

LEVINGTON AND STRATTON HALL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON

WEDNESDAY 7 NOVEMBER 2018 IN THE VILLAGE HALL AT 6:30 PM

Present: Councillors: David Long, Chairman ('DL'); David Pryke, Vice-Chairman ('DP'); Ian Angus ('IA'); John Bailey ('JB'); Pat Pryke ('PP'); James Ramsay ('JR');
Parish Clerk: Lucy Buckle ('LB');
District Councillor Susan Harvey (SH);
Four members of the public attended.

- **NETWORK RAIL PRE-MEETING**

A pre-meeting was held with Paul Lennon, Stephen Deaville and four other representatives from Network Rail. The meeting was an opportunity for Network rail to discuss their project plans for the upgrade of the Stratton Hall level crossing in May 2019. Currently this will involve a five-week Stratton Hall Drift closure from the 25th May which was noted as being a Bank Holiday weekend and a key time for the nearby Yacht Harbour. It was suggested that a meeting with all interested parties including County Highways and representatives from the Port should be facilitated in the near future so concerns about the road closure could be reviewed and any mitigation plans arranged for the safe passage of vehicles on the diversionary route.

- **COUNTY COUNCILLOR'S REPORT**

Patricia O'Brien (PO) was unable to attend & had sent her apologies – no report.

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

Cllr SH attended and summarised the main aspects of her previously distributed report. She reported that the draft Local Plan is now under review and that she was involved in the review process on the proposed sites. Innocence Farm continued to be one of the main focal points for local Parish Councils it is a 116-hectare site proposed to be used for warehousing, lorry park etc. SH said that she would continue to give her strong objections to this site owned by Trinity College. She has requested a meeting with SCDC Head of Planning, her neighbouring District Councillor and a representative from the Development Management Office. The aim of this meeting is to have Innocence Farm withdrawn from the local plan due to the environmental and congestion knock on effects to the local villages. Cllr JB asked Cllr SH if Trinity College's decision makers are aware of the human impact on their developments and if the District Council were also aware. SH noted and stated she would raise the suggestion of taking the objection to the Master and Fellows of the College.

Cllr SH then went on to note that 57% of local households have paid for a brown bin collection and new green bins were delivered during Oct. For Felixstowe seventeen new beach huts will be available for hire.

Lastly Cllr SH mentioned that she would not be standing for re-election due to personal reasons. She again asked for Enabling Budget ideas from the Parishes.

- **VILLAGE FORUM**

No comments.

The formal business of the meeting commenced at 8:13pm.

1. APOLOGIES FOR ABSENCE

Received from Andrew Abram (health).

2. 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 declared at this meeting.

3. TO CONSIDER RESPONSE OF KIRTON AND TRIMLEY LAND GRAB

This Group with their aim of fighting development on the peninsular had changed their name to Kirton and Trimley Action Group.

Cllr JB attended the last action group meeting, which he mentioned was well attended c250. He reported that the Group think the 'achievable' objective would be to prove that the numbers/assessment of need is incorrect both for houses and logistics park, ideally before the 3rd January 2019 when this version of the draft plan is voted on. Option on that date also for a silent protest with placards at SCDC offices.

The PC have submitted a response to the current public consultation on the Local Plan. The Kirton and Trimley Action Group is active on potential Innocence Farm development, and possible Orwell Green development.

PROPOSED ORWELL GREEN DEVELOPMENT

Cllr SH noted that this development was not in the local plan and that the Council have a five-year land supply to meet housing demand.

Cllr DL wrote an article for the village newsletter to inform Parishioners of events:

"Readers may recall that the Parish Council has kept our residents updated about the future Local Plan which is currently being reviewed and subject to public consultation. During the Autumn of 2017 the Parish Council considered the Suffolk Coastal District Council [SCDC] first stage public consultation known as "The Issues and Options for the Suffolk Coastal Local Plan Review". Following comments, including those from the Parish Council, SCDC embarked on a second round of public consultation called, this time, "First Draft Local Plan Consultation". The Parish Council again submitted comments. In studying and considering these planning documents, the Parish Council not only takes an interest in our two parishes but also those of our neighbouring parishes when potential developments may have an impact on our natural and/or built environment, and our living environment. Following these two steps in public consultation, the Parish Council has become aware of a possible development site in Bucklesham. This was not included in either stages of the public consultation. The new proposed development site is to the north and south of the Bucklesham Road [if you leave the 7 Hills Roundabout on the A12 heading in the direction of Matlesham, the land area is to your immediate left-hand side]. The land is farmed by Home Farm, Nacton and, in conjunction with Gladwell Development Ltd, the proposal is to create a "garden community" with the formal title of Orwell Green. This development, if given the go ahead, would be for a colossal 2,600 dwellings. The Parish Council will be joining a joint Parish Council meeting in

mid-November, to give this collective consideration. The Parish Council remains opposed to development that contribute to the joining of Ipswich and Felixstowe through urbanisation."

The developers have arranged drop-in sessions at Bucklesham Village Hall and at Trinity Park, these are not Consultations.

