

## LEVINGTON AND STRATTON HALL PARISH COUNCIL

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

Wednesday, 7<sup>th</sup> September 2022 at 7.15 pm

#### **Present:**

Cllr David Long (Chairman)  
Cllr Julian Mann  
Cllr John Ross  
Cllr Andrew Abram  
Cllr John Bailey  
Cllr Sarah Gregory  
Parish Clerk Angie Buggs  
9 members of the public

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

Cllr Patti Mulcahy – no report

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

Cllr Michael Richardson – written report.  
Cllr Richard Kerry – written report.

#### **VILLAGE FORUM**

An opportunity for residents to give comments on any issues on the agenda. (as 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 members of the public wished to speak.

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

#### **87.22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr D Pryke (holiday) and Cllr Mick Richardson (East Suffolk Council).

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

No declarations of interest were received.

#### **89.22 TO CO-OPT PARISH COUNCILLOR AND SIGNING OF DECLARATION OF OFFICE**

The Chairman reported that Sarah Gregory had put herself forward as a candidate for the Parish Council to represent Levington. Cllr D Long proposed, seconded Cllr J Ross that Sarah Gregory be co-opted as a Parish Councillor – all in favour. Sarah Gregory duly signed her Declaration of Acceptance of Office form which was also signed by the Clerk on behalf of the Parish Council. **Action: Clerk**

#### **90.22 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE 6<sup>th</sup> JULY 2022**

The minutes of the Parish Council Meeting held on the 6<sup>th</sup> July 2022, which had previously been circulated, were approved, and signed as a true record by Cllr D Long (Chairman).

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

**a. Update on the purchase of a Dog Bag Dispenser**

Cllr D Long reported that the Clerk has been advised by Suffolk Norse that the dog bag dispensers are out of stock but will be installed as soon as they become available. **Action: Clerk**

**b. Display of Draft Minutes on Notice Board**

Cllr D Long reported that, as discussed at the previous meeting, a copy of the draft minutes has been displayed on the Notice Board.

#### **92.22 FINANCE**

**a. Income since last meeting**

None

**b. Expenditure to be agreed at this meeting**

Royal British Legion – Donation Remembrance Day Wreath	£15.00
Mrs A J Buggs – Salary and Expenses July and August 2022	£756.99
Gallagher Insurance	£387.16
J Ross – Lockable Post Box	£28.99
HMRC Tax/NI	£166.02
Engraving Village – Plaque	£29.00
Tuddenham Press – Newsletter	£92.00
ICO – Data	£40.00
St John’s Ambulance (QJ) – Medical Support at Event	£115.20

**c. Bank balances as at the 31<sup>st</sup> July 2022**

Current Account	£27,332.03
Deposit Account	£8,105.09

The Parish Council noted the balances as at the 31<sup>st</sup> July 2022 for both the Community Account and the Premium Account.

Cllr J Mann proposed, seconded Cllr John Ross that the above expenditure is approved – all in favour. **Action: Clerk**

**d. Insurance Renewal**

Cllr D Long reported that the Parish Council had received the renewal notice from Gallagher Insurance (previously Came & Co) for the year 1<sup>st</sup> October 2022 to 31<sup>st</sup> September 2023 at a cost of £387.16. It was noted that this was the last year of a 3-year agreement. **Action: Clerk**

**e. Remembrance Day Wreath**

Cllr D Long reported that the Parish Council make a donation to the Royal British Legion each year to support the laying of a wreath £15.00 (£137). It was noted that a service would be held at 11 am on Friday, 11<sup>th</sup> November 2022 and that a Remembrance Service will be held at the

Church on Sunday, 13<sup>th</sup> November 2022. These dates will be published in the Levington and Stratton Hall Newsletter. **Action: Cllr D Long / Clerk**

