> <p>(e) Councillors resolved to <b>accept</b> the membership of the following working groups and individual lead Councillor:</p> <ul style="list-style-type: none"> <li>i. Broadband (task &amp; finish group): James Hargrave &amp; Antony Bush</li> <li>ii. Climate Change: Toni Wisbey</li> <li>iii. SALC Representative: Toni Wisbey</li> </ul> <p>(f) Councillors noted that the Clerk is the Responsible Financial Officer for the Parish Council.</p> <p>(g) Youth Council: Councillors resolved that this project be paused until a group can be found to take it forward. The item will be removed from the agenda after this meeting.</p>
<b>24.05.08</b>	<p><b>Minutes</b> Councillors reviewed and resolved to <b>approve</b> the minutes as a true record of the business conducted at the meeting held on 8<sup>th</sup> April 2024.</p>
<b>24.05.09</b>	<p><b>District Councillor:</b> Cllr Linder presented a short report which included updates on:</p> <ul style="list-style-type: none"> <li>• Profit from CIFCO £1.26m</li> <li>• Leisure Centre failed to get funding from Sport England</li> <li>• Weekly food waste collection likely to be approved.</li> <li>• No update on New Street Close parking situation.</li> <li>• Update on what other parishes are doing concerning Norwich to Tilbury pylons.</li> </ul> <p>Questions: What were the works put forward for funding at the Leisure Centre? <i>No information available on this.</i> Where is the food waste going? <i>Not clear</i> Are there plans for glass collection? <i>Not mentioned</i></p>
<b>24.05.10</b>	<p><b>Public forum:</b> No comments received.</p>
<b>24.05.11</b>	<p><b>Urgent action taken by the Clerk:</b> A press statement regarding the lifting of the ETRO in Eye was noted.</p>
<b>24.05.12</b>	<p><b>Finance:</b> (a) <u>Monthly accounts</u></p> <ul style="list-style-type: none"> <li>(i) Councillors noted account balances at 30<sup>th</sup> April 2024. Deposit £116,392.55 Current £24,747.75 Chair signed bank statements. Concerns were raised at the current high bank balances, Councillors noted that other Councils hold much greater amounts in similar banks and that there was no action required. It was noted that £60k has been set aside to fund the highways project.</li> <li>(ii) Councillors resolved to <b>approve</b> the payments as per the schedule prepared by the Clerk which is appended to the minutes in the minute book and includes (JH</li> </ul>

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	<p>abstained from discussion and voting):</p> <ul style="list-style-type: none"> <li>• Payments made in month to fulfil contractual obligations</li> <li>• Payments to be made after meeting</li> </ul> <p>(iii) Councillors noted the receipts received during April 2024 which included the first half of the precept and a CIL payment from MSDC – details on the schedule appended to the minutes in the minute book.</p> <p>(b) <u>Budget 2024/25</u>: Councillors reviewed and resolved to <b>approve</b> a revised budget for 2024/25 (copy appended to the minutes in the minute book).</p> <p>(c) <u>PC Action Plan</u>: Councillors noted that the plan has been updated to reflect the revised budget, and updates to May 2024 have been included and resolved to <b>approve</b> the updated plan.</p> <p>(d) <u>Other finance matters</u> Councillors noted that the Parish Council’s insurance is due for renewal in September 2024. Councillors resolved to <b>approve</b> that a revaluation of the Health Centre be arranged ahead of this to ensure that the insurance cover for the building is adequate given the recent refurbishment project.</p>
24.05.13	<p><b>Planning</b></p> <p>(a) Councillors reviewed and resolved to <b>approve</b> the following responses to planning consultations:</p> <p><b>DC/24/01944</b> – Erection of a single storey cart lodge/car port. Oak View, Wilby Road SUPPORT</p> <p><b>DC/24/02100</b> – Erection of part single storey and one and half storey linked extension (following demolition of existing outbuilding/s). The Old Herb Garden, Pixey Green. Resubmit comments made to previous application.</p> <p><b>DC/21/04377</b> – Grove Farm (44 dwellings): Councillors reviewed updated documents and resolved to withdraw support for the application and submit an objection with comments.</p> <p>(b) Councillors noted applications <u>not responded to</u>:</p> <p><b>DC/24/01656</b> – Listed building: removal of internal partitions &amp; stairs to form larger kitchen. Low Farm, Pixey Green. <b>Reason</b>: deadline ahead of council meeting.</p> <p>(c) Councillors noted the response made using the scheme of delegation in February 2023 but omitted from March 2023 minutes:</p> <p><b>DC/23/00762</b> – Land to the rear of the Beeches, Meadow Way. Object with comments. It was reiterated that this was the original application, not the appeal connected to the application noted in April 2024 minutes.</p> <p>(d) Councillors noted the outcome of the planning applications determined by MSDC:</p> <p><b>DC/24/00462</b> – The Chantry, Queen Street. GRANTED</p> <p><b>DC/24/01345</b> – Land North of, Pixey Green (prior approval farm track). GRANTED</p> <p><b>DC/24/01350</b> – Farrows Mill, Battlesea Green. Condition 4 (newts) discharged.</p> <p><b>DC/24/00515</b> – Cranswick: reservoir &amp; pipeline at Brome. Decision notice published.</p> <p><b>DC/24/00513</b> – Cranswick: factory &amp; mill at Eye. Decision notice published.</p> <p><b>DC/24/00411</b> – Tarquin Barn, Neaves Lane. GRANTED</p>
24.05.14	<p><b>Updates from Committees / Working Groups / Councillors with specific responsibilities</b></p> <p>(a) Committees – no meetings took place</p> <p>(b) Working Groups/Councillors with specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Broadband - no update</li> <li>• Climate change – no update. MJ asked whether the swift boxes at the Leisure</li> </ul>

