

LEVINGTON AND STRATTON HALL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON TUESDAY 28 JUNE 2016 IN THE VILLAGE HALL AT 7:15 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: Marian Rose ('MR');
County Councillor Patricia O'Brien ('PO');
District Councillor Susan Harvey ('SH');
No members of the public.

- **VILLAGE FORUM**

There were no comments.

- **SUFFOLK COUNTY COUNCILLOR'S REPORT**

PO attended & presented the attached report. It was noted that the meeting format for Police SNT meetings were now in a simpler format. IA added that there was no longer a geographical division & other agencies were also being invited to attend. PO would try to get the crime data/information in newsletters more up to date.

PP explained that, when in a previous guise, the FACTS public transport had not worked well in our parishes. PO noted her comments.

The Locality Budget remains at £500 for 2016/17 & she awaited the PC's formal claim for this.

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

SH attended & presented the attached report. Following on from the comments made to PO re the community transport system (as above), SH noted that the system did not seem to be workable in practice.

There was to be a devolution debate on 30 June 2016.

The Parish Council ('the PC') meeting was declared open at 7:45pm.

- 1. APOLOGIES FOR ABSENCE**

None.

- 2. CODE OF CONDUCT & DECLARATIONS OF INTEREST**

PP declared a non-financial interest re item 8b as a member of both the Church congregation & the Friends of St Peters.

- 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF 4 MAY 2016**

The draft minutes presented, with three minor amendments, were approved & signed as a correct record.

- 4. MATTERS FOR REPORT FROM THE LAST MINUTES (not covered elsewhere on the agenda)**

- Item 11(a): DL agreed to ask the owner of The Green if temporary stakes could be placed to protect The Green from vehicles;

- Item 14: admissions to Nacton Primary School – IA reported that the parents felt Councillors had done all they could & that they intended to appeal but recognise that this may not succeed;
- Item 17: Standing orders – SALC had confirmed that, in their opinion, if an extraordinary meeting had been correctly called then it could not be stopped;
- Item 18: Ipswich tidal barrier – Councillors had accepted an invitation to visit the tidal barrier site on 11 August 2016;
- Item 21: Broadband – it was noted road closures were planned in July & August 2016 to allow BT works;

5. PLANNING

At this point the Chairman adjourned the main PC meeting to allow consideration of the two planning applications:

- *DC16/2384 – Wyncroft, Bridge Road, Levington: Front single storey extension:*
It was agreed this application should be supported.
- *DC16/2314 – 17 Red House Walk, Levington – carport:*
It was agreed this application should **not** be supported.

The full PC meeting was re-opened at 8:20pm.

The following was noted:

- *DC16/0857 – Pollys Cottage alterations, ground & attic floor extension*
The application had been referred under the scheme of delegation rules. The PC had asked for this to be considered by the full committee. However, SCDC approved the application on 5 May apparently without going to the full committee;
- *DC16/2207/AGO – Walk Farm Buildings - Switch Room:*
Being agricultural, planning permission was not needed but the planning department had, from courtesy, given the PC opportunity to respond to the application.
Councillors had suggested to SCDC on 7 June that they obtain a more up to date map of the site as the planning officer would not be able to identify what was being requested from the site map provided.
- *DC16/1189 – land on old A45 – erection of storage building/workshop:*
There had been responses from Network Rail & SCC Highways which had been noted but no SCDC decision as yet.
- *DC15/4107 - Solar Farm at Walk Farm, Stratton Hall - time extension*
DP summarised the issues:
(a) The original issue has been put to NALC with no effective response;
(b) The legal documents had also been sent to them for comment.
It was agreed to allow the queries to run with SALC & not take any further action for the present.

- *SCDC scheme of delegation*
There had been no news on the review of the procedure.

6. FINANCE REPORT

The following were noted:

- (a) Annual Return for y/e 31 March 2016
- it was noted that the internal audit had been completed & the Annual Return appropriately signed; the Clerk was thanked for her efforts to achieve this good result;
 - It was agreed that when the Standing Orders were next reviewed, they be up-dated to include reference to the Public Contract Regulations 2015, as suggested by the internal auditor;
 - the Annual Return had been submitted to BDO, for the external audit;
- (c) Bank balances at 31 May 2016 (reconciled to bank statements);
- Current account: £4,917;
 - Deposit account: £6,216.
- (d) Income received since the meeting of 4 May 2016:
- £577 VAT refund for year ended 31 March 2016;
 - £500 from UK Power Network for assisting them with a pilot scheme for vulnerable customers;
 - £49 from Doreen Ralph for 7 HMQ90 mugs (received in June & not included in bank balances above);
- (e) Income anticipated before the next meeting:
- £200 from Adnams for flower seeds;
 - £28 from 3 villagers who purchased HMQ90 mugs;
 - £15,000 Community Benefit Payment from Lightsource, if claimed (see agenda item 5 above);
- (f) Payments made since meeting of 8 March & approved at that meeting:
- Clerk's Salary & Expenses from 1 Mar 16 – 30 April: £827.11
 - HMRC re PAYE £190;
 - SALC: £59.60;
 - Pat Pryke re May newsletter £105.35 + £7.56 stamps for March newsletter;
 - PC Doctor £30 – Clerk's laptop health-check;
 - SG Cubitt £150.00 – fence repair at top of Church Field;
 - SALC subscription £127.53;
 - Chown China £77.87 for 11 HMQ90 mugs ordered by villagers.
- (g) Payments due to be made before next meeting:
- Clerk's Salary & Expenses from 1 May – 26 June £531.43 (net of tax) inc exps;
 - HMRC re PAYE £123.78;
 - Pat Pryke c.£105 re May newsletter;
 - SALC: training for Clerk 18/4 £30;
 - Pat Pryke re May newsletter c£105;
 - Heelis & Lodge for internal audit £66.00;
 - BDO for external audit;

(f) Clerks' salary:

- It was agreed the Clerk's salary should be increased to £8.717 per hour, per the national Scale Rates with effect from 1 April 2016;

7. TO RECEIVE AN UPDATE ON FILLING THE VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCE OFFICER

SALC had been asked for an opinion on the level of salary appropriate for the job description submitted. A reply was awaited.