**f. Option to opt out of the SAAA central external auditor appointment arrangements**

Cllr D Long reported that under the Local Audit (Smaller Authorities) Regulations 2015, the SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period runs from 2022-2023 until 2026-2027. All local authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors. Parish Councils have the option to opt out and appoint their own external auditor. Cllr J Ross proposed, seconded Cllr J Mann that the Parish Council opt to stay within the central procurement regime managed by SAAA – all in favour. **Action: Clerk**

**g. Queen's Jubilee Accounts**

Cllr D Long thanked the Clerk for producing the Queen's Jubilee Accounts and the organising the committee for managing the event in such an effective way. The ticket sales are published in the accounts as donations. The Parish Council received a grant from Suffolk County Council (Locality Budget) of £1,000.00. Overall, the accounts show a loss of £124.08 for the event however the Parish Council can claim back the VAT therefore the event shows a small profit of £135.68. Cllr D Long said that at the last meeting councillors agreed to support a photograph of the event printed and framed to go in the Village Hall alongside the official certificate for holding an official Queen's Jubilee Beacon Lighting Ceremony. Cllr J Mann, seconded Cllr S Gregory that the Village Hall Trustees be approached for their agreement to place the framed pictures in the Village Hall – all in favour. **Action: Clerk / Cllr D Long**

## 93.22 PLANNING

**a. Eastern Structures Update DC/21/4413/FUL**

An email has been received from Grant Heal Planning Officer informing the Parish Council that the Planning Application has been recommended for refusal and the decision notice will be published in the next few weeks. Cllr J Ross proposed a vote of thanks to the residents for their superb effort in submitting over eighty comments on the application to East Suffolk Council. **Action: Clerk**

**b. DC/22/1780/FUL 3 Gun Hill Cottages Church Lane Levington**

Although the Parish Council did not object to this planning application it was refused by East Suffolk Council. The applicant is appealing this decision.

**c. DC/22/3248/FUL Suffolk Yacht Harbour – Erection of the Installation of 20no. shipping containers to add to the existing storage area**

Parish Council Comments – No objection.

**d. DC/22/3003/TPO The Driftway Church Lane Levington 1no. Sycamore (T2 on plan) – fell**

Parish Council Comments – No objection.

**e. DC/22/3085/TPO The Driftway Church Lane Levington 1no. Sycamore (T1 on plan) – fell**

Parish Council Comments – No objection.

- f. Local Plan SCLP12.20 Land at Felixstowe Road (Nacton Parish) 22.5ha Archaeological Dig**  
An archaeological dig on the 22.5ha of land on Felixstowe Road (opposite side of the road to the crematorium) is about to begin. Any parcel of land of archaeological interest is excavated before building commences. Although this land is not in our parishes, a notice will be placed in the Levington and Stratton Hall newsletter. **Action: Cllr D Long**

**g. Planning List**

The Parish Council noted the updated Planning List for September.

**94.22 SIZEWELL C – TO REPORT GOVERNMENT APPROVAL OF DEVELOPMENT CONSENT ORDER**

Cllr D Long reported that the Government has been given planning consent for the development of Sizewell C. The Parish Council met with Community Relations Sizewell C earlier in the year and had been advised that the building of Freight Management Facility (FMF) would likely start in September 2023. Cllr J Bailey commented that the Parish Council should maximise the benefits of the project for the residents of Levington and Stratton Hall. **Action: Cllr D Long / Clerk**

**95.22 TO DISCUSS THE COST OF LIVING CAMPAIGN**

A Working Group has been set up and a meeting was held with Sharon Harkin Communities Officer East Suffolk Community Partnership. The purpose of the meeting was:

- To consider the impact of the cost-of-living crisis on the local community.
- To receive an update on East Suffolk Council “Ease the Squeeze Campaign”, in particular warm space and comfort food.
- To receive an update of Felixstowe Community Partnership funding.
- To discuss an action plan relating to the ‘what next?’

A questionnaire has been delivered to each resident for completion. A letter box has been attached to the outside of the Village Hall for the return of the questionnaire. Closing date 16<sup>th</sup> September 2022.