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	Centre were monitored by cameras. TW advised they were not and advised that the Church had been considered as a more suitable location but it was not possible to install them there due to health & safety concerns.
<b>24.05.15</b>	<p><b>Updates on Council Projects</b></p> <p>Councillors received the following update on the Pedestrian/Highways Safety Project:</p> <ul style="list-style-type: none"> <li>• The consultation was launched at the APM on 25th April, where a PowerPoint presentation was made to those present, with boards prepared by Ethos on view. Approximately 60 people attended the drop in session on 27<sup>th</sup> April, where Ethos and Councillors were available to answer questions. Laptops were provided for those who wanted to complete the survey on line.</li> <li>• Paper copies of the survey were made available from the Library. The survey closed on 10<sup>th</sup> May and a final drop in session in the Court House took place that afternoon.</li> <li>• Ethos commented that the 27<sup>th</sup> April drop-in session was the most attended event they had been present at; they noted this clearly shows that the highways project is very important to the village.</li> </ul>
<b>24.05.16</b>	<p><b>Policies and Council protocols:</b></p> <p>(a) Councillors resolved to <b>rescind</b> the Scheme of Delegation document with immediate effect, noting that this decision does not affect any delegated authority given by the Council within the Standing Orders, Financial Regulations or Terms of Reference for Committees.</p> <p>(b) As part of the work required to enable the Parish Council to sign the Civility &amp; Respect Pledge in the coming months, Councillors resolved to <b>adopt</b> the following documents as part of the induction pack:</p> <ul style="list-style-type: none"> <li>• NALC/SLCC Guidance on Roles &amp; Responsibilities</li> <li>• NALC/SLCC Model Councillor-Officer Protocol</li> </ul> <p>(c) Councillors reviewed and resolved to <b>adopt</b> a Neighbourhood CIL Awarding Policy and application form.</p> <p>(d) Councillors noted that there are no amendments recommended to the Council's adopted Standing Orders or Financial Regulations and that these would remain as <b>adopted</b>.</p>
<b>24.05.17</b>	<p><b>Councillor submitted motions:</b></p> <p><b>(a) Playing field Security and Safety</b></p> <p>Councillors resolved to approve the project proposed by JH &amp; TW. Funding will be agreed when up to date figures are available. (Project proposal appended to the minutes in the minute book).</p> <p><b>(b) Youth Voice</b></p> <p>KL tabled an amendment to the published motion and this was accepted by HB. Councillors resolved to <b>approve</b> the following:</p> <ol style="list-style-type: none"> <li>1. That links are established by HB &amp; RA with all youth groups in the village and potentially local 6<sup>th</sup> Forms.</li> <li>2. That youth groups submit proposals to HB &amp; RA who will submit them for consideration by the Council. When the proposals are included on an agenda – the youth group concerned will be invited to address the Councillors as part of the public forum.</li> <li>3. HB and RA will write a piece for the Stradbroke Monthly advising of the above.</li> </ol>

