

LEVINGTON AND STRATTON HALL PARISH COUNCIL

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

Tuesday, 23rd May 2023 at 7.15 pm

Present:

Cllr David Long (Retiring Chairman)
Cllr Sarah Gregory
Cllr John Ross
Cllr Derek Dickerson
Cllr Ole Henriksen
Cllr Chris Yeo
Cllr Cate Last
Cllr John Parrish
Parish Clerk Angie Buggs
Cllr Lee Reeves East Suffolk Council
Cllr Mike Ninnmey East Suffolk Council
12 members of the public

COUNTY COUNCILLOR'S REPORT

Cllr Patti Mulcahy Suffolk County Council – no report.

DISTRICT COUNCILLORS' REPORT

Cllr Mike Ninnmey East Suffolk Council – no report.
Cllr Lee Reeves East Suffolk Council – no 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.

A resident asked whether the Parish Council would be adjourning to discuss the planning applications. A Planning Meeting will be held on Friday, 9th June 2023 at 7.00 pm.

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

40.23 TO ELECT A CHAIRMAN AND RECEIVE HIS/HER ACCEPTANCE OF OFFICE

David Long (retiring Chairman) asked for nominations for the office of Chairman of the Parish Council. Cllr O Henriksen proposed that Cllr J Ross be elected as Chairman, seconded by Cllr J Parrish – all in favour. As there were no other nominations, Cllr J Ross was duly elected for year 2023/2024 and signed the Acceptance of Office form countersigned by the Parish Clerk.

The meeting was adjourned to make a presentation to the retiring Chairman David Long.

David Pryke thanked the retiring Chairman David Long for all his hard work over the 20 years as Chairman of the Parish Council and presented him and his wife Sally with gifts and a cake to mark the occasion.

Cllr John Ross opened the meeting.

41.23 TO CONFIRM COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Parish Councillors who were present at the meeting signed their Acceptance of Office forms, countersigned by the Clerk Mrs A J Buggs. **Action: Clerk**

42.23 TO ELECT A VICE CHAIRMAN AND RECEIVE HIS/HER ACCEPTANCE OF OFFICE

Cllr J Ross asked for nominations for the office of Vice Chairman of the Parish Council. Cllr D Dickerson proposed that Cllr J Parrish be elected as Vice Chairman, seconded by Cllr C Yeo – all in favour. As there were no other nominations, Cllr J Parrish was duly elected. **Action: Clerk**

43.23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Patti Mulcahy Suffolk County Council.

44.23 CODE OF CONDUCT & DECLARATIONS OF INTEREST

No declarations of interest were received.

45.23 TO ELECT COMMITTEES, OFFICERS, LEAD COUNCILLORS

The Parish Council agreed to elect the following committees and officers for the year 2023/2024. **Action: Clerk**

RESPONSIBILITY	LEAD COUNCILLOR/CONTACTS
POSITION	
Chairman	Cllr John Ross
Vice Chairman	Cllr John Parrish
Parish Clerk / RFO	Mrs Angie Buggs
Internal Auditor	Trevor Brown
External Auditors	PK Littlejohn
SUB GROUPS	
Planning Committee	Full Council (Quorum 3)
Finance and Advisory Group	Full Council (Quorum 3)
PC REPRESENTATION	
Church Field Warden	Cllr Derek Dickerson
Tree Warden	Neil Bixby
Public Transport	Mrs Marian Rose
Emergency Plan	Cllr Ole Henriksen
Newsletter Editor / Producer	Ann Wignall
Newsletter Delivery	Full Council
SALC	Vacant
Website / PC Communication	Cllr Ole Henriksen
Statutory Notices	Mrs Angie Buggs
Remembrance Day Arrangements	Cllr Derek Dickerson / Cllr John Ross

