

**Minutes of the Meeting of Stradbroke Parish Council  
held at the Community Centre, Stradbroke  
Monday, 13<sup>th</sup> February 2017**

**Present:** Nick Stones, Carrie Barnes, Don Darling, Stuart Gemmill, Velda Lummis, Oliver Last, George Chaplin, Chris Edwards, Lynsey Smith, Jim Baker.

**In Attendance:** Cllr Julie Flatman, Cllr Guy McGregor, Odile Wladon (Clerk), 3 members of the public.

		<b>Action</b>
<b>16.1</b>	The Chairman welcomed all to the meeting. The Chairman welcomed the 3 new Councillors and the Clerk confirmed that all had signed and returned their acceptance of office forms together with their declaration of pecuniary interests.	
<b>16.2</b>	<b>Apologies for Absence:</b> Jo Baber, Ellie Wharton, Maureen John – Councillors consented to these absences.	
<b>16.3</b>	<b>Declarations of Interest:</b> None were requested.	
<b>16.4</b>	<b>Dispensations:</b> None were requested.	
<b>16.5</b>	<b>Public forum:</b> A member of the public addressed the meeting and asked for information on the Neighbourhood Plan. The member of the public would like to know: why it is taking so long - when the original discussions indicated it would take up to 2 years, how much the process has cost to date, what had been achieved and at what stage is the plan presently. SG pointed out the Neighbourhood Plan is an agenda item and that these issues will be covered at this time.	
<b>16.6</b>	<b>Minutes of the meetings 9<sup>th</sup> January 2017:</b> The minutes were accepted by unanimous vote. <b>Matters arising not listed on the agenda:</b> None	
<b>16.7</b>	<b>Policies &amp; Procedures</b> The following 4 policies were reviewed and adopted by unanimous vote: <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Environmental Policy</li> <li>• Grant Awarding Policy and application form</li> </ul>	
<b>16.8</b>	<b>Finance</b>	
16.8.1	Account balances at 31 <sup>st</sup> January 2017: Deposit Account: £32,681.49 Current Account: £14,693.15	
16.8.2	Cheques for approval as per appended list. Points 16.8.1 and 16.8.2 above were approved by unanimous vote.	
16.8.3	Other finance matters: <u>Cricket Club</u> The Clerk read an email received from the Cricket Club concerning using some of the £2,500 reserved to carry out maintenance to the playing field. Councillors agreed in principle and await a firm quote. DD noted that the youth football club still use the football pitch and have not experienced any waterlogging. NS noted that it was never the intention for the PC to take over the maintenance of this area once the £2,500 is spent. <u>Audit</u> The Clerk read a letter concerning the audit arrangements for 2017/18 accounts. Councillors noted that the auditors for 2017-2022 will be PFK Littlejohn LLP. Councillors also noted that the current auditors BDO LLP will carry out the audit for 2016/17.	
<b>16.9</b>	<b>Stradbroke Trust</b> The Stradbroke Trust submitted a letter to the Parish Council in January. This letter was appended to the January minutes. The Clerk had drafted a response which was read to Councillors.	