4. OTHER PLANNING MATTERS

The following were noted:

- a) DC18/3917/FUL – Walk Farm change of use – Stratton Hall Farms: The PC Planning meeting had been held on 22 August 2018. Almost unanimous decision to oppose. SCDC decision was awaited.
- b) DC/18/4482/FUL -Proposed part single storey/part first floor front extension, rear extension and alterations - Heather Lodge Bridge Road Levington Suffolk IP10 0NA

5. FINANCE

- a) Bank balances at 30 Sep 2018 (reconciled to bank statements to Sep 18):
 - Current account: £7,381;
 - Deposit account: £6,930.
- b) Income since last meeting:
 - £20 litter pick
 - £176 VAT refund
 - £3825 precept
- c) Income anticipated before next meeting:
 - £15,000 - Community Benefit Payment from Octopus Investments. Clerk has contacted them & waiting for them to get back with a progress report;
 - Newsletter subscription @£6
- d) Payments made since meeting & approved at that mtg and/or budgetted:
 - Salary for Marian Rose for July & August: £797.19 (including expenses reimbursed);
 - SALC £19.99 for Clerk's guide book;
 - Came & Co £312.38 for annual insurance renewal due 1 October 2018;
 - Heelis & Lodge £80 for internal audit (see item f below)
 - PKF Littlejohn re external audit £200 + VAT,
 - Cllr Pat Pryke for Sept newsletters £124 slight increase as there would be more pages in this edition; £9.86 for stamps
 - CAS – Website Hosting for Nov 18 – Oct 19 £60
 - SALC 6mth payroll £54
- e) Payments due to be made before next mtg requiring approval:
 - Cllr IA £194.62 reimbursement of costs for the gate highlighted in yellow - see reconciliation of gate costings:

GATE for VILLAGE FIELD						
COST				GROSS	VAT	
Kennett Gate + No 2 x 6" Oak posts +						
			Delivery and hanging	914.00	152.33	
			Inscription (QE90 2016)	172.80	28.80	
			Mats	468.00	78.00	
			Jewsons & B&Q	116.12	19.36	
			Water & Hook	25.00		
			Engraving	28.50		
			Holly	25.00	4.17	
			GROSS	1,749.42		
			Less VAT	282.66	282.66	
			Net COST	1,466.76		
INCOME						
			QE90 Profit from Committee	700.51		
			Lunch Club	150.00		
			Gardening club	150.00		
			The Ship	150.00		
			Grant	468.00		
			INCOME	1,618.51		
			PROFIT	151.75		
			Return to Lunch and Gardening Club	75.88		

- Marian Rose's Sep Clerk salary Sep, £400.39; 3 weeks homeworkers allowance £18 and expense £15.64.
 - Marian Rose's Clerk salary Oct, £104.09
 - Lucy Buckle's Sep and Oct Clerk's salary £415.8; 6 weeks homeworkers allowance £36 and paper expenses £3.25
 - Cllr David Long £15 for poppy wreath from the British Legion
 - Flutter tape £32.80 to Cllr IA
- All payments where formally approved.

f) Budget

The Finance Advisory Group met on the 25th Oct to discuss the 2019/20 budget:

The budget represents a 19% increase from last year's precept, driven mainly by a mix of Clerk salary increase, election costs, training allowance for any new Cllrs and expenses.

The Clerk is still waiting confirmation on the £1500 cost of a local election and in the budget £400 has been added as the PC would seek to prepay the £1500 over the four-year period (£400 in years 1-3 and £300 in year 4).

It was discussed if the situation arose where the need for additional Clerk's hours were required due to an unplanned event, this would be managed from reserves. The Clerk's hours were assumed to remain constant at 8 hours on average per week and at a rate £11.19 SCP 22 in 2019/20.

The Solar Farm funds of £15,000 are assumed to be held in reserves. Once the funds have been received the PC can decide on what they would like to spend the money on.

It was agreed to help reduce the increase in the precept 1) GDPR costs of £150 could be reduced to nil due to confirmation that the Parish Council do not require this service 2) stationary reduced from £812 to £300. The final precept would be agreed at the January's 2019 meeting.

g) **PAYE:**
HMRC have confirmed the Parish Council are in credit by £51 meaning that they think we have paid them more than we owed. SALC are not able to track the reason down as to why. SALC advise not to pay any more PAYE to HMRC until we get to the bottom of this. Hence not yet drawing a cheque to pay the Clerk's PAYE.

h) **LOCALITY BUDGET**

Cllr PO has £450 this year, Cllr IA asked the Clerk if she needed any additional equipment which she confirmed she did not. It was then further discussed that Cllr SH had mentioned that she had some enabling budget left and Councillors discussed that by joining these funding streams village projects could be completed 1) putting back the second notice board 2) repairing the village wall by the cannon 3) a new village seat. The Clerk undertook to write to Cllr SH with the project suggestions and investigate how much funding was available.

6. TO SIGN A CORRECT RECORD OF THE MINUTES FROM 7 SEPTEMBER 2018

The Minutes were duly approved as a correct record and signed.