Notice Board	Cllr Sarah Gregory
Almshouses Trustee	Cllr Sarah Gregory
Village Hall Trustee	Cllr John Parrish
Village Beacon	Cllr John Parrish
Footpath Warden	Cllr John Parrish
Councillor for Road Safety	Cllr Sarah Gregory
EXTERNAL ENGAGEMENT	
Neighbourhood Watch	Vacant
Port Liaison Meetings	Cllr John Parrish / Cllr Derek Dickerson
ASB/SNT Police Tasking Meetings	Cllr Sarah Gregory
Cross Boundary Group (Innocence Lane)	Vacant
Nacton Primary School	Mrs Angie Buggs

46.23 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE 1ST MARCH 2023

The minutes of the Parish Council Meeting held on the 1st March, which had previously been circulated, were approved and signed as a true record by Cllr J Ross (Chairman).

47.23 MATTERS TO REPORT FROM THE LATEST MINUTES (not covered elsewhere on the agenda)

26.23 Minute 21.23(a) Anti-Social Behaviour – Entrance to Trickers Wood

The Clerk reported that instances of ASB are reported to the Police.

26.23 Minute 21.23(b) Coronation of King Charles III

Cllr J Ross reported that twenty-eight Levington Coronation Mugs had been distributed to children in the village. These were very well received and the Parish Council's initiative much appreciated. The remainder of the mugs purchased were sold resulting in an overall profit of £29.61. **Action: Clerk**

27.23 (d) To discuss the appointment of the Internal Auditor 2022/2023

The Clerk confirmed the appointment of the Internal Auditor Trevor Brown.

27.23 (e) To agree to adding new cheque signatories

The Clerk confirmed that Cllrs J Ross and S Gregory were in the process of being added as cheque signatories. **Action: Clerk**

28.23 (b) Asset Register

The Clerk confirmed that the Parish Council owns three dog bins.

30.23 TO DISCUSS THE COST OF LIVING CAMPAIGN (EASE THE SQUEEZE) WARM ROOM

Since the last Parish Council meeting Cllr P Mulcahy has agreed to fund the continuation of a Community Room at a cost of £450.00.

31.23 TO DISCUSS THE AMPLIFICATION IN THE VILLAGE HALL

The Parish Council is awaiting details of a proposal from Friends of St Peters. This item will be discussed at the Parish Council meeting on the 5th July. **Action: Clerk**

33.23 CONSULTATION ON ESC DRAFT PLANNING POLICIES

It is proposed by ESC that a Planning Alliance is formed to which the Parish Councils are invited to be part of. **Action: Clerk**

34.23 WEBSITE DEVELOPMENT

Phase 1 of the new website is now live.

35.23 FOOTPATHS

a. To discuss update of erection of 'No Cycling' Signs

Replacement signs plus new security fixings have been purchased at a net cost of (excl VAT) of £166.87. This includes 1 spare 'custom design' sign.

All but two of the new signs have recently been put in place including at Nacton Shores. Creek car park and at the far end of the fishing lakes still be to be fixed.

37.23 CORRESPONDENCE

No response from ESC Planning Department regarding extra tables being placed on the field adjacent to the Ship Inn. **Action: Clerk**

38.23 REPORTS FROM COUNCILLORS

a. Tree and Church Field Warden

The obsolete post on which the old dog bin was fixed in Pilots Way has not been removed as the area is so overgrown it cannot be located. **Action: Clerk**

VILLAGE FORUM

g. The Parish Council has now appointed a Lead Councillor Cllr S Gregory to focus on road safety in the village.

48.23 FINANCE

a. Income since last meeting

Precept 2023/2024	£9,200.00
Locality Budget – Community Hub	£450.00

b. Expenditure to be agreed at this meeting

Village Hall – Community Room	£375.00
Community Action Suffolk – Website	£108.00
SALC – Payroll	£27.00
Tuddenham Press – Newsletters	£109.00
SALC – Subscription	£156.09
Louise Overbury – Dog Bags	£5.45
Sally Long – Warm Room	£58.02
Helen Kingston-Ross – Warm Room	£42.35
Mrs A J Buggs – Salary and Expenses	£892.90
Mr David Pryke – No Cycling Signs	£166.87

Cllr S Gregory proposed, seconded Cllr D Dickerson that the above expenditure is approved – all in favour. **Action: Clerk**

Cllr R Ross reported that due to the election of new councillors it has incurred the Clerk in a lot of additional hours. We are, of course, in a transitional period and it was always going to be a high demand for support from the Clerk in May. It was agreed to add this item to the July agenda and then review again in September to see whether the workload has settled down. **Action: Clerk**

c. Bank balances as at the 30th April 2023

Current Account	£29,556.85
Deposit Account	£8,347.40

The Parish Council noted the balances as at the 30th April 2023 for both the Community Account and the Premium Account.

d. To appoint cheque signatories

The Parish Council needs to appoint a third signatory on cheques. Cllr C Yeo proposed that Cllr J Parrish be appointed as a cheque signatory in addition to Cllr J Ross and Cllr S Gregory who have already been appointed, seconded Cllr O Henriksen – all in favour. **Action: Clerk**

49.23 TO DISCUSS AND APPROVE THE ANNUAL ACCOUNTS 2022/2023

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2022/2023 to the meeting. It was proposed by Cllr C Yeo seconded Cllr O Henriksen that the year-end accounts 2022/2023 be accepted – all in favour. **Action: Clerk**

50.23 TO APPROVE AND SIGN THE AGAR PART 2 2022/2023

a. Section 1 Internal Control

Section 1 Internal Control of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr S Gregory proposed that the Chairman sign Section 1 Internal Control on behalf of the Parish Council, seconded Cllr C Yeo – all in favour. **Action: Clerk**

b. Section 2 Accounting Statement

Section 2 Accounting Statement of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr C Yeo proposed that the Chairman sign Section 2 Accounting Statement on behalf of the Parish Council, seconded Cllr J Parrish – all in favour.

c. Certificate of Exemption

Certificate of Exemption of the AGAR had been circulated prior to the meeting. The Chairman reported that to qualify for exemption of an external audit that the Parish Council's income and expenditure for the year must be below £25,000. Cllr O Henriksen proposed that the Chairman sign the Certificate of Exemption on behalf of the Parish Council, seconded Cllr C Last – all in favour. **Action: Clerk**

51.23 TO DISCUSS AND AGREE THAT THE LEVINGTON AND STRATTON HALL PARISH COUNCIL MEETS THE TWO CRITERIA REQUIRED FOR ELIGIBILITY TO ADOPT THE GENERAL POWER OF COMPETANCE

Local Councils in England were given a General Power of Competence (GPC) in the Localism Act 2011, Sections 1-8. This means that Councils, once adopting the power, no longer need to ask whether they have a specific power to act. The General Power of Competence Localism Act 2011 S1(1) gives Local Authorities including Parish Councils "the power to do anything that individuals generally may do so as long as they do not break any other laws". Cllr O Henriksen proposed that Levington and Stratton Hall Parish Council adopts the General Power of Competence and meets the criteria for eligibility; the

number of councillors elected at the last ordinary election, or a subsequent by-election, equals or exceeds two thirds of its total number of councillors (currently seven out of seven); the Parish Clerk has completed CiLCA (a sector specific qualification) and her submitted portfolio has passed examination, seconded Cllr J Parrish – all in favour.

“To resolve that the Parish Council meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027.”