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	<p><b>(c) Policy review</b></p> <p>Councillors resolved to <b>approve</b> the motion as follows:</p> <p>That a working group is established to undertake a one-off review of all Council policies, including those delegated to committees, to ensure consistency across all documents. HB and RA will form the working group undertaking the review and will prepare a protocol for the review process for Full Council approval.</p>												
24.05.18	<p><b>Correspondence:</b></p> <p>(a) Tabled:</p> <ul style="list-style-type: none"> <li>• Email regarding planning matter and settlement boundary – Councillors noted the following: The particular application referenced was reviewed by the Council in September 2021 and Councillors voted to object to it. It is misleading to suggest that the responses submitted on behalf of the Council are the reflection of one person’s opinion. The Clerk submits comments on planning applications that reflect the decisions of the Council. Councillors agreed that the Chair should respond in this instance pointing out the matters above and informing the member of the public that the settlement boundary is determined by MSDC and that the Parish Council does not involve itself in the matter of planning loopholes.</li> <li>• Capital Grants applications open – noted, passed to SSCC and SCALT.</li> <li>• ETRO in Eye to be lifted – noted a response to announcement.</li> <li>• Hoxne re timetable for ETRO: Clerk to respond that Councils will work together.</li> <li>• Press release re ETRO lifting.</li> <li>• Grants list from office of Dr Poulter MP – noted.</li> <li>• MSDC Consultation on Hackney Carriage/Private Hire Policy – noted, no action.</li> <li>• Hoxne Neighbourhood Plan formally adopted – noted.</li> <li>• Essex &amp; Suffolk water – request to use car park for information van. No objections.</li> <li>• Email regarding car parked at junction of Queen Street – noted, added to highways evidence file.</li> <li>• Rusty Neighbourhood Watch sign – Clerk to arrange removal.</li> <li>• Wilby Road – update that work completed, request that same be done for New Street. Noted that this is a matter being dealt with by Suffolk Highways.</li> </ul> <p>(b) Emails: Councillors noted correspondence previously circulated - SALC bulletins</p>												
24.05.19	<p><b>Risk Assessments:</b></p> <p>There were no urgent matters of safety reported.</p>												
24.05.20	<p><b>Dates of the ordinary meetings for the Council year: 2<sup>nd</sup> Monday of the month</b></p> <table border="1" data-bbox="331 1559 1264 1805"> <tbody> <tr> <td>10<sup>th</sup> June 2024</td> <td>9<sup>th</sup> December 2024</td> </tr> <tr> <td>8<sup>th</sup> July 2024</td> <td>13<sup>th</sup> January 2025</td> </tr> <tr> <td>12<sup>th</sup> August 2024</td> <td>10<sup>th</sup> February 2025</td> </tr> <tr> <td>9<sup>th</sup> September 2024</td> <td>10<sup>th</sup> March 2025</td> </tr> <tr> <td>14<sup>th</sup> October 2024</td> <td>14<sup>th</sup> April 2025</td> </tr> <tr> <td>11<sup>th</sup> November 2024</td> <td>12<sup>th</sup> May 2025 (Annual Meeting)</td> </tr> </tbody> </table>	10 <sup>th</sup> June 2024	9 <sup>th</sup> December 2024	8 <sup>th</sup> July 2024	13 <sup>th</sup> January 2025	12 <sup>th</sup> August 2024	10 <sup>th</sup> February 2025	9 <sup>th</sup> September 2024	10 <sup>th</sup> March 2025	14 <sup>th</sup> October 2024	14 <sup>th</sup> April 2025	11 <sup>th</sup> November 2024	12 <sup>th</sup> May 2025 (Annual Meeting)
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Meeting closed at: 9.40pm

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

Date: