

## **LEVINGTON AND STRATTON HALL PARISH COUNCIL**

### **MINUTES OF PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON**

**1<sup>st</sup> September 2021 at 7.15 pm**

#### **Present:**

CLlr David Long (Chairman)  
CLlr Julian Mann  
CLlr David Pryke  
CLlr John Bailey  
CLlr Mick Richardson District Councillor  
Parish Clerk Angie Buggs  
3 members of the public

#### **COUNTY COUNCILLOR'S REPORT**

No report received

#### **DISTRICT COUNCILLORS' REPORT**

The Chairman welcomed Mick Richardson to the meeting and congratulated him on his recent success on being elected as an Easter Suffolk District Councillor for the Orwell and Villages Ward.

#### **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).

No matters were raised on any of the items on the agenda.

**The formal meeting of the Parish Council started at 7.30 pm.**

#### **70.21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from CLlr Andrew Abram.

#### **71.21 CODE OF CONDUCT & DECLARATION OF INTEREST**

No declarations of interest were received. The Chairman reminded Councillors to renew their Declaration of Interest as per the recent email from East Suffolk Council.

#### **72.21 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE 7<sup>TH</sup> JULY 2021**

The minutes of the Parish Council Meeting held on the 7<sup>th</sup> July 2021, which had previously been circulated, were approved, and signed as a true record by CLlr D Long (Chairman).

#### **73.21 MATTERS TO REPORT FROM THE LATEST MINUTES (not covered elsewhere on the agenda)**

There were no matters arising from the minutes not covered elsewhere on the agenda.

#### 74.21 FINANCE

- a. **Income since last meeting**  
None
- b. **Expenditure**
- |  |         |
|--|---------|
| Friends of St Peters – Donation                    | £30.00  |
| Tuddenham Press – Newsletters                      | £108.00 |
| Came & Co – Insurance                              | £380.62 |
| Mrs A J Buggs Salary & Expenses July / August 2021 | £694.38 |
| HMRC Tax / NI                                      | £150.08 |
- c. **Bank Balances at 30<sup>th</sup> July 2021**
- |                   |            |
|-------------------|------------|
| Community Account | £28,568.20 |
| Premium Account   | £7,803.89  |

The Parish Council noted the balances as at the 30<sup>th</sup> July 2021 for both the Community Account and the Premium Account.

Cllr D Pryke proposed, seconded Cllr J Bailey that the above expenditure is approved – all in favour. **Action: Clerk**

d. **To consider Insurance 2021/2022**

Cllr D Long reported that the insurance renewal is due on the 30<sup>th</sup> September 2021. The Parish Council has a long-term agreement which expires on the 30<sup>th</sup> September 2023. This year's renewal premium is £380.62. Cllr J Mann proposed that the Parish Council agreed to accept the renewal premium, seconded Cllr J Bailey – all in favour.

#### 75.21 AUDIT REPORTS

a. **Internal Audit Report**

Cllr D Long reported that councillors had received a copy of the Audit Report 2020/2021 before the meeting. The recommendations were made by the Internal Audit are as follows:

**Recommendation 1** – The Council is encouraged to consider and adopt appropriate Staffing Policies and Procedures as well as Policies that may support the aspirations within the Council's Mission Statement to meeting the social, economic and cultural needs of the community, particularly in the absence of a Neighbourhood Plan.

Cllr D Long reported that the Parish Council has 8 employment policies in place and these have been checked against NALC recommendations and it appears the Parish Council have covered most of the relevant employment policies.

Anti-Harassment and Bullying Policy  
Capability Policy  
Disciplinary Rules  
Disciplinary Procedure

Equal Opportunities  
Grievance Policy  
Sickness Absence Policy  
Whistleblowing Policy

It was agreed that, in the future the Parish Council may wish to consider a Homeworking/Lone working Policy.

The Parish Council agreed to hold a meeting before the next full Parish Council meeting to consider all its policies and initially concentrating on the Anti-Harassment and Bullying Policy which would be formally considered at the November meeting. **Action: Clerk**

**Recommendation 2** – The draft Data Protection Policies and Procedures constructed by the Clerk/RFO should receive the formal adoption of the Council during 2021/2022 in order to evidence compliance with the General Data Protection Regulations (GDPR).