52.23 PLANNING

a. General – Updated Planning List

Noted.

b. DC/21/4413/FUL – Eastern Structures

It was agreed that Cllr O Henriksen should be appointed as Lead Councillor.

c. Business Park site at the Land at Felixstowe Road (Local Plan Policy SCLP12.20) Meeting with agents 26th May 2023

Cllr J Ross and Cllr O Henriksen agreed to attend the meeting and report back to the Parish Council. **Action: Cllr J Ross / Cllr O Henriksen**

d. DC/23/0756/FUL Site of SZC Freight Management Facility Felixstowe Road Levington Suffolk Development of a temporary "Water Sourcing Facility" for Sizewell C comprising a pipeline connection to a mains water supply, three water tanks and pumping infrastructure, HGV and car parking, mobile welfare building and security kiosk, site access and internal road layout construction compound, landscaping. infrastructure and security features (fencing, CCTV, lighting, gates and barriers)

The Parish Council objected to this application. Amendments have been made to the original application. Lead Councillor is Cllr J Ross. This application will be discussed on the 9th June.

e. DC/23/1138/OUT RED HOUSE FARM LEVINGTON IP10 0LZ Phased development comprising 18 x No dwellings (including 6 affordables and up to 6 self-building) with garaging and parking accesses and landscaping

A Public Meeting was held on the 19th April. The Parish Council subsequently submitted an objection. ESC Pending.

f. DC/23/1370/FUL SUFFOLK YACHT HARBOUR ACCESS TO LEVINGTON MARINA STRATTON HALL IP10 0LN Extension to Café building at Suffolk Yacht Harbour

The Parish Council supported this application. ESC Pending.

g. DC/23/1321/FUL 1 NEW COTTAGES NACTON ROAD LEVINGTON IP10 0LE Single storey part rear/part side extension and alterations

The Parish Council supported this application. ESC Pending.

h. DC/23/1307/FUL 3 Barrack Row, Church Lane, Levington, Ipswich, Suffolk IP10 0LG Retrospective Application - Removal of existing summerhouse and shed, this has been replaced with a new summerhouse and shed which have been combined

Lead Councillor: Cllr C Yeo. This application will be discussed at the Parish Council Planning Meeting on the 9th June 2023.

53.23 TO DISCUSS AND APPROVE TRAINING FOR PARISH COUNCILLORS

Parish Councillors have been offered on-line training with SALC and most councillors have already booked. The cost of new councillor training is £72.00 per person, £504.00 total. Additionally, training for Chairmen and Vice Chairman is £72.00 per person, £144.00 total. Cllr O Henriksen proposed that the Parish Council support this training at a total cost of £648.00, seconded Cllr C Last – all in favour.

Action: Clerk

54.23 TO DISCUSS THE WATER MAINS IN LEVINGTON

Nothing to report.

55.23 TO DISCUSS THE BENEFITS OF BEING PART OF THE EAST SUFFOLK PLANNING ALLIANCE (ESPA)

Following discussion Cllr D Dickerson proposed that that Levington and Stratton Hall Parish Council should be part of the East Suffolk Planning Allowance, seconded Cllr O Henriksen – all in favour. Cllr C Last agreed to act as Lead Councillor in relation to this alliance. **Action: Clerk**

56.23 TO DISCUSS AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY – EXAMINER'S REPORT RECEIVED

The Parish Council noted the contents of the Examiner's Report on the Community Infrastructure Levy. **Actions: Clerk**

57.23 WEBSITE DEVELOPMENT UPDATE

Cllr O Henriksen has been appointed as Lead Councillor Website and Communications.

Before I was elected on to the Parish Council, I advised that a Professional Manager should be appointed for the website. This is still my opinion and the Parish Council should not rely on a volunteer to manage it.

I have also been looking at how the councillors communicate with each other. Currently, councillors communicate by email which becomes very difficult to keep track of. I would recommend setting up a blog or a notice board. One person posts on a subject and can attach files and pictures and councillors can then take part in the discussions. The website is part of OneSuffolk however two things that cannot be done under the OneSuffolk system are:

1. Send out automatic alerts to participants when there is a new item on the notice board. It would be necessary to create some kind of manual system for example a Parish Council WhatsApp Group.
2. Attachments and files uploaded on to the notice board are not secure or password protected.