	<p>DD and NS queried whether the 10% figure should be included in the response as they felt the review should be carried out every 3 years without any pre judgement. SG stated he would have been happy to leave out the 10% paragraph but agreed with other councillors who felt that this could lead the two parties into the situation they found this year where a surveyor had to be appointed to set the rent as no agreement was reached.</p> <p>CB pointed out that although the Trust may wish to undertake a major project in the future they are bound by the terms of the lease, and their own Trust Deed states that the Trust's primary responsibility is to maintain the surgery building and then carry out any charitable works if there are funds left over. CB suggested that as the building was over 20 years old, it may be wise for the Trust to start to reserve funds for any major repairs that may need to be undertaken in the coming years. CE was in agreement with this statement.</p> <p>Councillors voted on accepting the letter as drafted by the Clerk and this was approved by a majority vote of 8 for and 2 against. A copy of the letter is appended to the minutes.</p>	
<p><b>16.10</b> 16.10.1</p> <p>16.10.2</p> <p>16.10.3</p>	<p><b>Planning</b></p> <p><b>Applications for consideration:</b></p> <p><b>0040/17</b> - The Priory, Drs Lane IP21 5HU: remove 2 ash, 2 lawson cypress and limb from yew. Unanimous vote to support this application</p> <p><b>0310/17</b> – Land adjacent 1 White House cottages, IP21 5HJ: variation of condition 2 following grant of planning permission 3248/14. Councillors reviewed the plans and voted unanimously to support this application.</p> <p><b>Results of planning applications considered by MSDC since the PC last met:</b></p> <p>None were outstanding.</p> <p><b>Other Planning Matters</b></p> <p><b>0480/17</b> - Queens Head Cottage IP21 5HG: removal of hazel. This application was received after publication of the agenda, therefore no vote took place. Councillors agreed not to call a separate planning meeting and no comments will be submitted.</p>	
<p>16.11</p> <p>16.11.1</p> <p>16.11.2</p> <p>16.11.3</p> <p>16.11.4</p>	<p><b>Matters of Report</b></p> <p><b>Noticeboards</b> – DD has added sliding Perspex doors to the notice board. Due to residual dampness there is some condensation but this will resolve as the backing dries out. VL suggested that once adapted, the other board be placed next to the one for the community centre. NS/DD/VL will raise this at the next Community Centre meeting.</p> <p><b>Stradbroke Monthly</b> – the Governance Board approved payment of a cheque to Tuddenham Press for £325 for printing the February newsletter and another to the Clerk to cover stationery costs of £19.70. It was also noted that the Governance Board have asked to Clerk to investigate opening a community account with Barclays Bank to save on the monthly bank charges that are paid at present.</p> <p><b>Community Centre</b> – the possible donation of £10,000 towards the play park improvements is on the agenda for the next Community Centre Committee Meeting, together with the lease. There was a question about permission to access the land as the services for both the Community Centre and Leisure Centre run beneath the play park. The Clerk believed that Mrs Streeter may already have a Deed of Easement. NS/DD will check with her.</p> <p><b>Improvements to play parks</b></p> <ul style="list-style-type: none"> <li>EW reported that she and the Clerk had attended a meeting at MSDC re fundraising for the play parks. Gillian Hilder was very impressed with the progress to date and said that MSDC would be willing to help fund the play parks up to a maximum % still to be calculated once all the figures are received. This offer to help is on condition that a lease is in place with the Community Centre and that there is a pledge of a substantial amount of money from them too.</li> <li>We were runners up in the Tesco Bags for Help and were awarded £2,000. Rattlerow Farm have pledged to donate £2,000. With the possibility of £10,000 from the Community Centre, the figure raised to date is: £41,294.90</li> <li>EW has spoken with Sutcliffe about a servicing agreement, however there response</li> </ul>	<p><b>DD</b> <b>NS</b> <b>VL</b></p> <p><b>NS/DD</b></p>

16.11.5	<p>was a little unclear.</p> <ul style="list-style-type: none"> <li>• Future community fundraising initiatives are: <ul style="list-style-type: none"> <li>○ Pennies for the Play Park is running through to Easter with collection pots at both schools and the library</li> <li>○ There will be a Mother's Day Coffee Morning &amp; Books Sale on 25<sup>th</sup> March 9.30 to 11.30.</li> <li>○ An Easter Treasure Hunt has been arranged for Saturday 15<sup>th</sup> April.</li> </ul> </li> </ul> <p><b>Footpath Warden</b> – no report was received for this meeting.</p>	
<b>16.12</b>	<b>Drs Surgery</b>	
16.12.1	No updates have been received from Trust re building works.	
<b>16.13</b>	<b>Risk Assessment</b>	
16.13.1	<b>Communitiy Centre Play Park</b> – no update available.	
16.13.2	<b>Fitness Track</b> – VL reported that all was fine but that cuttings had not been cleared away, the Clerk agreed to contact Matthew Hammond to see if this could be done.	<b>Clerk</b>
16.13.3	<b>Westhall Play Park</b> – CB concerned about the litter accumulating behind the kick board at the basketball hoop and will ask Trevor Carrison to remove when he is next working there.	
16.13.4	<b>Cemetery</b> – no update available. NS pointed out that the hedge near the visibility splay needs to be cut back and SG suggested that Richard Hall should be contacted and asked to undertake this when he was next cutting in the area.	<b>NS/SG</b>
16.13.5	<b>Permissive Path</b> – no update available	
<b>16.14</b>	<b>Training.</b>	
	The Clerk will circulate the modules available in the tailored training scheme to put together the best course for you councillors.	<b>Clerk</b>
<b>16.15</b>	<b>Highways</b>	
16.15.1	The Highways Working Party will be meeting in the library on Tuesday 21 <sup>st</sup> February at 2.15pm and have invited members of the public come to along and pass on their concerns/comments. The temporary VAS signs have been in the village from 25 <sup>th</sup> January to 8 <sup>th</sup> February, they are on the rota to return on 9 <sup>th</sup> March to 23 <sup>rd</sup> March. They are situated at Westhall, New Street and Laxfield Road. (see County Councillor report below).	
16.15.2	Car park – SCC would not quote for the work to enlarge the hatched zone. Nick Stones will ask Mark Peacock if he had any paint left over c/f	<b>NS</b>
16.15.3	Footpath Signs – DD will speak with the footpath warden about updating the existing maps. Once we have updated maps then the Clerk will investigate obtaining two new sealed display boxes to replace the one at the car park and the one near the church.	<b>DD</b>
16.15.4	Dog Litter Bins – The Clerk has sent photos of the proposed location to MSDC and once their approval is received the Clerk will arrange for the bin to be moved.	<b>Clerk</b>
<b>16.16</b>	<b>Neighbourhood Plan</b>	
	OL updated the Councillors on the position to date. The costs incurred appear to be in the region of £7,000* (Clerk to confirm) with reserves of appx. £6,000. It is hoped that the plan will be finished this year and they are currently working on policies at the moment. Current status is that a meeting was held with a representative of MSDC however they were not fully up to speed so a further meeting is scheduled for 15 <sup>th</sup> February at 8pm in the Webb Room. OL accepted that the process has been a little slower than anticipated at its inception in May 2014 but this has enabled the sharing of information across Neighbourhood Plans as more are adopted. The delay will enable the Plan to fit in with the new 5 year land supply which MSDC are formulating and has also enabled new changes to the National Policy to be incorporated.	<b>Clerk</b>
	The Clerk reminded new councillors that the Chair of the Neighbourhood Plan Committee had recently asked if Councillors would like to help with the Plan – they can attend the next meeting on Wednesday. The Clerk reminded OL/DD that as this was sub-committee of the Parish Council the meetings should be advertised with an agenda prior to each meeting. OL and DD thought this was done and an agenda published on the noticeboard outside the	

