

**Minutes of the Meeting of Stradbroke Parish Council
held at the Community Centre, Stradbroke
Monday, 10th April 2017**

Present: Nick Stones, Carrie Barnes, Don Darling, Stuart Gemmill, Oliver Last, George Chaplin, Chris Edwards, Lynsey Smith, Jim Baker, Maureen John, Jo Baber, Velda Lummis, Ellie Wharton

In Attendance: Cllr Julie Flatman, Odile Wladon (Clerk), 8 members of the public.

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| 16.1 | The Chairman welcomed all to the meeting. | |
| 16.2 | Apologies for Absence: there were none | |
| 16.3 | Declarations of Interest: None were received. | |
| 16.4 | Dispensations: None were requested. | |
| 16.5 | Public forum: A member of the public commented on a planning application 0492/17 which was refused by Councillors at the March meeting. She has submitted comments on the planning portal in response to issues raised at the last meeting. These comments were repeated at this point. | |
| 16.6 | Minutes of the meetings 13th March 2017 – the minutes were approved by 12 votes with 1 abstention. Matters arising not listed on the agenda. There were none. | |
| 16.7 | Policies & Procedures The following policy was reviewed and adopted by unanimous vote: <ul style="list-style-type: none"> • Complaints Procedure | |
| 16.8 | Finance | Clerk DD |
| 16.8.1 | Account balances at 31 st March 2017: Deposit Account: £39,967.75 Current Account: £13,056.58 | |
| 16.8.2 | Cheques for approval as per appended list. Councillors also noted receipts during March 2017. Points 16.8.1 and 16.8.2 above were approved by unanimous vote. | |
| 16.8.3 | End of year accounts. The Finance Working Party met on 4/4/17 and reviewed the end of year accounts vs budget. | |
| 16.8.4 | A virement report showing the final virements for the 4 th quarter together with the balances c/f was presented and approved unanimously by Councillors – a copy is appended to the minutes. | |
| 16.8.5 | The year end accounts were presented at the meeting and were approved unanimously by Councillors – a copy is appended to the minutes. | |
| 16.8.6 | Councillors reviewed and unanimously approved Section 1 of the Governance Statement of the Annual Return. | |
| 16.8.7 | Councillors reviewed and unanimously approved Section 2 of the Annual Return. | |
| 16.9 | Planning | |
| 16.9.1 | Applications for consideration: 1000/17 – Demolition of existing outbuilding. Erection of single storey dwelling. Hayfield House, Neaves Lane IP21 5JE Councillors voted unanimously to defer a decision on this application and it will be added to the agenda of the extraordinary Parish Council meeting on 20 th April 2017. 1078/17 & 1079/17 – Internal & external alterations to building. External alterations to outbuilding. Tudor Farm Barn, Battlesea Green IP21 5NE. Councillors voted by majority to support this application. 5 for, 3 against and 5 abstentions. | |
| 16.9.2 | Results of planning applications considered by MSDC since the PC last met: 0480/17 - Queens Head Cottage IP21 5HG – granted 20/3/17 0492/17 –Chestnut House, Wilby Road IP21 5JP - no update | |

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| 16.9.3 | <p>0600/17 –Scotts Pine, Wilby Road IP21 5JN – granted 10/4/17 0533/17 –2 Battlesea Green Close, IP21 5JN – no update</p> <p>Other Planning Matters : MSDC have published a revised schedule of sites submitted for planning consideration. It was noted that all sites which were included in the original schedule have been missed off the document. The Neighbourhood Plan Committee are looking into this.</p> <p>The Clerk contacted MSDC who confirmed that no member of MSDC had spoken to residents at Westhall with regards to the future use of the garages. It was noted by Councillors that it appears it is an agent of the land owner who has been making enquiries.</p> <p>Councillors were concerned about the current state of the former garages on Queens Street. NS/SG will approach the family of the land owner and ask them if the site can be tidied.</p> | <p>NPC</p> <p>NS/SG</p> |
| 16.10 16.10.1 16.10.2 16.10.3 16.10.4 16.10.5 16.10.6 | <p>Matters of Report</p> <p>16.10.1 Noticeboards – DD confirmed that the 2nd noticeboard will be located at the Community Centre. Councillors agreed that this could now be removed as an agenda item.</p> <p>16.10.2 Stradbroke Monthly – the Governance Board approved payment of a cheque to Tuddenham Press for £325 for printing the April newsletter, the cheque was duly signed.</p> <p>16.10.3 Community Centre – The working party of LS/CB/SG reviewed a draft lease and recommended that this should be accepted. Councillors were sent a copy to review prior to the meeting. Councillors agreed unanimously to accept the lease, and the document was duly signed.</p> <p>16.10.4 Improvements to play parks – MSDC have confirmed that they are able to supply the final grants for the new play equipment. Councillors reviewed the revised quotations from Sutcliffe and voted unanimously to accept the quotes and place the order for the new equipment.</p> <p>16.10.5 Fixing the Broken Housing Market (Govt White Paper) – CE will be responding to the consultation. He has in the interim written to the govt. dept. concerned and raised the issue of leasehold developments and who would have responsibility for this area of planning. OL asked if this could be forwarded to the Neighbourhood Planning Committee.</p> <p>16.10.6 Footpath Warden – Dennis Merritt reported that he was in contact with SCC and raised issues regarding sign posting and hopes that things will move forward in May.</p> | |
| 16.11 16.11.1 | <p>Drs Surgery</p> <p>An email was received from Mr Smith concerning a fence behind the building at Wilby Road. The Finance Working Party reviewed this at their meeting on 4/4/17 they reported that as the lease is a full repairing lease, the fence is the responsibility of the Stradbroke Charitable Trust. The Clerk read a draft letter in response to the email and Councillors agreed unanimously that this letter should be sent as soon as possible with the addition of a request by the PC to review the insurance policy for the medical centre. Councillors noted that with this letter permission was granted by the PC for the works to be carried out.</p> | |
| 16.12 16.12.1 16.12.2 16.12.3 16.12.4 16.12.5 | <p>Risk Assessment</p> <p>16.12.1 Communtiy Centre Play Park – there was nothing new to add to previous reports.</p> <p>16.12.2 Fitness Track – VL reported that there was still a pile of cuttings that should be cleared. LS reported that she has oraginsed a group to help tidy the track and redefine the path. Mr Smith and Mr Turkington will supply any leftover topping they have from the original work.</p> <p>16.12.3 Westhall Play Park – JimB was thanked for carrying out the work to the kick board on the basketball hoop. There was nothing new to report.</p> <p>16.12.4 Cemetery – there was nothing new to add to previous reports.</p> <p>16.12.5 Permissive Path – no problems to report on the permissive path.</p> | |
| 16.13 | <p>Training</p> <p>The Clerk had attended a networking event organised by SALC. The Clerks will wait until this busy period for meetings has passed before arranging the</p> | |