The Working Group will meet again after the deadline for the return of the questionnaires. **Action: Cllr J Ross.**

**96.22 WEBSITE UPDATE**

Cllr J Ross presented his report on the proposal for the Parish Council website.

A Working Group has been formed to lead on the design of the website which is supported by a resident with web development skills at a professional level.

The Parish Council is subject to a requirement to have a website. It also has legal responsibilities in relation to the Transparency Code and an up-to-date website supports this responsibility. The Working Group has also been supported by advice/input from an IT specialist at OneSuffolk, the website hosting company.

The Working Group defined the purpose of the website as:

Primary

- To meet the legal requirements on the PC in relation to transparency.

Secondary

- To alert users to and provide a link to new planning applications.
- To provide electronic archive for the parish newsletter.
- To provide an overview of key parish information – contacts, organisations, clubs etc.
- To provide access to Covid information in the event of the pandemic reaching crisis levels.

### **Website Design**

The Working Group agreed a design structures on a Title Menu approach, comprising of:

- Home
- History
- Contacts
- Newsletter
- Parish Council
- Planning
- Covid
- Parish organisations / clubs / events
- Cost of Living Crisis?

#### Proposal 1: The PC agrees the title menu design

### **Website Design Implementation**

The Working Group was advised and agreed implementation should be in a modular, phased approach. The Working Group identified a prioritisation order for implementation, reflecting the primary and secondary purposes outlined above.

#### Phase 1

- Home
- History
- Contacts
- Parish Council

#### Phase 2

- Planning

#### Phase 3

- Newsletter

#### Phase 4

- Parish organisations / clubs / events

#### Phase 5

- Covid

OneSuffolk has confirmed it is able to build the structure of the website we propose, for a fee.

#### Proposal 2: The PC agree the modular, phased implementation

### **Website Design Implementation – Timeline**

The Working Group identified the following timeline:

1. September 2022 – Present to PC Meeting to progress.
2. September 2022 – Engagement with OneSuffolk to build the website.
3. September 2022 – Engagement with PC Clerk to design the PC title menu submenus.
4. January 2023 – Go live of Phase 1.

### Proposal 3 – The PC agree the timeline for implementation

#### **Website Administration**

The Working Group agreed a hierarchical approach to administration, with a webmaster role overseeing numerous sub-administrators. OneSuffolk has confirmed it is able to build the permissions framework the design requires.

### Proposal 4 – The PC agree the webmaster role is undertaken by the Clerk

This proposal is intended as a starting position, to be monitored and assessed to ensure suitability. The proposal has been made in consultation with and is agreeable to the Clerk.

#### **Administrator Training**

OneSuffolk has suggested training is going to be the biggest challenge in our proposal. OneSuffolk do presently provide training, usually for 2 people at a time. This costs £48.00. Our design may involve as many as 8 administrators. Training would be via MSTeams so can be done from people’s homes.

#### **Costs**

The following is a schedule of all identified costs:

• Building of website structures	£50.00
• Building of permissions framework	£50.00
• Training	£200.00
<b>Total Cost</b>	<b>£300.00</b>

#### **Summary of Proposals**

1. The PC agree the title menu design.
2. The PC agree the modular, phased implementation.
3. The PC agree the timeline for implementation.
4. The PC agree the webmaster role/responsibility is undertaken by the Clerk.
5. The PC agree the costings and allocate a budget.

Cllr J Mann proposed that the report be adopted and start the implementation, seconded Cllr S Gregory – all in favour. **Action: Cllr D Long / Cllr J Ross / Clerk**

#### **97.22 TO DISCUSS PUBLIC ACCESS TO PARISH COUNCIL AGENDA REPORTS**

At the last Parish Council meeting members of the public requested that copies of meeting papers be made available on the Parish Council website. As a result of this request the Parish Council agreed to consider this request.

The only legal requirement on the Parish Council in relation to the publication of documentation associated to Parish Council meetings is to publish the agenda at least three clear days in advance of the meeting.

