

**Minutes of the Meeting of Stradbroke Parish Council  
held at the Court House, Stradbroke on Monday, 12<sup>th</sup> August 2019**

**Present:** Pam Cane, Don Darling, Chris Edwards, Jeremy Fox, James Hargrave, Kamal Ivory, Maureen John, Velda Lummis, Dennis Merritt, Gillian Rennie-Dunkerley, Peter Smith, Toni Wisbey

**In Attendance:** Odile Wladon (Clerk), Cllr Guy McGregor, and 4 members of the public.

		Action
<b>19.8.1</b>	<p><b>Chairman's welcome</b> The Chairman reminded all that the meeting would be recorded and the recording will be available via the parish council website. The Chairman advised that as the last meeting had lasted 2.5 hours, the standing orders may need to be used to ensure that all business is conducted.</p>	
<b>19.8.2</b>	<p><b>Apologies for Absence</b> (1) Councillors noted an apology from Stuart Gemmill. (2) Councillors voted to accept this absence.</p>	
<b>19.8.3</b>	<p><b>Declarations of Interest</b> (1) There were no Councillors' Declarations of Local Non-Pecuniary Interests (2) Councillors' Disclosable Pecuniary Interests in subsequent agenda items: PS – item 19.8.11 (2) payments for approval</p>	
<b>19.8.4</b>	<p><b>Dispensations</b> - no dispensation were requested.</p>	
<b>19.8.5</b>	<p><b>Minutes</b> Councillors reviewed and approved the minutes as a true record of the business conducted at the meeting held on 8<sup>th</sup> July 2019.</p>	
<b>19.8.6</b>	<p><b>County Councillor McGregor:</b> At the moment most of my time has been involved in the future of the Stage Bus Service serving Stradbroke. Galloways have intimated that it intends to give up the Diss/Eye/Debenham to Ipswich contract and the Ipswich/Framlingham service. SCC is proposing to offer a contract for Diss to Ipswich and return for 6 days per week and combine this with a contract for Ipswich/Framlingham service on to Fressingfield/Stradbroke/Hoxne/Eye and on to Diss. This would give Stradbroke a better bus service to Ipswich. The directors of Simmonds were due to meet SCC officers today to discuss the service to Norwich. It was called off due to illness – I will keep you posted. There are issues re school transport to Stradbroke HS, especially from Mendham/Metfield. I am arranging to meet affected parents, with officers, at the end of the month. I am funding investigation in to lorry traffic in the Division. I am prepared to support, financially, speed watch in Stradbroke. Sizewell C is in its final states. SCC will meet next month to determine its response. Ipswich Northern Relief Road is still open for consultation responses. I believe that the good work by Home Start Eye (outreach Stradbroke) will continue and be extended. <i>Cllr McGregor was asked to circulate to the Council the brief for the lorry traffic investigation.</i></p>	

