

LEVINGTON AND STRATTON HALL PARISH COUNCIL

DRAFT MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON

THURSDAY 10th MAY 2018 IN THE VILLAGE HALL AT 7:17 PM

Present: Councillors: David Long, Chairman ('DL'); David Pryke, Vice-Chairman (DP); Pat Pryke (PP); James Ramsay ('JR'); John Bailey ('JB') Parish Clerk: Jane O'Hear (JO)

District Councillor Susan Harvey (SH);

One member of the public

- **VILLAGE FORUM**

No comments made

- **SUFFOLK COUNTY COUNCILLOR'S REPORT**

Patricia O'Brien (PO) was unable to attend and will submit report at APM on May 24

- **SUFFOLK COASTAL DISTRICT COUNCILLOR'S REPORT**

Susan Harvey read her April/May monthly report

There was a simultaneous Council Meeting on Monday at which nearly 90 Councillors attended. The vote was that the suggested re-warding should be presented to the Boundary Commission for their opinion. This will come out for consultation in July when everyone can make their comments. One of the suggested changes is that Waldringfield might go in with Martlesham.

The Deben Leisure Centre in Woodbridge is due to re-open in mid-June after its refurbishment and there is a special offer for anyone who signs up for one month's membership by the end of May. One month for £19.73 to try out all the new facilities.

It is not too late to sign up for the Garden Waste Collection. 37% of people have already signed up and this figure is growing by 500 homes a day. The new scheme is optional but if people do not sign up their garden waste will no longer be collected. The new larger bins will be delivered in the Autumn to those who have requested them.

The Adastral Park 106 legal agreement has now been signed off meaning that the Outline Planning permission has been approved paving the way for the £300 million development to go ahead. It will be known as Brightwell Lakes. The first application for housing is expected in the next few months.

I am on the Suffolk Coastal Plan Working Group which is sifting through the consultation results and feeding into the new Planning Document for our area. Suffolk Coastal now has in excess of 7 years building land supply. We are delivering the much needed affordable element either on sites or through commuted sums which will be used to deliver housing

locally. If the two District Councils merge in May next year they will still have 2 separate planning documents. I am of the firm opinion that after a merger there should be 2 planning committees at least so that the people we represent can have their say on planning applications locally rather than remotely in Lowestoft

1. **TO ELECT A CHAIR & RECEIVE HIS/HER DECLARATION OF OFFICE**
DP agreed to put himself forward and this was duly elected Chair, proposed by PP and seconded by JB. The meeting thanked him thanked for his continuing contribution to the Council & excellent work for the Parishes. He signed the Declaration of Office & this was witnessed by the Clerk.
2. **TO ELECT A VICE-CHAIR & RECEIVE HIS/HER DECLARATION OF OFFICE**
DP was re-elected unanimously, proposed by JB and seconded by JR. DP signed the Declaration of Office which was witnessed by the Clerk.
3. **APOLOGIES FOR ABSENCE**
Received from Andrew Abram and Ian Angus.
4. **CODE OF CONDUCT & DECLARATIONS OF INTEREST**
Councillors were reminded to refer to Suffolk Code of Conduct from time to time and update Register of Interests as required and state any Declarations of Interest as required at individual parish council meetings. None were submitted at this meeting.
5. **TO ELECT COMMITTEES, OFFICERS AND LEAD COUNCILLORS**
List of current officer holders was distributed to the Cllrs and approved for 2018-19. Apart from updating all relevant references to JO no functional changes were made.
6. **TO SIGN A CORRECT RECORD OF THE MINUTES FROM 7th MARCH 2018 - #**
Following a minor correction to the wording of the Financial summary, the March Minutes were duly approved as a correct record and signed.
7. **MATTERS TO REPORT FROM LAST MINUTES (NOT COVERED ELSEWHERE ON THIS AGENDA)**
DP reminded the meeting that Church Field Policy needing updating and it was agreed to agenda this for the July Parish Council meeting
8. **PLANNING** - Summary of planning matters since MARCH 7th 2018
SCDC Notifications:
 - DC/18/0219/FUL - 2 Lower Farm Cottages, Nacton Road – Erection of new detached dwelling – application refused
 - DC/17/4411/FUL – Walk Farm, Old Felixstowe Rd, Levington Change of use of two farm buildings to light industrial-B1C – Application permitted
 - DC/18/1111/COU – 2 Seabridge Cottages, Stratton Hall Drift, Stratton Hall – Change of use from workshop to self-contained annex – application permitted

Applications and L&S Planning Committee responses:

- DC/17/5016/FUL – Red House Farm, Bridge Rd, Levington – (i) Demolition of existing workshop then erection of replacement on similar footprint. To be use for running rural skills-based leisure courses and the storage of camping equipment for boutique camping sites (ii) Change of use of agricultural land to

allow provision of 5 bell tents on wooden platforms along with separate toilet and washing facilities – unanimously agreed not to object

PP noted that the approval had included certain conditions and it was agreed to check that these conditions were observed going forward.