Meanwhile there had been no applications for the post. It was suggested that nearby local Parish Council clerks be approached to see if they would be interested in the role.

8. PROJECTS

a. Gate to Church Field:

A guide price of £300 had been obtained for supplying & fitting a gate, including clearing the site. It was noted that the gate would need to be wheelchair-accessible & with a closing latch. A site visit would be arranged to assess where the gate should be sited.

b. Churchwarden's request to site the Church notice-board at Trickers Wood:

This would be considered at the site visit planned for item (a) above.

c. Refurbishment of parish notice-boards:

IA agreed to get a carpenter's assessment of work necessary to the two parish notice boards. He would do this after the above site visits.

9. HM QUEEN'S 90TH BIRTHDAY STREET PARTY – DEBRIEF & COMMENTS

Councillors wished to record their appreciation for the hard work which went into this extremely successful event & it was agreed that the group who had organized the street party & also the beacon night should be given a modest gift with a letter of thanks. A notice thanking the organisers on behalf of the villagers had also been placed on the notice boards.

Councillors also reviewed the street party event to consider if any lessons could be learned for any similar future events. It was noted that the road closures did not happen quite in accordance with the risk assessment. It was important that this be addressed if a similar event were held.

It was also noted that two cars had broken through the barrier & the drivers were very unco-operative. Some fly tipping had occurred on the day, for which SCDC were prosecuting.

It was also suggested the beacon could be used again at appropriate times, such as the Queen's future birthdays.

Commemorative Mugs:

It was also noted that 36 commemorative china mugs printed with 'Presented by Levington & Stratton Hall Parish Council' had been distributed to all the children in the parishes, with the May newsletter; 4 villagers had also bought mugs at £7 each. 4 people have bought 11 mugs following the article in the May newsletter (at £7 each ie cost to us).

10. BROADBAND UPDATE

It was noted that there were to be road closures from 28 July to 10 August for works by BT. It was believed this was to enable BT Openreach to install a new cable cabinet beside the Village Hall.

11. 2017 PARISH COUNCIL MEETING DATES:

The following provisional meeting dates were been agreed for 2017:

- Tues 17 January;
- Weds 1 March;
- Tues 16 May (Annual Parish Council Meeting);
- Weds 24 May (Annual parish meeting);
- Weds 5 July;
- Tues 5 September;
- Weds 1 November.

12. CORRESPONDENCE

All correspondence (unless of a very routine nature) had been circulated to Councillors at the time of receipt/issue. The list attached was reviewed & noted.

13. REPORTS FROM COUNCILLORS

a. Trees and Church Field warden:

- DL reported that Suffolk Wildlife Trust had inspected the owl box in Trickers Wood – there was no evidence of any activity there, although barn owls had been seen in the locality. However, two other boxes in Levington had three barn owl chicks in each.

b. Village Hall:

DP reported:

- the Trustees were to carry out a risk assessment for the Hall;
- Storage cupboards for village organisations were still being considered. It was suggested that the Trustees contact SCDC to ask if they may have any cupboards etc available as a result of their impending move;
- The Hall floor needed to be re-treated which would be costly.

c. Sir Robert Hitcham's Almshouses:

- No comments

d. Local Public Transport:

- PP presented the attached report.

e. Coasts, Heaths & Footpaths

- IA agreed to act as footpath liaison;
- A response to the SCC Rights of Way team had been drafted & been sent to Nick Hopkins, the former footpath officer, for review;
- DP also mentioned that a villager had said the path & steps to the Orchid Meadow were very overgrown. He had contacted Martin Williams, the SCC Rights of Way officer, & asked him to arrange for this to be cut;
- A villager had also asked if Pilots Way could be cut. It was noted that maintenance of public footpaths was the responsibility of the SCC Rights of Way team, not the Parish Council. IA would seek the permission of the land owners before doing some cutting back to help.

f. Nacton Primary School:

- See also item 4 above;
- Nothing further to report.

g. SALC

- IA had attended last Suffolk Coastal area meeting & had provided a report; it had been expected that Philip Ridley from SCDC planning department would attend but once again had not done so;
- The police had been criticised over parking problems but they have few resources & may abdicate this responsibility to the County Councils. The lack of police on the beat had also been mentioned.

h. Port Liaison Group

- DP had provided a report of the meeting held on 28 April 2016. It was commented that the next meeting would be interesting in view of the recent EU referendum.

i. Police SNT

- Newsletters were now accessed via the website & had been circulated to Councillors, when available. IA would try to get the crime data to be made more readily available;
- Councillors were also aware that a break-in had occurred at a cottage in Stratton Hall;
- It was noted that Tim Passmore had been re-elected as Police & Crime Commissioner.

The formal business of the meeting was declared closed at 9:45pm.

Approved by:

Date

POINTS FROM POST-MEETING VILLAGE FORUM:

- DP commented that the road markings which had appeared in Bridge Road were connected the flood 'repair' to the Harrises' house.