	<p><b>District Councillor Flatman</b> – sent apologies but submitted a report as follows:</p> <p><b>Draft Joint Local Plan out for consultation</b>  <b>Residents are being invited to have their say on the future of growth across two Suffolk districts, as Babergh and Mid Suffolk open a second round of consultation on their <a href="#">new draft Joint Local Plan</a>.</b></p> <p>The draft Joint Local Plan proposes a set of planning policies that will be used to inform decisions on planning applications and appeals over the next 18 years, up to 2036. <b>Residents can take part online, or by visiting one of 18 public consultation events planned across the two districts. Read the full story on <a href="#">our website</a>.</b></p> <p><b>CIFCO Business Plan for 2019/20 agreed</b>  <b>Meetings of Babergh and Mid Suffolk’s Full Councils have approved CIFCO’s future plans, looking to increase the £1.4m annual income it already generates for the districts’ through property investment – the equivalent of increasing council tax by more than 12%.</b> CIFCO’s business plan for 2019/20 will now form the basis of its trading over the next 12 months – including the investment of a further £50m agreed by both councils back in February.</p> <p><b>Helpful Links for Bin Collections</b>  We have now changed the Collections to their new dates. Please find below a few useful links to assist in responding to any queries from residents:</p> <ul style="list-style-type: none"> <li>• <a href="#">Bin Collection FAQs</a></li> <li>• <a href="#">My Waste Hasn’t Been Collected</a> – includes Missed Bin Reporting Tool and information on delays</li> </ul> <p>Please do share these links and encourage residents to report missed bins online, where the Waste Team can deal with them as quickly as possible.</p> <p><b>Council teams up with CCGs to launch Active Schools</b>  A new Active Schools programme has been launched at Freeman Primary School in Stowupland, as part of Mid Suffolk and Babergh’s Active Schools programme aiming to increase physical activity in primary schools and combat rising childhood obesity. The project, run in partnership with NHS West Suffolk and NHS Ipswich and East Suffolk clinical commissioning groups (CCGs) will run for three years with the support of Active Suffolk, the Active Partnership for Suffolk dedicated to increasing the number of people taking part in sport and physical activity. Find out more on <a href="#">our website</a>.</p> <p><b>Councils support 2030 Carbon Neutral ambitions</b>  <b>Councillors at Mid Suffolk District Council have voted on motions to support Suffolk’s county-wide aim of becoming carbon neutral by 2030.</b> At a full Council meeting on Thursday 25 July Mid Suffolk District Council pledged to set up a taskforce, in partnership with other public sector partners, taking a step forward in becoming carbon neutral by 2030. You can read our full <a href="#">press release here</a>.</p> <p>Mid Suffolk also adopted a motion to help protect wildlife and biodiversity in the district, including a pledge to review existing and potential wildlife corridors as part of the climate change task force. Find the <a href="#">full story online</a>.</p> <p><b>Cool off with a Free Summer Swim</b>  <b>Babergh and Mid Suffolk District Councils, in partnership with Abbeycroft Leisure and Everyone Active, are encouraging younger residents to get active over the summer holidays by offering free swims at their leisure centres.</b> Children aged 16 and under across the districts, can cool off in the pool during the summer holidays for free during public swimming sessions at Abbeycroft Leisure and Everyone Active centres. Find out more on <a href="#">our website</a>.</p> <p>Notice of a free taster session for Chair Based Exercises at the community centre was also noted.</p>	
19.8.7	<b>Public forum:</b> no members of the public addressed the council.	
19.8.8	<b>Reports from Committees and representatives:</b>	

<p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>	<p><u>Finance Committee</u> No committee meeting has taken place since the last full council meeting.</p> <p><u>Planning Committee</u> No committee meeting has taken place since the last full council meeting.</p> <p><u>Maintenance Working Party</u></p> <p>a. Councillors approved the terms of reference for the working party.</p> <p>b. Councillors reviewed a list of works for the play parks and the cemetery/churchyard and approved a motion that the Maintenance Working Party undertakes the work where appropriate. Any costs will need to be approved at a Council meeting. Reference to the Fence at the Community Centre play park to be removed as this is the responsibility of SCC not the parish council.</p> <p>c. SCC self-help scheme: The Clerk raised concerns regarding the agreement prepared by SCC for the scheme and in particular the section on the parish council's possible liability. County Cllr McGregor also raised concerns about what the Parish Council was being asked to do. The following motion failed: Councillors to consider that the parish council joins Suffolk County Council's community self-help scheme to enable the maintenance working party to carry out work in accordance with the rules of the scheme. <b>Vote tied: Chairman used casting vote against.</b></p> <p><u>Community Centre Report</u> No motions were submitted for review.</p> <p><u>Footpath Warden</u> DM will start a new file as the original has been misplaced.</p>	
<p><b>19.8.9</b></p> <p>(1)</p> <p>(2)</p> <p>(3)</p>	<p><b>Planning</b></p> <p>New applications for consideration: <b>DC/19/03556</b> – application for listed building consent: conversion of barn to 1no. dwelling including conversion of outbuilding to carport/garden store. Home Farm, Neaves Lane IP21 5JS Councillors voted to <b>SUPPORT</b> this application.</p> <p>Councillors noted the outcome of the following applications: <b>DC/19/02069</b> – Stradbroke Farm Barn, IP21 5NL <b>WITHDRAWN</b> <b>DC/19/02653</b> – Roger Skinner Ltd, Queens St. IP21 5HL <b>GRANTED</b> <b>DC/19/02520</b> – Verdons Farm, Verdons Lane IP21 5NN <b>REFUSED</b> <b>DC/19/02807</b> – Frythe Barn, Wilby Road IP21 5JP <b>GRANTED</b></p> <p>Other Planning matters: <b>Joint Local Plan</b> - MSDC consultation on the Joint Local Plan closes 4pm on Monday, 30<sup>th</sup> September 2019. JH and TW to attend the briefing for parish councils. It was agreed that the Planning Committee would prepare a formal response to the consultation. Each councillor should submit any comments they have to the Clerk as soon as possible. A meeting of the planning committee will be convened to discuss the response to the Plan and will be open to the public and other members of the council to attend. <b>Appeal:</b> AP/19/00215 Land opp. Magnolia House, Wilby Road. Comments already submitted will be passed on as part of the appeal process. Councillors voted on 11/7/18 and 14/11/18 to conditionally support the application.</p>	