- DC/18/1111/COU – 2 Seabridge Cottages, Stratton Hall Drift, Stratton Hall – Change of use from workshop to self-contained annex – No objection but requested approval be rescinded if there was a change of ownership of the main dwelling which would trigger a new planning application
- DC/18/1503/FUL – The Gunshed, Stratton Hall Drift, Felixstowe Rd, Levington – Erection of one storage building and one workshop – It was agreed not to object subject to the following conditions: 1. Detrimental visual impact should be reduced by the retention of existing foliage 2). No additional light, noise or air pollution should be created 3. Contrary to the assertion in Section 6.4 there are residential dwellings nearby and there should be no detrimental impact on them from this development

At the March meeting it was agreed to reinstate the practice of supplying new parish councillors with a planning protocol in order to better facilitate their participation in L&SH PC Planning Meetings. DL confirmed he is currently updating the protocol

9. FINANCE

(NB: DP requested that for improved clarity, Aide Memoir prompts for agenda items should be placed next to individual items rather than by the Agenda item heading. This was noted by JO)

End of Year Audit 2017-18

The Clerk has prepared the audit return forms for 2017-18 and collated the related supporting documents. (Summary statement attached for reference) Following approval and signing by the Parish Council at this meeting, these will be examined by local auditor Heelis and Lodge, who will also complete a fully itemised, separate report. Following this, the completed audit return forms will be submitted to the newly appointed official auditor PFK Littlejohn LLP for final approval.

Financial items approved and paid since last meeting

Payments made

<i>Cheque No</i>	<i>Amount</i>	<i>Payee</i>
100959	£105.35	March Newsletter production
100960	£324.88	Clerk salary February 2018
100961	£35.00	HMRC PAYE
100962	£300	Data Protection Audit Service
100963	£350	Annual scheduled hire of Village Hall
100966	£11.20	Postage Data Protection consent forms
100967	£27.00	6 months payroll costs
100968	£135.18	SALC subscription
100970	£290.61	Clerk salary March 2018
100971	£69.27	HMRC PAYE
100972	£191.98	Gas cylinders for beacons
100973	£166.08	Village flags- (20/04/18)

100974	£300	Local postman retirement donation
TOTAL	£2306.55	

Income

<i>Reference</i>	<i>Amount</i>
2739455 SCC Grant	£468
Newsletter subs	£12.00
03/2008/016 Locality Budget*	£450
SCDC Precept 2018-19 1 st payment	£3825
Local postman retirement donation	£300 (Full amount donated by village residents)

*Locality Budget Purchases

- a) New speakers for the Village Hall audio system
- b) Rental cost of 2 gas cylinders for the beacon events (2 per year). Appropriate storage has been arranged.

Payments approved at May PC Meeting

£97.71 –	Purchase of wildflower seeds for village planting
£60.00 –	Community Action Suffolk Website hosting (VAT £10.00)
£13.98 –	HG Crisp – Copy paper (VAT £2.33)
£330.03 –	Clerk salary April 2018
£35.60 –	HMRC PAYE
£537.32	TOTAL

Bank Account Balance 06/05/18

Community	£6353.97
Business Premium	£6798.19

10. SO/RISK REG/FINANCIALREG/INTERNAL CONTROL APPROVAL 2018-19

All documents were approved with the following provisos:

- Risk Register – Approved but DP pointed out that the slope created to facilitate the erection of a new gate on Church Field must also be included in the Risk Register. It was also agreed that the slope needed a full assessment in relation to risk which could then be revisited at the July PC meeting prior to approving the amendment
- Internal Control Statement – DP pointed out that for content accuracy text amendments were required and it was agreed to confirm the amendments and sign the document at the July meeting

11 PROJECTS

- **Data Protection Compliance Update** – JO reported that preliminary compliance requirements had now been addressed as fully as possible by herself and IA. The next step would be to arrange the data protection audit visit to her home office at a convenient date and time in the next few months
- **Solar Farm Community Payment** – (donation offered by Quintasenergy on behalf of Elli Solar SPV 1 Ltd). JO reminded the meeting that there was still no response following submission of the revised donation acceptance forms submitted by the Parish Council in January 2018. Despite numerous contact attempts, apart from one verbal promise from Quintasenergy legal agent Luis de Santiago Redondo on 26/02/2018, nothing further has been heard. After

discussion about alternative ways of making contact, JB agreed to try and contact a former local resident who had been involved in the original offer negotiations, if she could help.

- **Village Gate** – The gate installation in Church Field has been completed but as referenced in Item 10, the adjacent slope needs to be fully risk assessed. DL reported that IA had advised that a new bench would shortly be installed
- **Broadband Upgrade**
Local resident advised the following websites publish information updates on improvements to local broadband speed:
<http://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal>
<http://apps.eastsuffolk.gov.uk/committeeminutes/readdocument.asp?docid=22857>
He also informed the meeting that the upgrade of Levington Cabinet 3 continues to be postponed but “The Better Broadband for Suffolk” website is advising that it will soon be changed
- **Confirmation of transfer of domain name PCLevington.org**
DL confirmed the transfer was completed and at no cost to L&S PC
- **Safety Impact of Partial Collapse of Nacton Road Wall**
DL confirmed that the property owner has started the required clearing up and rectifying the collapse of the wall. It was agreed that for community safety reasons the PC should monitor progress.

11. REPORTS FROM COUNCILLORS

- JB attended the recent Port Liaison Meeting and received a copy of the latest report which he will circulate to councillors. He noted that the report makes reference to its environmental strategy designed to mitigate the effects of the required Port expansion, including potential relocation of a primary school. Overall JB feels the report is too general and lacks detail.
- DL thanked both the team of local residents and the Ship for organising another very successful Queen’s Birthday Beacon event in Church Field in April.

The meeting was closed at 21.10

VILLAGE FORUM (Opportunity to raise issues not necessarily on this agenda)

- Local resident confirmed that the railway track extension work at Trimley has started