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| | Council training at Stradbroke with SALC. | Clerk |
| 16.14 | Highways | |
| 16.14.1 | The Clerk is awaiting information from SCC following a meeting with the Highways Dept. | LS/NS |
| 16.14.2 | Car park – LS offered to undertake the painting of the extended hatched area with the guidance of NS. | |
| 16.14.3 | Footpath Signs – Dennis Merritt has asked SCC to supply more up to date maps. | Clerk |
| 16.14.4 | Dog Litter Bins – Councillors voted unanimously to purchase a new dog litter bin to be situated on the footpath sign near the pedestrian entrance to the high school. | |
| 16.15 | Neighbourhood Plan OL and DD reported that the Neighbourhood Planning Committee were applying for an additional grant of £9,000 which should cover the remaining costs for the creation of a plan for Stradbroke. CE suggested the Parish Council may like to invite Neil McManus (Contributions Manager - SCC) to speak with Councillors with regard to harm mitigation and cumulative impacts of planning applications. The Clerk will ask him when he is available to attend a PC meeting and also let the Neighbourhood Planning Committee know which meeting he will be attending. | |
| 16.16 | Cemetery/Churchyard Thanks were expressed JimB and NS for the work undertaken to repair the broken gate post at the cemetery. One quote has been received for the work on the Chapel. Clerk will contact builders to see if they wish to quote. It was noted that there is a broken window at the Chapel and this will be replaced at the time the repair works are undertaken. The estimate from A C Crockford & Partners was accepted and work is due to commence on the repairs to the gatepost at the churchyard shortly. An estimate for the repair to the gateposts at the Church has been received. Cllr McGregor has sent an email and pledged a minimum of £500 to this project. A date was set for the 7 th May for the clean-up of the Churchyard meet at 10am. | Clerk All |
| 16.17 | New Bench Councillors agreed that this item should be removed from the agenda at the present time. | |
| 16.18 | Defibrillator The Clerk has contacted an electrician who is prepared to carry out the installation work once BT agree to the adoption process. The emergency phone has not yet been ordered. The Clerk confirmed that the cabinet and defibrillator will be covered by the PC insurance. | |
| 16.19 | "Battle is Over" beacon for 2018 – Councillors agreed to remove this item for the agenda. | |
| 16.20 | Replacement Orderly Barrow – Following discussion at the March meeting concerning the need to replace the orderly barrow, Councillors voted unanimously to purchase a new barrow from Glasdon at a cost of approx. £710 plus vat. | |
| 16.21 | Website: The Clerk attended a networking day organised by SALC. At this meeting SALC strongly advised the Clerk that the PC should adopt its own website. Councillors voted by a majority of 10 to 3, to instruct the Clerk to adopt a website at a cost of appx £7.90 per month. The Chair pointed out that this is purely a PC website and all village websites are welcome to link to it. | |
| 16.22 | Clerk's Report Councillors were pleased to note that Stradbroke Primary School has been recognised for being in the top 3% nationally for progress of pupils. The Clerk has agreed with Came & Co that a review of cover will take place once the new play equipment has been installed. On reviewing the policy it appears that the PC have too much cover for street furniture now that the ownership of the street lights has been transferred but will have insufficient cover for the new play equipment. It is unlikely that there will be an adjustment to the premium for this year. Councillors noted that following the recent review of rates there is no business rates due on the cemetery. | |