It was noted by councillors that there is no legal basis to not publish supporting documentation in advance of the meeting. The operation of the Parish Council to not publish documentation does not

stem from an active policy decision, but an organic working practice. Therefore, the Parish Council was asked to consider the following proposals.

Proposal 1: The publication discussion excludes any material that would be contrary to Item 11c of our Standing Orders which states:

*“The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.”*

This therefore excludes emails or any other document containing material designated as personal or confidential under GDPR legislation

- All papers on which decisions will be made.
- All papers that will be approved (eg payments).

Proposal 2: The publication discussion relates to documentation defined as:

- All papers on which decisions will be made.
- All papers that will be approved (eg payments).

Proposal 3: The documentation (as defined) that support the agenda is published in advance.

Proposal 4: The publication is made on the Parish website.

Proposal 5: The publication happens at the same time as the agenda, at least three days in advance of the meeting.

Proposal 6: Authors of reports should take care to not unnecessarily include material that would pose prejudice to the public interest and render the report unable to be published.

Proposal 7: Where the author is of the view the content meets the threshold of being unsuitable for publication as per the criteria provided by Item 11c of our Standing Orders, this should be clearly marked at the top of each page in red and the Clerk informed.

Following discussion, Cllr J Mann proposed that the Parish Council adopts and implements Proposals 1, 2, 3, 4, 5, 6 and 7 above, seconded Cllr S Gregory – all in favour. **Action: Clerk / Cllr D Long / Cllr J Ross**

## **98.22 Defibrillator**

### **a. Registration**

Cllr D Long reported that the defibrillator has been registered with Circuit. In an emergency dial 999 and an operator will provide the caller with the code to open the defibrillator box. Notices have been placed in the Village Hall with instructions as to what action to take in an emergency. The Deputy Guardian cleans and checks the box once a week and records time / date. It was noted that the Rescue Ready Kit will need replacing in January 2024 and the defibrillator pads (adult and paediatric) will need replacing in January 2026. **Action: Cllr D Long / Clerk**

### **b. Training**

The trainer will be contacting the Chairman with his availability to undertake training sessions on the defibrillator and CPR. **Action: Cllr D Long / Clerk**

## **99.22 MOBILE TELEPHONE SIGNAL VILLAGE HALL**

Cllr J Mann gave his report on the current status of possible enhancement to telephone use at/inside the Village Hall.

There are two unrelated potential enhancements.

1. Village Hall Trustees investigating boosting the mobile telephone signals to allow unhindered calls.
2. The Parish Council investigating the provision of an 'emergency' telephone located adjacent to the defibrillator.

#### Boosting the mobile telephone signal strength

Only one firm of the three contacted was able to provide a costing to enhance the signals (reason given by the others was that the hall is neither a commercial nor a residential property). The supplied information indicates that we would require four amplifiers (one for each mobile operator) and was provisionally, subject to site survey, costed at around £9,900.00. This has been communicated to the Village Hall Trustees and will be discussed formally at their next meeting in October.

#### 'Emergency' Telephone

Whilst such an installation would be technically feasible, with a noted cost (from the only supplier thus far contacted) of £350.00 + £60.00 per year for SIM card rental for a mobile or £595.00 plus ongoing line rental (plus landline installation fee), the question has been raised as should this installation actually be necessary? The 999 call which results in the code for the defibrillator being given to the caller may of course be made from anywhere within the parish, not just by/inside the Village Hall.

An incident at the Village Hall can be handled by the use of a mobile telephone from outside (where signal strength is definitely available; that a 999 call from a mobile will use whichever operators' signal is the strongest irrespective of which operator the telephone normally utilises).

Following discussion, it was agreed that in view of the fact that a mobile telephone will use whichever operators' signal is the strongest when dialling 999, no further action needs to be taken – all in favour.

### **100.22 REPORT ON ROAD SAFETY CONFERENCE**

Cllr J Ross attended the County Road Safety Conference hosted by the Police & Crime Commissioner. The focus of the conference was road safety and denying criminals use of the roads. The conference comprised of two parts:

1. Showcase of resources, equipment, tactics and outcomes by Suffolk Police, Suffolk County Council and Suffolk Roadsafe Partnership Board (a non-statutory Board which brings together the main agencies involved in road safety in the county). This was the main part of the conference; presentation and opportunity to meet practitioners and view their equipment.
2. A question-and-answer session.