It was agreed to formally adopt the Parish Council's Policies and Procedures each year. **Action: Clerk**

**Recommendation 3** – The Council should advise the ICO of the current contact details so that any data protection queries arising will be routed to the correct address.

The Clerk reported that contact details had been changed in 2019/2020 and that there is evidence to support this. It was agreed that the Clerk should send an email to Trevor Brown Auditor. **Action: Clerk**

**Recommendation 4** – The Council should consider setting aside further Earmarked Reserves for specific future projects for the community or otherwise consider marginally reducing the level of future precept demands.

The Clerk reported that the Parish Council reserves appear high due to the £15,000 which was received. It was agreed to discuss reserves and the precept during the budget meeting which will be held before the November 2021 meeting. **Action: Clerk**

**Recommendation 5** – To comply with the Accounts and Audit Regulations 2015 the Council should formally consider its Internal Control arrangements, including its Risk Management arrangements, and Minute the review accordingly, during the 2021/2022 year.

It was agreed to consider these two items at the next Parish Council meeting. **Action: Clerk**

The Parish Clerk and Responsible Finance Officer was warmly thanked by the Council, on behalf of all residents, for her excellent work. The Internal Auditor Trevor Brown was also thanked for his thorough examination of the Parish Council's governance and financial management.

#### **b. Confirmation of Exemption of External Audit**

Cllr D Long reported that the Parish Council had received formal notification of its exemption status for an External Audit for the year ended 31<sup>st</sup> March 2021. The Clerk reported that the Parish Council's income or expenditure was required to be less than £25,000 to be exempt from an External Audit.

#### **75.21 TO DISCUSS QUEEN'S PLATINUM CELEBRATIONS**

Since the last Parish Council Ali Bailey has agreed to work with her committee on the arrangements for either a single event or two events including the lighting of the National Beacon. Following discussions, the Parish Council indicated that, subject to costings, financial support could be made available. The Clerk was asked to contact Suffolk County Council Highways regarding road closure for the event. It was agreed that a programme of events should, at this stage, be based on two events. The Chairman thanked Ali Bailey and her group for their initial work. **Action: Clerk**

#### **76.21 TO DISCUSS PROGRESS WITH QUIET LANES INITIATIVE**

Cllr J Bailey reported that approval had been granted for the Levington and Stratton Hall proposal for the Quiet Lanes Initiative. We are now waiting for the signs to be erected. **Action: Cllr J Bailey / Clerk**

#### **77.21 PLANNING**

a. **Planning Report**

The updated Planning Report had been circulated by the Clerk.

b. **1 Seabridge Cottages ENF/21/0066/DEV**

It was noted that a decision by East Suffolk District Council with regard to the retrospective Planning Application is still pending.

c. **Solar Farm Chapel Road Bucklesham DC/21/3327/EIA**

Cllr D Long reported that, although not in our parishes, an application has been made for an Environmental Impact Assessment for a sizeable Solar Farm in Bucklesham.

d. **To consider an additional section to be included in the Parish Council Planning Protocol**

A copy of a proposed Section 3 of the Planning Protocol had previously been circulated which related to action to be taken when it is unclear whether Planning Permission is required. Following discussion, the Parish Council agreed to adopt the additional section. Clerk to republish the new Planning Protocol. Cllr J Bailey requested that Parish Councillors are provided with Parish Council Named Badges to use when visiting residents. Clerk to investigate costs etc. and report back to the next meeting. **Action: Clerk**

#### **78.21 LEVINGTON AND STRATTON HALL FOOTPATHS**

Cllr D Long reported that the Parish Council had received an email from Martin Williams Area Rights of Way Officer Suffolk County Council regarding the legal complexities of erecting “no cycling” signs on local footpaths and the impact on landowners. A joint informal meeting between the Parish Council, landowners and Martin Williams Area Rights of Way Officer has been arranged for October 2021.