	<p>No further comments were made.</p> <p><b>MSDC Meeting:</b> CE and the Clerk attended a meeting with MSDC. Printed copies of the Neighbourhood Plan were circulated to the planning team at MSDC.</p> <p>The NP was discussed with them; a request was made that the plan be given weight when planning applications in Stradbroke are reviewed. MSDC are improving the systems now that more plans are being adopted in the MSDC area.</p> <p>A discussion took place on the possible applications for poultry units in the local area – MSDC were reminded that a developer has submitted correspondence indicating that the value of land and housing could be adversely affected should these units go ahead. MSDC will keep the council updated regarding these matters.</p> <p>MSDC followed up after the meeting and advised of another scoping exercise for new poultry units in Occold.</p>	
<p><b>19.8.10</b></p> <p>(1)</p> <p>(2)</p>	<p><b>Highways</b></p> <p>Councillors noted that Andy Robinson – Eye Town Council, has been asked to prepare the brief for the highways review commissioned by Cllr McGregor.</p> <p>Councillors noted that Cllr McGregor has commissioned a feasibility study and report for Chickering Road, mainly focusing on the private entrance to Depperhaugh Care Home, due to the high number of incidents at this location.</p>	
<p><b>19.8.11</b></p> <p>(1)</p> <p>(2)</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>(3)</p> <p>(4)</p> <p>(5)</p> <p>(6)</p> <p>(7)</p> <p>a.</p> <p>b.</p>	<p><b>Finance</b></p> <p>Councillors noted account balances at 31<sup>st</sup> July 2019:  Current Account - £14,763.42                      Deposit Account - £37,123.06</p> <p>Approval of payments:</p> <p>Following a question on matters concerning staff payments; a request was made for the meeting to be closed. A motion was proposed but not voted on.</p> <p>In accordance with standing order 1r. (iv), the Chairman moved a procedural motion that councillors should proceed to a vote as per the motion submitted without further discussion.</p> <p>Councillors approved cheques for signature or BACS payment for online authorisation as per the schedule prepared by the Clerk and appended to the minutes.</p> <p>Councillors noted 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>Councillors noted that the external audit has been undertaken and that no audit points were raised.</p> <p>Councillors noted that the notice of conclusion of audit is displayed on the noticeboard and on the parish council's website.</p> <p>Councillors noted that the Clerk received confirmation from HMRC that the VAT on invoices relating to the health centre can be reclaimed and that rent charged is exempt from VAT.</p> <p>Annual Action Plan:</p> <p>Councillors reviewed and approved an action plan (Aug 19 to Mar 20) prepared by the Clerk and taken from the budget, the PIIP approved in April 2019 and matters raised since May 2019.</p> <p>Councillors noted that the action plan will be reviewed annually at the beginning</p>	

	of each financial year.	
<b>19.8.12</b>	<b>Community Shed</b>	
(1)	<p>Councillors noted the following actions since the last meeting:</p> <p>a. Following receipt of correspondence from the Stradbroke Trust indicating that the building was no longer insured, the Clerk contacted the Parish Council's insurance company and added the building to the council's policy. As the building is now insured under the Parish Council's policy, the council has taken over responsibility for the management of the shed. The electricity contract with E.ON has been swapped into the Parish Council's name and a 3 year landlord's deal agreed with payment via direct debit. The lock on the pedestrian door had to be changed as the keys were not handed over. In accordance with the Council's financial regulations, these actions were taken by the Clerk and agreed with the Chairman. Councillors were advised of these actions on 24<sup>th</sup> July and 5<sup>th</sup> August.</p> <p>b. The current users of the shed have been contacted and a date will be arranged for a full inventory of the contents of the shed to be undertaken. Following the work on the inventory, if there are any items in the shed that are not claimed by current users, a request will be made in the Stradbroke Monthly asking anyone who has items stored in the shed to claim them as soon as possible as any unclaimed items may be disposed of.</p>	
(2)	<p>The following motion was carried: The management of the shed remains the responsibility of the Parish Council and that the following actions are taken:</p> <p>a. A user policy or protocol is implemented. The policy should include guidance that the shed is for the use by any village organisation that uses the playing field including the current users; Stradbroke Cricket Club, Stradbroke Senior Football Club, Stradbroke Junior Football Club and Stradbroke All Stars.</p> <p>b. Annual agreements for all users are set up. The agreements should include an annual service charge which will cover the cost of the utilities and a small additional amount that can be reserved for any future repairs. The cost of insuring their contents will be the responsibility of each user. The cost of the insuring the building will be the responsibility of the Parish Council.</p> <p>c. The business rates on the building are the responsibility of the occupier not the owner; and any user policy should include guidance on the setting up of a user group which can register for small business rate relief.</p> <p>d. The playing field policy will need to be updated to reflect that the cost of electricity used during an event held on the playing field will be paid for by the hirer. Until a smart meter is installed, this will be calculated by pre- and post-event meter readings.</p>	
<b>19.8.13</b>	<b>Policies reviewed and amended:</b>	
(1)	<p>Standing Orders 2019 Councillors approved a motion that Standing Order 3x is amended to read as follows: A meeting shall not exceed a period of <b>two</b> hours.</p>	
(2)	<p>Playing Field Policy Councillors approved the following amendments to the policy:</p> <ul style="list-style-type: none"> <li>• <i>Applications should be made in writing and will be considered within month by</i></li> </ul>	