	Community Centre.  *£6,500 funded by grants	
<b>16.17</b>	<p><b>Cemetery/Churchyard</b></p> <p>The Clerk and NS met and looked at the work required on the Chapel building. The Clerk has prepared a schedule of works to be sent to local companies for quotes. NS felt that the repair to the gate post would require specialised welding and suggested that a small working party help him remove the post, he will then contact a local firm to carry out the repair. Other Councillors offered to help and NS will be in touch to sort out a suitable date.</p> <p>The Clerk informed Councillors that the work required for both the Chapel and the gatepost could cost up to £3,000 and Councillors agreed that this figure should be reserved for this purpose.</p> <p>NS suggested that the Parish Council should consider including a surcharge to the cost of a burial plot to cover the cost of spoil removal, this will prevent a build-up of soil in the future. The Finance Working Party will look at this and report back to the Council.</p> <p>The Clerk confirmed that the two damaged graves had been re-turfed and no further comments had been received from the families concerned.</p> <p>NS is still awaiting formal quote for work to the gatepost at the Churchyard.</p>	<p><b>Clerk</b></p> <p><b>CIlrs</b></p> <p><b>FWP</b></p> <p><b>NS</b></p>
<b>16.18</b>	<p><b>New Bench</b></p> <p>DD has removed the broken and damaged bench from Wilby Road and was able to use some of the wood to help secure the Perspex cover to the noticeboard.</p> <p>The Clerk has received no offers to sponsor a new bench and it was agreed to put this on hold at the present time.</p> <p>The Clerk confirmed that money has been received from Mrs Cook for the sponsorship of the bench at the playing field.</p>	
<b>16.19</b>	<p><b>Defibrillator</b></p> <p>The cabinet is on order and an invoice has been received. The Clerk has been advised that BT need to carry out a survey before they agree to the adoption of the kiosk.</p>	
<b>16.20</b>	<p><b>Ward sponsorship at Ipswich Hospital</b></p> <p>The Clerk is awaiting a date for Councillors to visit the ward but the sign is ready and an invoice received. This will no longer be an agenda item.</p>	
<b>16.21</b>	<p><b>“Battle is Over” Beacon for 2018</b> – the Clerk will forward the email concerning this to the 3 new councillors and this will be c/f to the next meeting.</p>	<b>Clerk</b>
<b>16.22</b>	<p><b>Clerk’s report</b></p> <p>Councillors voted unanimously to remove the 3 parish councillors who recently left and add the 3 new councillors as signatories on the Parish Council bank accounts. The Clerk will send the forms off once complete.</p> <ul style="list-style-type: none"> <li>• The broken manhole covers have been reported and will be repaired in due course.</li> <li>• A further survey of the area in front of the Spar will be undertaken</li> <li>• A faulty street light in Grove End had to be removed as it was dangerous, a replacement is on order.</li> </ul>	
<b>16.23</b>	<p><b>Correspondence:</b> not noted elsewhere in the minutes.</p> <p>Emails noted: Suffolk Preservation Society – Heritage training MSDC – notice of change of Governance MSDC – Town &amp; Parish Newsletter</p>	