The key headlines from a strategic context:

- Suffolk is a very safe county when viewed in a national context.
- Suffolk Constabulary is one of the lowest funded per head of capita nationally.
- There is a strong desire to further improve the safety of Suffolk communities in the context of road safety and denying criminal use of the roads.
- These are both priorities for Suffolk Police and there is a strong partnership / multi-agency approach to identifying and tackling issues of concern.

- The key priority for the asset available for deployment in this field is keeping the strategic road network moving – A14 and A12. It is recognised that when these come to a standstill the communities nearby suffer from a huge volume of traffic, and there is a significant associated impact on the economy.
- The key measures of success for all agencies in the partnership is the number of killed or seriously injured (KSI) RTCs that have occurred. Data was presented that illustrated this has in the last two years, thought to be statistically abnormal due to the pandemic.
- Research nationally identifies, and the national police direction is as consequence focused on something called the fatal four. These are:
  - Drink driving
  - Reckless driving
  - Speeding
  - Distracted driving – eating, texting, changing stations, etc.

Points of particular relevance to the parish of Levington and Stratton Hall:

### **SIDs**

Whilst the police are willing and able to accept data acquired from SIDs technology, it is not considered reliable data from their perspective (issues relating to calibration and scope). SIDs will therefore not assist our parish in providing the 20% excessive speed threshold for higher escalation tactical options.

### **20mph**

There was a lot of conversation about 20mph speeds limits. The police informed there are two types:

- Limits – sections of road where the legal limit is 20mph. These are legally designated as such; acquiring designation is complex and most 20mph sections of road are not designated.
- Zones – sections of road which are defined as 20mph zones. This is most 20mph usage. The overriding factor for zones is that they should be self-managing, ie by their design they should naturally limit the opportunity for a road user to travel at more than 20mph; traffic calming / road design.

It was agreed that this item should be placed on the November agenda for further discussion and debate. **Action: Clerk / Cllr J Ross**

### **101.22 REVIEW OF SUFFOLK'S RECOMMENDED LORRY ROUTE MAP**

The Parish Council commented on the review of the recommended lorry route map for the county. A total of 149 local councils provided feedback on 331 routes across the county. Levington and Stratton Hall Parish Council responded to the survey citing issues relating to weight, overnight parking, road safety and damage to the highway caused by HGV movements. Suffolk County Council has assessed these concerns against a range of evidence and the findings are detailed below.

In reference to weight limits, Suffolk Police hold the powers to enforce moving traffic where locations have restrictions and relevant TROs. Whilst SCC would expect companies to plan lorry movements in accordance with restrictions on the highway, any abuse of these restrictions should be reported.

Road safety concerns have been evaluated using a database of collision resulting in an injury shared with Suffolk Police to assess collisions involving HGV where the road layout has been cited as a contributory factor. The criteria determines whether changes to HGV routing or restrictions could be justified on road safety grounds. SCC found that no collisions involving HGVs where the road layout has been cited as a contributor factor have been reported over a five-year period leading up to the assessment. Open-source collision data is available to view at: <https://www.crashmap.co.uk/>.

SCC has not been able to quantify damage to the highway caused by HGV movements and no severe issues have been raised through engagement with Suffolk Highways.

SCC has received no reports or issues relating to HGV parking through engagement with Suffolk Highways within the Levington and Stratton Hall area.

The feedback provided by Levington and Stratton Hall Parish Council will be shared with relevant departments at SCC to inform future decision making, however, there is insufficient evidence to support changes to the recommended lorry route map as a result of the feedback.

Cllr J Mann stated that the Parish Council needs to report problems on an incident-by-incident basis.