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| 16.23 | <p>Correspondence – not noted elsewhere on the agenda.</p> <p><u>Emails received:</u> Mr P Smith – concerning the precept SALC – Clerk’s networking day and information bulletin SCC – traffic order, Rattlerow Hill</p> <p><u>Tabled Items:</u> CAS – membership renewal. Councillors voted unanimously to renew the membership. East Anglia Air Ambulance request for recycling areas – it was noted that there are already recycling locations in the village.</p> <p>Stradbroke Trust: a letter was received concerning the invoice for the rent for 2017/18 (a copy is appended to the minutes). The Clerk read the letter received from the Stradbroke Trust. Some Councillors were deeply concerned and disappointed by the contents of the letter. Councillors raised the following points/concerns:</p> <ul style="list-style-type: none"> • 10% was the formula used by the surveyor; he estimated an annual rent on the building to be £12,000 which is why the rent was set at £1200. • By withholding the rent are they in default of the lease? • Is it the intention of the Trust to default on the lease and hand back the medical centre to the PC? • Should we be seeking legal advice? • Legal advice would cost money and this is unfair on the people of Stradbroke. Legal fees can be charged back to the trustees, who would be personally liable if there were insufficient funds in the Trust. • Should they be thinking of taking loans out? • The primary function of the Trust is to maintain the building and ensure they have sufficient funds to carry out future repairs. • This is a development lease – to enable the surgery building to be built. • The lease is not designed to be a collateral document. <p>Councillors agreed that the Clerk would send a short reply reminding Trustees of the implications of withholding the rent. The letter would be added as an agenda item to the extraordinary meeting the PC are holding on 20th April at which point a decision on whether to seek legal advice and issuing a letter before action will be taken.</p> | |
| 16.24 | <p>Report received from Cllr Flatman</p> <p>Cllr Flatman congratulated EW on the successful fundraising for the new play equipment. MSDC are considering holding meetings in the community. Stradbroke is being considered as a possible location.</p> <p>MJ raised concerns that some customers at the Post Office are being prevented from using the debit cards when paying for council services. Cllr Flatman will look into this and report back to MJ.</p> | |
| 16.25 | <p>Matters of information</p> <p>LS would like to plan an open day for all sports groups/facilities within the village. All Councillors agreed this was an excellent idea. EW/DD/GC/JB offered help with this project. DD informed Councillors that MSDC have set up a scheme similar to Good Neighbours and he would put up posters advertising this.</p> <p>VL raised concerns about an overgrown conifer at 3 Woodfields. NS said he would knock on the door and ask if the owners could arrange to have the tree cut back.</p> | NS |
| 16.26 | <p>Matters for inclusion in the Agenda of meeting: 8th May 2017 at 7.30pm</p> <p>Items for 20th April 2017: medical centre</p> | |

There being no further business the meeting closed at 21.48hrs

Signed: _____
Chairman

20th April 2017

The Stradbroke Trust

Trustees: Peter Smith (Chairman), Roger Turkington, Stuart Crane (Treasurer)
and Jane Merritt (Secretary).

Hayfield House, Neaves Lane, Stradbroke. Suffolk. IP21 5JE

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Registered No. 1165750

April 9th 2017

Dear Odile,

Thank you for your invoice for the Rent for 2017/2018.

Following a meeting of The Stradbroke Trust on Thursday evening, we are all disappointed by the response from the PC, to our letter to the Council, on January 8th 2017.

Having gone through a very difficult and totally demotivating period, during which the Council tried to interpret the lease in such a way, that all rent received from the doctors, would divert to the PC, we are eager to ensure that such claims cannot be repeated. We therefore asked for an agreement in writing that:

'If a no new Lease is drafted, then in accordance with the existing Lease, this new rental figure of £1,200, will be known as 'Ground Rent' (referred to as 'the Premises' in the Lease), for the site of the Stradbroke Surgery and agreed in writing between the Parish Council and the Stradbroke Trust.'

Without such an agreement, the Trust will be vulnerable to future challenges and as a direct consequence, our ability to raise funds for the benefit of the village, will be greatly impaired. (The Playpark group have, of course, recently discovered the need to assure potential funds of security of tenure and the same applies to the Trust). The lack of clarity in the lease will also limit our ability to raise finance from banks – in the past Trustees have provided personal guarantees for the original mortgage and more recently, for the loan to purchase the Village Gardens and Allotments.

With regards to the formula for calculating the rent we do agree that the proposal for setting this as a percentage of the rent, received from the Doctors, is a good one and easy to implement. However, the present rent of £1,200 pa, is actually 8.8% of the annual rent received of £13,632, from the Doctors. Therefore 8.8% should be the figure used not 10%.

If the Parish Council is serious about wanting a closer working relationship in the future, we hope to receive a more positive response this time. In the meantime, we will withhold payment of the latest rent demand.

Yours sincerely,

Peter Smith
Chairman