	<p><i>the Clerk and a decision issued in writing. Any appeal of the decision should be addressed in writing to the Parish Council and submitted via the Clerk.</i></p> <ul style="list-style-type: none"> <li>• <i>The cost of electricity used during an event held on the playing field will be paid for by the hirer. Until a smart meter is installed, this will be calculated by pre- and post-event meter readings.</i></li> </ul>	
<p><b>19.8.14</b> (1)</p>	<p><b>Clerk's Report</b></p> <p><b>Health Centre:</b></p> <ol style="list-style-type: none"> <li>The fire risk assessment was reviewed by the Finance Committee and the recommendations added to the schedule of works.</li> <li>The Legionella Assessment report was reviewed by the Finance Committee and the recommendations added to the schedule of works.</li> <li>In accordance with the policy document, the Parish Council has advised Zurich Insurance of the works undertaken to upgrade the alarm system.</li> <li>Quotes for plumbing work are awaited.</li> <li>A legionella test will be undertaken. Once the results have been received a report on work in progress to fulfil the requirements of the legionella assessment will be prepared and sent to the medical practice; this will be useful to them in the event of a visit from the CQC.</li> <li>An asbestos register will be prepared shortly.</li> </ol>	
(2)	<p><b>Training</b></p> <p>Councillors to note that the Clerk is booked to attend a Project Management course run by SALC in September.</p>	
(3)	<p><b>General</b></p> <ol style="list-style-type: none"> <li>A request had been received to hold a children's football birthday party on 5<sup>th</sup> October 2019. There are no other bookings for that day. Councillors reviewed and approved the request.</li> <li>A request had been submitted by Radio Stradbroke to use the playing field for a music day on 11<sup>th</sup> July 2020, access will be needed for set up and clear up on 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> July respectively. Councillors reviewed and approved the request.</li> <li>Following communication from residents concerning matters at Grove End, Suffolk Housing and MSDC Housing have been contacted and progress to improve the area is ongoing.</li> <li>The clerk has liaised with the owners of the land where the bunker is sited and given guidance and advice. Currently the bunker is welded shut.</li> <li>The Clerk met with Great South East Energy Hub regarding the Rural Community Energy Fund. Councillors noted that it has been recommended that the Parish Council apply for a grant to carry out a feasibility study on how to improve the energy efficiency of the whole of the site at Wilby Road and any other public buildings in Stradbroke. Each individual organisation could then decide if they wished to undertake any of the recommendations. Community support for the project will be needed and clearly demonstrated in any grant application.</li> </ol> <p><b>Information</b></p>	
(4)	<ol style="list-style-type: none"> <li>Suffolk County Council Highways department reiterated to the Clerk that no work should be undertaken on the highways or verges adjoining the highways without the necessary training being undertaken and health &amp; safety precautions in place. This includes cleaning, and weeding around, road signs.</li> <li><b>Stradbroke Monthly</b> – Councillors noted a report prepared by the Clerk.</li> </ol>	

