

LEVINGTON AND STRATTON HALL PARISH COUNCIL DRAFT MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY March 7th 2018 at 7:15pm

Present: Councillors: David Long (Chairman) (DL); David Pryke (Vice-Chairman) (DP); Pat Pryke (PP); Ian Angus (IA); Andrew Abram (AA); James Ramsey (JR); – Parish Clerk: Jane O’Hear (JO)
Apologies: John Bailey (JB)

SCDC Councillor Susan Harvey (SH)

• **VILLAGE FORUM (Agenda Items Only)**

None

• **DISTRICT COUNCILLOR’S REPORT**

Cllr. Susan Harvey presented her full report to the meeting. Items with direct relevance to Levington and Stratton Hall included:

- Sajid Javid, Secretary of State for Housing, Communities and Local Government sent a written statement in February allowing SCDC and Waveney DC to becoming a single Council in May 2019. With that in mind the planning Committee, on which I sit as Interim Vice Chairman, has organised a visit to a Waveney Council Planning Committee in March to observe the way things are done up there. Many decisions on governance will have to be made so we feel that our research is vital when having our say on the future of planning for our area.
- Suffolk Coastal is increasing council tax by 3.15% which equates to £4.95 or less than 10p a week a year for a band D property.
- You can sign up for the new brown waste collection on line www.eastsuffolk.gov.uk/scdcgardenwaste by phone on 01394 383789 or by calling in at Woodbridge or Felixstowe libraries. The first payed for collections will start in May although the larger bins will not be available until October.

MAIN MEETING:

The Parish Council (‘the PC’) meeting was declared open at 7.32pm

1. APOLOGIES FOR ABSENCE:

JB

2. CODE OF CONDUCT & DECLARATIONS OF INTEREST

None

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF 17th JANUARY 2018

Minutes, including amendments, were approved and duly signed as a correct record

4. MATTERS FOR REPORT FROM THE LAST MINUTES (not covered elsewhere on the agenda)

(*Ref: Minute 13 Beacon Events*). Following the recent accident suffered by local tractor transport volunteer Stephen Rackham (SR), DL raised the potential difficulty of organising the annual Queen’s April Birthday Event. If there is a problem at the due time, an alternative qualified tractor driver will be needed to transport the required gas cylinders and equipment to event site

DP agreed to approach Allison Bailey and ask if her group would organise both the Queen's Birthday and WW1 Beacon events.

5. FINANCE

- Following approval at the January PC meeting, JO submitted a Precept request of £7650
- As repairs are required ahead of the redecoration of the Village Hall and with no other projects immediately suitable, the SCDC Community Enabling Fund contribution of £600 to Levington and Stratton Hall for 2017-18 has not been claimed. SH has been advised so she could allocate elsewhere

Use of £450 Locality Budget

DP reported that following discussions, the two most viable purchases had been identified as (1) New speakers for the Village Hall audio system to facilitate music (est. £200-£300) and (2) Two gas cylinders for the lighting of beacons twice per year (est. £150). DP confirmed that Steven Rackham was willing to store the cylinders securely. Although not possible with loaned cylinders, DL stressed the need to clarify exactly how much gas is contained in each cylinder plus what quantity would be required for each beacon event,.

External Audit Report

JO is waiting for the official audit forms from new auditor PFK Littlejohn LLP to be sent during March 2018. The financial end of year process will commence from 01/04/2018 and as RFO, JO will submit account documents to Heelis and Lodge for the required preliminary audit

Financial items since last meeting

1. Following approval at the January 2018 PC meeting, JO submitted the Precept demand of £7650 to SCDC

2. Approval of following payments

Cheque No	Amount	Payee
100955	£107.00	P Pryke (January Newsletter expenses)
100957	£31.69	HMRC (Clerk PAYE tax)
100958	£328	Clerk (January 2018 Salary)

(NB: Cheque #100956 Void)

- Pending payment: £468.00 for Village Field grass mats and grass rubber pegs (VAT £78.00) – associated invoice for £468 submitted by Clerk to AONB Community & Conservation Fund

3. Income

Amount	£40.00	Newsletter subs @ 6 x £6.00 subs plus £4.00 donation to PC
	£200	Adnams donation for Village flowers

Bank account balances (March 7th 2018)

Community	£3,600.34 (reconciled to PC accounts)
Business Premium	£6,744.84 plus Dec-March interest of £3.35 =
£6748.19	

6. PLANNING

Notification of decisions received from SCDC

- DC/17/5367/FUL – proposed extension and alterations to existing facilities block, Suffolk Yacht Harbour Access to Levington Marina IP10 0LN - Application permitted 19/12/217
- DC/17/5374/FUL – change of use from open garage to enclosed office and fit out, Research Station Scotts Miracle-Gro Ltd, Levington Park, Bridge Road, IP10 0NE – Application permitted 20/12/2017

- DC/18/0352/AME – Minor changes to windows and door position and size, Pollys Cottage, The Drift, Levington, IP10 0LF – Application permitted 23/01/18
- ENF/2017/0466/DEV – Possibly excessive height of recently erected fence at The Barn, Bridge Rd – notification that following a site visit, case has been referred to Liz Beighton, SCDC Planning Department.

