

LEVINGTON AND STRATTON HALL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON

15th JANUARY 2020 IN THE VILLAGE HALL AT 7.15 pm

Present:

Cllr David Long (Chairman)
Cllr Julian Mann (Vice Chairman)
Cllr Andrew Abram
Cllr David Pryke
Parish Clerk Angie Buggs
Cllr Patricia O'Brien – Suffolk County Council
Cllr Richard Kerry – East Suffolk District Council
4 members of the public

Suffolk County Councillor's Report

A copy of the Cllr Patricia O'Brien's report is appended in the minute book.

East Suffolk District Councillors' Report

A copy of the District Councillors' report is appended in the minute book.

VILLAGE FORUM

An opportunity for residents to give comments on any issues on the agenda. (per standing orders max 15 minutes unless otherwise directed by the Chairman, a member of the public shall not speak for more than 3 minutes).

A member of the public stated that the Parish Council should hold a briefing meeting regarding the Environment Impact Assessment re the proposed haulage yard (DC/19/4343/EIA) and make the feelings of the parish known to East Suffolk District Council. Cllr David Long stated that although the Parish Council would start to discuss the proposal, to date no Planning Application has been received. Cllr David Long also stated that although the Parish Council would make their views known as a collective body, individuals should be encouraged to support the argument.

The topic of the caravan café on the Old Felixstowe Road was raised.

The Parish Council website was discussed and Cllr David Long stated that a Working Party would be set up to discuss the website.

The formal meeting of the Parish Council started at 7.50 pm.

01.20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr John Bailey.

The Chairman of the Parish Council Cllr David Long asked councillors to observe a 2 min silence in memory of Mike Barber who had sadly recently passed away.

The Chairman welcomed the new clerk Mrs Angie Buggs to the meeting.

02.20 CODE OF CONDUCT & DECLARATION OF INTEREST

No declarations of interest were received.

03.20 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 6TH NOVEMBER 2019

The minutes of the Parish Council Meeting held on the 6th November 2019 which had previously been circulated were approved and signed as a true record by the Cllr David Long (Chairman).

04.20 MATTERS TO REPORT FROM THE LAST MINUTES (not covered elsewhere on the agenda)

Page 8 EDF Energy Update

Cllr David Long reported that the Parish Council thought it would be beneficial for the Parish Council to meet with EDF Energy before the next Parish Council meeting. **Action: Clerk**

Page 9 Mission Statement

It had been agreed to defer this item until the 5th March 2020 Parish Council Meeting. **Action: Clerk**

Page 11 Bus Shelter Cleaning

It was reported that the bus shelter had now been cleaned.

05.20 PLANNING MATTERS

a. Planning Application DC/19/4852/CON Consultation – Environmental Permit Stratton Hall Lagoons Walk Farm Stratton Hall IP10 0BW.

The Parish Council sent a detailed letter to East Suffolk Planning Department.

b. Removal of Lay-by Café

The Parish Council have contacted the Planning Officer at East Suffolk Council concerning the issues relating to the lay-by café and Liz Beighton Senior Planning Officer is dealing with the matter. **Action: Clerk**

c. DC/19/4343/EIA Proposed Haulage Yard

The Chairman reported that the Parish Council would be setting up a Working Party to discuss and prepare a response from the Parish Council based on the information they are already aware of in readiness to formulate a response when the Planning Application is received. **Action: Clerk / Cllr David Long**

d. Note PC signing to Anglian Energy Planning Allowance (email 25th November 2019)

It was noted that the Parish Council had agreed to be a signatory on the letter which would be sent to the Secretary of State regarding energy projects proposed for Suffolk. **Action: Clerk**

e. DC/19/4901/FUL Flint Oaks Nacton Road Levington – Rear Single Storey Extension

A Parish Council Planning Meeting was held on the 13th January 2020 in the Village Hall and it had been agreed that the Parish Council had no objection to the Planning Application. A copy of the minutes is appended in the minute book. **Action: Clerk**

f. DC/19/0817/FUL Two Hoots Bridge Road

Cllr David Long reported the Parish Council would not be putting forward any objection to this application as it was a non-material change.