7. MATTERS TO REPORT FROM LAST MINUTES (NOT COVERED ELSEWHERE ON THIS AGENDA)

Cllr DP mentioned Broadband works in the village and that Openreach had been doing infrastructure works locally. The possibility of installing wifi via the church tower was no longer necessary as the Marina had taken out a contract with BT.

8. TO CONSIDER THE APPOINTMENT OF A NEW PARISH CLERK & RESPONSIBLE FINANCE OFFICER

Lucy Buckle has taken over from Marian Rose on the 19th Sep 2018. She is working under the same contract that Jane O'Hear had at a pay rate of SCP 21.

Her contract was signed at the meeting.

Marian Rose, previous Clerk, was thanked by the Parish Council for her help following Jane O'Hear's illness & sad death and for her assistance in preparing the 2019/20 Budget.

9. MEETING DATES

The following dates have been booked for next year's Parish Council meetings:

- Wednesday 16th Jan
- Wednesday 6th March
- Wednesday 15th May (Annual Parish Council Meeting)
- Thursday 23rd May (Annual Parish Meeting)
- Wednesday 3rd July
- Wednesday 4th Sep
- Wednesday 6th Nov

10. DATA PROTECTION

SALC have confirmed that local councils do not need a data protection officer. The Parish Council had taken out a Data Protection Officer agreement with Local Council Public Advisory Services. The Standard Service Agreement has omitted the month, day, year in which this service starts plus period covered, or defines specifically what service the Parish Council will receive. The Clerk was asked to write to Jayne Cole CEO of the Local Council Public Advisory Services to request what service the Parish Council should be receiving.

11. REMEMBRANCE SUNDAY ARRANGEMENTS

To note the risk assessment has been reviewed and arrangements now have been made for the Remembrance Sundays events on the 11th November.

Cllr IA has dropped off flyers to all homes in the Parish.

12. PROJECTS:

Pilots Way – a tree surgeon will be cutting back beech trees and the canopy will be lifted to allow a 7.5T horsebox & a tractor sufficient access. Date has been arranged for 22nd November at a cost of £180 plus VAT.

Village Gate – no further work has been carried out and the final expenses have been reconciled and noted in the finance section.

Notice board at Red House Farm - This board had been removed temporarily while works are being carried out on the driveway where the notice board resided. Cllr JB offered to store the noticeboard. It was agreed that it would be replaced using concrete post in which the wooden posts would be bolted.

Village Website – the Clerk is updating the current site and all transparency code requirements are being adhered to. Cllrs discussed if any further developments would be required and decided to wait for the next Council to review in May 2019.

13. CORRESPONDENCE

To note that Cllrs are sent all communications received by the Clerk unless clearly not relevant eg adverts for street furniture.

14. REPORTS FROM COUNCILLORS

1) **Tree and Church field warden**

Pilot's Way noted under project section.

Earlier in the year, the PC decided that, as a policy, not to allow the scattering of any ashes in Church Field or Tricker's Wood. Cllr DP was asked to add this into the Church Field Management Plan. The current guidance for the management of Church Field and Tricker's Wood is part of the report written and adopted in 2005. That report was the result of extensive work by a Working Party and a village consultation. Cllr DP felt that it would not be appropriate to amend or add to it and created a 'slimline' operational management guidance document. This document is based on the original and adding items of more recent concern. The intention is that the new document can be amended from time to time as necessary. The guidance manual was adopted at the meeting.

2) **Village Hall**

No increase on hall hire charges for next year. Next AGM 28th November 2018.

A defibrillator was promised by McNicolas when they eventually leave the site near the railway bridge. Cllr IA mentioned that there may be a delay.

3) **Sir Robert Hitcham's Almshouses**

The quinquennial report is due early next year.

4) **Public Transport**

Nothing to report.

5) **Coast & Heaths & footpaths**

A meeting has been arranged with England Coast Path Group for the 6th December at Felixstowe Town Hall to discuss the work they are doing and future plans. The Yacht Club have been heavily involved with the Group as their aim is to have a pathway as close to the water. A representative from the Yacht Club would be attending the meeting and will report back to the Clerk.

6) **Nacton School**

Regular newsletters continued to be received during term time.

7) **SALC**

Cllr IA attended their last Annual Meeting.

8) **Port Liaison Group**

Cllr DP and PP attended the last liaison meeting and main points were noted 1) there was a new computer system for terminal operations, which was proving problematic: keyside operations productivity down 5%. 2) Freight trains cancelled due to shortage of drivers 3) road hauliers having problems getting foreign drivers 4) Crane heightening to be completed May 2019.

Bidwells (on behalf of Trinity)

- Still contending there is a scarcity of land for logistics – Local Plan – 250 acres at Innocence Farm.
- Uniserve reviewing plans- intend to have a presence but not as originally proposed
- Anzani House – good progress re a change to a loaded container site.

9) **Police/SNT:**

Cllr IA attended the last SNT meeting and updated the meeting on the re-organisation of the local SNT police force.

The meeting was then declared closed.

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

No comments.