#### **79.21 PARISH NEWSLETTER**

Cllr D Long offered a vote of thanks to Ann Wignall the new Editor of the Parish Newsletter for taking on the role and producing an excellent first edition. **Action: Clerk**

#### **80.21 PARISH COUNCIL WEBSITE**

Cllr D Long reported that the Clerk had drafted a possible layout/content of the new website which had been sent out to all councillors together with a previously Parish Council produced PowerPoint presentation. The Clerk is seeking clarification from OneSuffolk with regard to hosting a new village

website. It was agreed that the Clerk should arrange an informal meeting which, due to holiday commitments, should take place in November 2021. **Action: Clerk**

#### **81.21 SIZEWELL C**

**a. To confirm signature to the Anglian Energy Planning Alliance on proposed desalination plant to produce potable water on site**

Cllr D Long reported that the Parish Council had been asked to sign a joint letter from Town and Parishes expressing concern with regard to the potable water supply. All Parish Councillors had been contacted to seek their agreement for Levington and Stratton Hall to be a signatory on the letter – agreed.

**b. To note trial work on proposed FMF site**

The Parish Council noted that the trial work had been undertaken on the proposed Freight Management Site.

**c. Energy study commissioned by SSE**

The Parish Council noted the contents of a study which has recently been published by SSE entitled “Net zero power without breaking the bank”.

#### **82.21 CORRESPONDENCE**

All relevant correspondence has been forwarded to councillors.

- a. Councillors noted the contents of emails between the Parish Council, Mrs Ralph and Mr Angus which related to the maintenance of Trickers Wood and also the bramble bush.
- b. The parking of a gardener’s vehicle and trailer when cutting back the hedge alongside the Village Hall.
- c. The Parish Council improving communications.
- d. The removal of ragwort from South Heath. The Parish Council expressed its thanks to Sarah Ingleby for her help and co-operation.

#### **83.21 REPORTS FROM COUNCILLORS**

**a. Tree and Church Warden**

It was noted that the diseased Sycamore Tree in Trickers Wood has now been removed and a quote is being obtained for the reduction of the bramble bush. **Action: Clerk**

**b. Village Hall**

The Village Hall has now opened and several village events are taking place.

**c. Sir Robert Hitcham’s Almshouses**

Nothing to report.

**d. Public Transport**

First in Norfolk and Suffolk was approached about the low tree branches on the Levington/Nacton Road hitting the top of the double decker bus. First have now replaced the double decker with a single decker bus.

**e. Coast & Heath and Footpaths (CHF)**

Please refer to Minute 78.21 above.

**f. Nacton School**

The Parish Council continues to receive regular newsletters from Nacton School.

**g. SALC**

The Parish Council continues to receive regular updates which are very useful. The next SALC Area Meeting is on the 30<sup>th</sup> September 2021.

**h. Port Liaison Group**

Nothing to report.

**i. Police/SNT**

Nothing to report.

**84.21 DATE OF NEXT MEETING**

**Wednesday, 3<sup>rd</sup> November 2021 in the Village Hall**

**The Chairman closed the meeting at 8.18 pm.**

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

A resident asked whether a hard copy of the minutes could be posted on the notice board. Cllr D Long said that due to the minutes being several pages long there is insufficient space to display them on the notice board. If anybody cannot access them through the Parish Council website arrangements can be made for the Clerk to supply a hard copy.

Discussion took place on the large amount of discarded rubbish in our parishes which was collected by volunteer residents on a regular basis, often very early in the morning. Those residents were warmly thanked for doing this.

A resident asked about the grass strip/verge alongside Trickers Wood/Church Lane. The Parish Council agreed at their last meeting to maintain cutting the grass however there are no plans for re-wilding. It was noted that East Suffolk and Suffolk County Councils are promoting areas which could be wildlife friendly including verges. Respective areas of Trickers Wood and Church Field provide a balance of wildlife and recreational use. The Parish Council are considering a reduction in size of the bramble bush by the bench next to Pilots Way.

There have been instances in the past few years where the Parish Council and residents have reported discarded nitrous oxide gas canisters. If anyone comes across these it should be reported as anti-social behaviour to Suffolk Constabulary on their website, or Telephone 101. Letting the Parish Clerk know of this would be helpful to build up a local picture.

Old Felixstowe Road. There is a build-up of large amounts of rubbish which is not often cleared. The Parish Council and District Councillor will follow up with East Suffolk Council and East Suffolk Norse.

**Action: Clerk / Cllr Mick Richardson**

Signed..... Date .....

Angie Buggs  
Clerk to Levington and Stratton Hall Parish Council