	<p>SCC – Information re flood reporting SALC – Planning conference SCC – road closures x 2</p> <p>Tabled items: PCC – Dates for public meetings: SG will look at the dates and see if he can attend. SALC – area meeting dates: OW will look at dates and see if she can attend.</p>	
<b>16.24</b>	<p><b>Report received from Cllr Flatman</b> The Leader Cabinet Model – MSDC are still learning, workshops still being run. Babergh and MSDC will adopt the new policy from May 2017. This will replace the committee system; the cabinet will consist of 10 councillors. Portfolio holders will be more responsible for day to day running of the council. All decisions will be scrutiny assessed first and the Chair of scrutiny will be a member of the Green Party.</p> <p>Parking enforcement has been outsourced to a private company as it would have been too expensive for MSDC. Cllr Flatman advised that a “soft” approach will be used with a warning being issued for the first few weeks, then tickets will be issued. There are no plans to start charging for car parks where there is no charge at present (such as Eye) and charging will be closely monitored by MSDC.</p> <p><b>Report received from Cllr McGregor</b> The Clerk will be contacted shortly by the Area Surveyor (David Stiff) with a view to installing the sign requested for Wilby Road; the VAS sign at Westhall will also be replaced as money has been found from the Hoxne area transport budget. DD asked if all areas of concern of Wilby Road be looked at and Cllr McGregor agreed that this would be discussed between the Clerk and the Area Surveyor.</p> <p>£750 has been allocated from locality funding to the Play Park improvements.</p> <p>There will be a 3% increase in budget for adult social care plus a grant from Central Government will lead to an increase of £12 million.</p> <p>There will be small reduction in the Library budget but there has not been a library closure in Suffolk.</p> <p>Sizewell C - There has been a joint response to EDF from the statutory authorities informing them that they feel that the disbenefits outweigh the benefits and therefore they are not minded to support the application. An example of one of the unresolved issues was the question of how the equipment needed for the build would be transported to the site. Councillors were concerned with how to prevent an increase in traffic flow through Stradbroke should the project ever proceed and Cllr McGregor assured the meeting that all aspects of road use would be considered during any final proposal stage.</p>	
<b>16.25</b>	<p><b>Matters of information</b> VL asked if the Clerk could report damage to the dropped kerb at the corner of Wilby Road and New Street due to a lorry driving over the kerb. NS has purchased 2 new brooms for Trevor and will pass the bill to the Clerk once it is received.</p>	<b>Clerk</b>
<b>16.26</b>	<b>Matters for inclusion in the Agenda of meeting: 13<sup>th</sup> March 2017 at 7.30pm</b>	

There being no further business the meeting closed at 21.22hrs

*Stuart Gemmill*

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

Chairman

13<sup>th</sup> March 2017

**STRADBROKE PARISH COUNCIL**

Mill Hill House, Church Lane, Wickham Skeith, Suffolk IP23 8NA

tel: 07555 066147

email: [stradbrokepc@outlook.com](mailto:stradbrokepc@outlook.com)

15<sup>th</sup> February 2017

Mr P Smith  
Chair  
The Stradbroke Trust  
Hayfield House  
Neaves Lane  
Stradbroke  
Suffolk  
IP21 5JE

Dear Mr Smith

Firstly, the Parish Council thank the Stradbroke Charitable Trust for the cheque for £1200 to settle their outstanding invoice for the ground rent due for 2016/17. As requested your letter dated January 8<sup>th</sup> 2017 was read to all Councillors and a copy circulated to them. Your letter was discussed under an agenda item at our February 2017 full Parish Council meeting.

At this time the Parish Council are unable to accept the two points raised in your letter but assure you that future rent reviews will be carried out in accordance with the lease and an agreement will be sought between the Parish Council and the Stradbroke Charitable Trust. The current figure will remain in place for the next 2 years – being due April 2017 and April 2018.

A formula for the ground rent would appear to be 10% of the annual rent received, set for the following 3 years. This would enable a quick and speedy conclusion when the rent is due for review in January 2019.

The Parish Council hope that this issue is now resolved and look forward to working closely with the Trust again as they have in the past.

Yours sincerely

Miss Odile Wladon  
**Clerk to the Council**