19.8.15	<p><b>Risk Assessments</b></p> <p>Councillors noted issues raised concerning:</p> <ol style="list-style-type: none"> <li>Community Centre play park</li> <li>Westhall play park</li> <li>Fitness Track</li> <li>Permissive Path – bit tired</li> <li>Cemetery – needs a tidy up</li> </ol>	
19.8.16	<p><b>Parish Council 4 Year Plan</b></p> <p>JH/DD/GRD/PS/TW will meet and prepare proposals for the structure/basis of a 4 year plan for the Parish Council.</p>	
19.8.17	<p><b>Floral Displays</b></p> <p>GRD will prepare a feasibility study on introducing floral displays to the village for review by Councillors.</p>	
19.8.18	<p><b>Community Speed Watch</b></p> <p>Councillors supported the idea of restarting the community speed watch in Stradbroke. JF will meet with PCSO to seek advice. CE and DM offered assistance. Laxfield currently hold the speed gun previously purchased by both councils.</p>	
<p>19.8.19</p> <p>(1)</p> <p>(2)</p>	<p><b>Correspondence:</b></p> <p>Councillors reviewed tabled correspondence <b>deferred from 8<sup>th</sup> July 2019:</b></p> <p>Name: Angeline Parry  Subject: ditch rear of tennis courts/ 15 woodfields  Message: Hi, I am trying to find out if the parish council are responsible for the trees that border my property or whether it would be down to myself to get them cut to stop them damaging the tennis court lighting.  Clerk to respond that the trees in question are not the responsibility of the council therefore the council has no objection to the home owner dealing with them if they are causing an issue.  Hi, Odile.  I see from your page in the monthly magazine that a member of the public has expressed concern regarding the speed and volume of traffic in New Street/Church Street.  I would like point out that the problem exists throughout the village and needs to be addressed as such. Not only has normal private traffic increased over the last two or three years but the number of heavy lorries coming through the village has also increased dramatically. Much of the heavy traffic I believe is headed to or from the digester plant on the Laxfield road and many that come into the village past Ash Plough, Westhall, the childrens playing field and the junior school are travelling at speeds visibly well in excess of 30mph. The road surface past the playing field and Skinners is very noisy and uneven, and the lorries make an incredible din as they speed past.  Some of the noise and speed of vehicles passing by us here has to be seen to be believed. You are welcome to visit and witness it for yourself if you wish.  Yours sincerely, Mr. M &amp; Mrs. S. Gibbons  Clerk to respond that Cllr McGregor has commissioned reviews of highways issues, including those in Stradbroke.</p> <p>Councillors noted current tabled correspondence:</p> <ul style="list-style-type: none"> <li>Consultation on Suffolk’s Green Access Strategy runs from 8<sup>th</sup> July 2019 to 20<sup>th</sup></li> </ul>	<p>Clerk</p> <p>Clerk</p>

	<p>September 2019.</p> <ul style="list-style-type: none"> <li>Traffic Management Proposal received from Mr Downe. <b>Action:</b> review when brief received from Cllr McGregor.</li> <li>MSDC Planning Policy re Reg. 16 consultation of Fressingfield Neighbourhood Plan – consultation ends 4pm 27<sup>th</sup> September 2019.</li> <li>Correspondence regarding EIA scoping opinion for poultry units in Occold. <b>Action:</b> to be reviewed and commented on as part of the response to the draft Joint Local Plan.</li> <li>SALC – proposed amendments to constitution were noted.</li> <li>Email from Sue Childs regarding Christmas Event on 8<sup>th</sup> December 2019. <b>Action:</b> Councillors who wish to help to let JH know and he will pass on details to Mrs Childs.</li> </ul>	
<b>19.8.20</b>	<p><b>Date of the next meeting: 9<sup>th</sup> September 2019</b></p> <p>Matters for inclusion on the agenda for the next meeting should be submitted by Councillors to the Clerk by 30<sup>th</sup> August 2019.</p>	

**Record of voting:**

Item	Proposer	Seconder	For	Against	Abstain	Casting
19.8.5 Minutes	TW	DD	12	0	0	
19.8.8 (3a) TOR	DD	PS	12	0	0	
19.8.8 (3b) List of works	DD	PS	11	1	0	
19.8.8 (3c) Join self-help scheme	DD	PS	6	6	0	Against
19.8.9(1) DC/19/03556 - support	PS	VL	12	0	0	
19.8.11 (2) Close the meeting	CE	TW	No vote	took	place	
19.8.11 (2) Move to vote	JH	n/a	10	1	1	
19.8.11 (2) Approve payments	JH	TW	11	0	1	
19.8.11 (7a) Action plan	JH	JF	12	0	0	
19.8.12 (2) Community Shed	JH	DD	10	0	2	
19.8.13 (1) Standing Orders	JH	CE	8	3	1	
19.8.13 (2) Playing Field	JH	DD	11	0	1	

Meeting closed at: 9.42pm

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

9<sup>th</sup> September 2019