Matters followed up

Recent excessive lighting reported at the switch house development in Stratton Hall: Following repeated unsuccessful attempts in January and February to speak directly to Chris Sugars at UK Power about this breach of stipulated planning conditions (Ref: DC/16/4757/FUL) JO was advised by the SCDC Planning Department that additional lighting had been a necessary temporary resource in order to safely complete essential work which was now finished. This was confirmed by IA following a visit to the site.

L&S Planning Committee meetings

- **Application No: DC/18/2019/FUL** Proposal: Erection of a New Detached Dwelling. Location: 2 Lower Farm Cottages, Levington

At Planning Committee meeting on 15/02/2018 it was agreed not to support the application on the following grounds:

1.The proposed site was in a prominent countryside position between the villages of Levington and Nacton but within the parish of Levington. It was felt that an additional building on this site would be an unacceptable visual intrusion on an attractive countryside landscape lying within an Area of Outstanding Natural Beauty.

2.The site was considered as countryside because it was a small isolated group of dwellings and covered by SP29 which did not support development unless in exceptional circumstances. The Committee did not see there were any exceptional circumstances.

- **Application No: DC/17/5016/FUL** for Red House Farm changing current buildings for 5 Bell tents on wooden platforms plus toilet facilities. The purpose is to run rural based skills leisure courses. To be decided at Planning Committee meeting on 13/03/2018.

DP requested that PC responses to SCDC Planning Department should always be sent as attachments.to avoid uploaded PC responses appearing distorted on the SCDC website

7. SUFFOLK NEIGHBOURHOOD WATCH DONATION REQUEST

Request from Suffolk Neighbourhood Watch for donation of £50.00 as a single one-off payment to cover operating costs, was proposed by IA, seconded by JR and duly approved.

8. SOLAR FARM COMMUNITY PAYMENT

Receipt of PC submission of PC revised donation acceptance document templates verbally confirmed by Luis de Santiago Redondo, Legal Dep. Quintasenergy on 26/02/2018 (on behalf of Elli Solar SPV 1 Ltd). Luis de SR promised to review and respond within one week but to date nothing received by JO and no phone calls to his office accepted.

9. VILLAGE PEDESTRIAN GATE

IA advised that the work on ground levelling and additional topsoil is progressing well and matting has now also been received. JO to send thank-you letter from PC to McNichols

10. SUFFOLK COAST AND HEATHS AONB BOUNDARY REVIEW

General agreement that with limited available information, no PC response regarding the proposed extension of S.C. & H AONB was appropriate at this stage

11. DATA PROTECTION

Appointment of LCPAS/Jayne Cole as Data Protection Officer duly confirmed and JO to submit appropriate contract forms for 2018-19.

IA had prepared various required draft L&S PC templates of data protection notifications and consent forms. Legally these need to be appropriately displayed and circulated by May 25th 2018. *and* preferably in place before the Data Protection Officer (DPO) conducts a Clerk premises audit visit. JO to ask if Jayne Cole can review these documents before May, Going forward, the Clerk is automatically the appointed Data Protection Administrator (DPA).

Viability of installing software encryption to be used by the Parish Council for transmission of potentially sensitive emails messages to be put on hold until more informed consideration can be given to its application.

12. WEBSITE UPGRADE

Following the onesuffolk installation of the new website software version, JO to attend an operational briefing session at Community Action Suffolk office in Ipswich on March 9th 2018.

IA had not yet heard back from local contacts regarding the Domain title transfer or website page development.

13. REPORTS FROM COUNCILLORS

- Memorials on Church Field – IA confirmed that permission must always be given by the landowner before any scattering of ashes in public spaces. In view of the recent number of requests, the PC agreed to a “no scattering” and no memorials policy in order to protect and maintain Church Field as a community site rather than a memorial field. Going forward JO would reply to any requests accordingly. DP proposed that the Church Field Policy should also be appropriately updated and state “No private memorials or ashes”, and this was agreed.
- Village Hall - DP summarised as follows: 1) Roof now repaired and seems dry 2) New thermostat working properly 3) Following a WI first aid course, new first aid kit purchased and installed in kitchen 4) Following a query, SR will continue periodic cleaning of outside windows 5) Defibrillator; if purchased, could be installed on an external Village Hall wall 6) Speakers; DP can go ahead and change as long as they remain similarly unobtrusive 7) All organisations asked to get a second key cut for their storage cupboard so that SR is not pestered when a key is lost or a keyholder unavailable
- Alms Houses – 5 silver birches removed (IA)
- Public Transport – Working well apart from recent snow interruption (PP)
- Nacton School – Current Head appointed for one year only so appointment process will be re-run again under the new academy management (IA)
- SALC – Next meeting on 18/03/2018 (IA)
- Port Liaison – the next meeting is scheduled for late April in Cambridge (PP + DP)
- Safer Neighbourhood – As no minutes received, it is assumed the recent scheduled meeting was postponed due to winter snow conditions (IA)
- Footpaths – Permission from landowner for an additional litterbin has been received and a fund request will be made to Coast and Heaths (IA)
- Boardwalk – DP noted that this had been very nicely repaired and IA confirmed he had reported the urgent need to repair/upgrade the side support.

The meeting concluded at 9.35pm with no members of the public present to be invited to speak.

In respect of the recent cold, windy and snowy conditions DL said that the PC thanked a) the local tractor drivers who used their snow ploughs to clear our roads and b) all local residents (especially IA) who helped manage and administer sand and road clearance. Thanks were also given to all the "snowmen" volunteers.