06.20 FELIXSTOWE PENINSULA COMMUNITY PARTNERSHIP

Cllr David Long reported that a meeting of the Felixstowe Peninsula Community Partnership had been attended by himself and Cllr John Bailey. He reported that this is a new way of funding projects and will continue in the future. Cllr David Long said that the Parish Council would continue to participate in the partnership. **Action: Cllr David Long / Cllr John Bailey**

07.20 TO DISCUSS SETTING UP A WORKING PARTY RE WEBSITE DEVELOPMENT

Discussions took place regarding the setting up of a Working Party to further develop the Parish Council website. The Clerk reported that currently the website information does not conform with the Transparency Code. She also commented that she believed the Parish Council Clerk should continue to update and develop the area of the website to upload documents to enable the Parish Council to comply with the requirements of the Transparency Code. Councillors agreed that a Working Party should be set up to discuss the website further. **Action: Cllr David Long / Clerk**

08.20 100th EDITION OF NEWSLETTER – TO NOTE THIS MILESTONE AND THANKS TO PAST EDITOR PAT PRYKE AND CURRENT EDITOR DANIEL GARNER

Cllr David Long reported that the newsletter has been published for nearly 17 years which is a big achievement for a small parish. Pat was editor from 2003 to March 2019 and Daniel has been the editor since March 2019. Both were thanked for their contribution to this achievement. The Parish Council has agreed that the 100th edition of the newsletter would be a “bumper” edition and in colour to mark the occasion. Cllr David Long said that the Parish Council would need to cover the extra costs out of reserves. **Action: Cllr David Long**

09.20 FINANCE – INCLUDING 2019/2020 BUDGET REVIEW, FINANCIAL MODEL UPDATE AND AUDITOR REVIEW 2021

a. To agree the budget 2020/2021 / Precept 2020/2021

Councillors discussed the budget for 2020/2021 which had previously been discussed at the FAG Meeting held on the 13th December 2019 and circulated to all councillors. Cllr Julian Mann proposed, seconded Cllr Andrew Abram that the Parish Council accept the budget for the financial year 2020/2021 – all in favour. **Action: Clerk**

Following discussion Cllr David Pryke proposed, seconded Cllr Julian Mann that the Parish Council should request a precept of £8,740.00 for the financial year 2020/2021 – all in favour. **Action: Clerk**

b. To discuss the Audit Plan

Cllr David Long reported that the Audit Plan had been accepted at the last meeting. The Clerk stated that Trevor Brown Auditor is proposing that the interim audit of the Parish Council be completed by the end of January 2020. **Action: Clerk**

c. To discuss the proposed letter to Barclays Bank re changes required by the Parish Council

The Clerk reported that she had written a letter to Barclays Bank, which had previously been circulated, to change the signatories on the bank accounts and inform them of the change of Clerk and address details. The Parish Council at a previous meeting had agreed to transfer Solar Farm Funds of £15,000 to a new account. It was agreed to defer opening a new account until the changes to the bank details are actioned by Barclays Bank. **Action: Clerk**

d. Income since last meeting

Suffolk County Council Locality Budget – Baby Changing Unit	£450.00
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e. Anticipated income before next meeting

None

f. Expenditure

Mrs Lucy Buckle Salary 31 st December 2019	£387.92
HMRC Tax Lucy Buckle	£483.60
David Long Photocopying Newsletter	£89.50
David Long Poppy Wreath (Section 137 Donation to British Legion)	£15.00
Ian Angus Dog Bags	£18.60
Daniel Garner Newsletter Expenses	£131.28

g. Bank Balances at 31st October 2019

Current Account	£28,634.06
Deposit Account	£7,269.10

The Clerk reported that the bank balances presented are as at the 31st October 2019 because up to date bank statements are not available. When the interim audit is completed the Clerk will be in a better position to report on the Parish Council's financial position. **Action: Clerk**

10.20 HIGHWAYS UPDATE

Cllr David Long reported that a sweeping machine had now removed the chippings from Bridge Road.