**Action: All Councillors / Clerk**

#### **102.22 TO DISCUSS 'NO CYCLING SIGNAGE' ON FOOTPATHS**

The Working Party consists of Cllr D Pryke, Cllr J Mann and Louise Overbury. A report had been circulated to all councillors prior to the meeting. Cllr J Mann said that the signs need to be durable and hardwearing. There are two types of signs and are generally produced by printing on a base material. Plastic signs are cheaper than aluminium but can tend to buckle and deteriorate with long exposure to sunlight. The aluminium composite is recommended which consist of 3mm thick composite sheet made up of two thin layers of aluminium with a plastic core, making a very robust sign which is fully weatherproof and unbreakable.

1. The estimated cost is £360.00 (£280.00 excl VAT).
2. Working Party to consult with landowners and neighbouring Parish Councils (Nacton and Trimley) before erection.

Cllr J Mann proposed that the Parish Council agreed a budget from reserves of £400.00 and that the Working Party should reconsult with landowners and neighbouring parishes, seconded Cllr J Ross – all in favour. **Action: Cllr D Pryke / Cllr J Mann / Clerk**

#### **103.22 TO DISCUSS PORT OF FELIXSTOWE STRIKE ACTION AND EFFECT ON OPERATION STACK**

The Parish Council has engaged with both the Port Authority and the Police in relation to any potential congestion impact in the event of the strike going ahead. All HGVs arriving at the port are by appointment therefore as the strike is planned, bookings will be reduced so no expected congestion so it will not be necessary to deploy operation stack.

#### **104.22 LEVINGTON CREEK MEETING – COASTAL EROSION – INITIAL MEETING BETWEEN THE LANDOWNER AND ENVIRONMENT AGENCY; FUTURE MEETINGS TO INVOLVE THE PARISH COUNCIL AND OTHER AGENCIES**

Cllr D Long reported that an initial meeting between the landowner and the Environment Agency had been held to discuss the creek footpath. Future meetings will be multi agency and the Parish Council will be invited to attend. **Action: Cllr D Long / Clerk**

#### **105.22 CORRESPONDENCE**

All relevant correspondence has been forwarded to councillors.

#### **106.22 REPORTS FROM COUNCILLORS**

- a. **Tree and Church Field Warden**  
No report.
- b. **Village Hall**

The next meeting of the Village Hall Trustees is on the 18<sup>th</sup> October 2022.

- c. Sir Robert Hitcham's Almshouses**  
The courtyard walls have now had time to dry and the old concrete render having been removed, the new lime plaster will be added during September.
- d. Public Transport**  
Cllr J Mann reported that recently due to the building of houses in Trimley, part of the main road into Felixstowe was closed. The effect on public transport was that the bus between Ipswich and Felixstowe was not able to service the bus stops at Levington Bridge and the Stratton Hall crossing. Unfortunately, First Eastern have had a number of changes to personnel so it has been difficult to get a response from them. **Action: Cllr J Mann**
- e. Coast & Heaths and Footpaths (CHF)**  
Please see footpaths Item 102.22 above. Cllr D Long thanked Louise Overbury, the Clerk and Martin Williams Area Rights of Way Officer Suffolk County Council for the repairs which had been carried out on the Boardwalk.
- f. Nacton School**  
No report.
- g. SALC**  
The Parish Council continues to receive weekly updates from SALC.
- h. Port Liaison Group**  
No report.
- i. Police/SNT**  
No report.

**108.22 DATE OF NEXT MEETING WEDNESDAY, 2<sup>ND</sup> NOVEMBER 2022 IN THE VILLAGE HALL**

**The Chairman closed the meeting at 8.34 pm.**

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

Kate Harding expressed concern about the amount of rubbish in the local lay-bys. Several residents said they were not prepared to go and litter pick in these areas due to the dumping of human waste and casual open-air sex. It was felt that these areas are a health hazard, and the Clerk was asked to report the three lay-bys involved to East Suffolk Council Environmental Health. **Action: Clerk**

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

Angie Buggs  
Clerk to Levington and Stratton Hall Parish Council