Cllr Andrew Abram stated that he would inspect the state of the potholes in Stratton Hall Drift and report back to the Parish Council. **Action: Cllr Andrew Abram**

11.20 VE DAY 75

Cllr Julian Mann reported that he had attended the first VE75 meeting on the 15th January 2020 representing the Parish Council. Cllr David Long reported that the Parish Council had agreed to pay £50.00 towards the Village Hall costs for 3 days plus £100.00 which would be covered by a private

donation making a total of £150.00. He said he had spoken to the Treasurer of the Trustees and it appears that the amount is now £200.00 for 4 days therefore he believed the Parish Council should consider making an extra donation of £50.00 towards the cost of the hire of the Village Hall. Following discussion Cllr Julian Mann proposed, seconded Cllr David Pryke that the Parish Council increase their donation to £100.00 – all in favour. Cllr Julian Mann stated that the re-enactors are a ‘not for profit’ organisation however but they do request that their fuel costs reimbursed. It was agreed that the Parish Council would need to know the cost of the travel costs before committing themselves. It was noted that the enactors would be travelling from Lincolnshire and it was discussed as to whether a local group could provide the enactment. It was suggested that the Ipswich Transport Museum should be contacted for further information. **Action: All Councillors.**

12.20 CORRESPONDENCE

The Clerk reported that all relevant correspondence had been circulated to councillors.

13.20 REPORTS FROM COUNCILLORS RE RESPECTIVE AREAS OF RESPONSIBILITY

a. Tree and Church Field Warden

Nothing to report.

b. Village Hall

Cllr David Long reported that at the Annual General Meeting it had been agreed that there would be no increase in Village Hall charges for the coming year. The Chairman, Secretary and Treasurer had all been re-elected for another year.

c. Sir Robert Hitcham’s Almshouses

Nothing to report.

d. Public Transport

Cllr Julian Mann reported that the bus service had been unreliable for a short while due mainly to the fact that the vehicles used on the service are very old and spare parts are becoming an issue. Vehicles have been off the road due to maintenance which at times has meant there has been no bus service. Suffolk Norse have now hired a relatively modern vehicle which it is hoped will improve the service.

e. Coast & Heaths and Footpaths (CHF)

Nothing to report.

f. Nacton School

The Clerk reported that a report had been received from Nacton School which had been circulated to councillors. A copy of the report is appended in the minute book. **Action: Clerk**

g. SALC

Nothing to report.

h. Port Liaison Group

Nothing to report

i. Police/SNT

Nothing to report.

j. Litter – Spring Clean

It was reported that an email had been received from Suffolk Norse requesting Parish Councils to register for the Annual Parish Spring Clean in Spring 2020. It was agreed that the Spring Clean would be published in the next Parish newsletter and Cllr Andrew Abram agreed to organise the event.

Action: Cllr Andrew Abram / Clerk

The date of the next Parish Council Meeting will be held on Wednesday, 18th March 2020.

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

It was reported that Pat Pryke will no longer be writing for the Felixstowe Flyer and is asking for a volunteer to do so, but she will continue writing for the East Anglian Daily Times.

Marian Rose said that she thought a Risk Assessment needed to be undertaken for the VE Celebrations.

Discussions took place regarding the England Coast Path Final Proposals – Shotley Gate to Felixstowe Ferry. On the 15th January 2020 Natural England submitted a compendium of reports to the Secretary of State for the Environment, Food & Rural Affairs, setting out improved access to the coast between Shotley Gate to Felixstowe Ferry. All representations and objections must be received by Natural England no later than midnight on Wednesday, 11th March 2020. It was discussed that the footpath along Levington Creek may need to be raised and the sluice at the top end of the creek is being undermined. Cllr David Long said it may be necessary to bring forward the next Parish Council meeting or have a single item agenda meeting before the 11th March 2020 to give the Parish Council the opportunity to comment on the proposals. **Action: Clerk**

Signed..... Date

Angie Buggs
Clerk to Levington & Stratton Hall Parish Council