Cllr J Ross reported that in terms of the development of the website there was a structure agreed by the previous Parish Council. Between now and the next meeting it was agreed to review the decisions of the previous Parish Council and discuss at the next Parish Council meeting in July. **Action: Cllr O Henriksen / Clerk**

58.23 CORRESPONDENCE

All relevant correspondence has been forwarded to councillors.

59.23 REPORTS FROM COUNCILLORS

a. Tree and Church Field Warden

No report.

b. Village Hall

Report by Cllr J Parrish

Post-pandemic, village hall bookings remained at a reduced level with the U3A and the Scouts not returning, and with ongoing (and increasing) utility and cleaning costs the hall ran at a deficit in the year to 30 September 2023. The Trustees were looking ahead at the possible need to raise additional funds to keep the VH going. However, the use of the Village Hall as a Warm Room has provided two bookings per week throughout the winter period and the Parish Council has secured funding for a Community Hub to be held one morning per week from March 2023. In addition, Yoga and Sound Bath sessions have commenced hiring the hall too. This is encouraging. Christmas decorations were restored to the interior of the hall in December 2023. Mary Wake has managed the Village Hall bookings for several years and we are most grateful to her for her efficiency.

Mary stepped down from this role at the beginning of May 2023, and we wish her all the best in her 'retirement'. Filomena Cristallino has volunteered to take over the management of Village Hall bookings and has already begun the task. In 2024 we will be holding the 100th AGM of the Village Hall. Suggestions for celebrations would be welcomed.

Cllr J Parrish said he would be contacting the Village Hall Committee to discuss ways of increasing their revenue streams. Cllr O Henriksen suggested that Village Hall information should be posted on the Parish Council website. **Action: Cllr J Parrish**

c. Sir Robert Hitcham's Almshouses

Report by Cllr S Gregory

All four Almshouses are currently occupied. The Almshouses are in a good state of repair and the Trustees are committed to ensuring that they remain so for the benefit of current and future residents. Last year the unsuitable concrete rendering which covered most of the Almshouse walls was removed. This was causing problems with damp. The underlying original brickwork was allowed to dry out during the summer. This was replaced by a lime mortar which we have been advised is a far more suitable covering. It became clear during last year when liaising with the Charity Commission about updating our Governing Instrument that we would have to restart the process. We consulted again with communities in Levington and Nacton on our proposed draft document. Dorrie Giles has kindly offered to liaise with the Charity Commission for us and has been co-opted as a Trustee to deal with this issue. Our Chairman, Rev Canon Ian Wilson, resigned at our meeting in March and Helen Kingston-Ross was duly elected as our new Chairman. There are currently six volunteer Trustees, plus Dorrie Giles, all living in the Parishes of Levington or Nacton. Our annual return compiled by our Treasurer, Chris Mayhew, can be viewed on the Charity Commission website. The Annual General Meeting will be held in September 2023. The Trustees are always pleased to hear from anyone fulfilling our criteria who may be interested in becoming a beneficiary of the Trust and wanting to live in an Almshouse should one become vacant

d. Public Transport

Report by Julian Mann

The 'bus service 78 has been performing well apart from unadvertised road closure issues outside of the control of First Eastern Counties/Suffolk County Council (Transport). This is by far the most common issue and whilst the culprit (Anglian Water) has been asked to ensure that they inform all relevant parties in good time, so far this has not happened. There have been three occasions during the last twelve months when the morning service into Ipswich was delayed (by up to 15 minutes) due to late running on a preceding journey into Ipswich from Woodbridge. The 'bus fleet is worked hard to keep costs down and unfortunately this is a side effect. A large proportion of the local double deck fleet has been renewed recently, although these vehicles are rare visitors to the village. The majority of the fleet utilised is unchanged from the previous year, being single deck types of varying lengths. Whenever alterations due to roadworks were found (note that advance notice was not always given), I placed a poster within the timetable case at the village hall and alerted the regular users by email. The PC's clerk ensures that a notification was also placed upon the website relating to the village. I routinely checked the times and routing of the 78 route to ensure conformance and was always pleased to hear of any issues that villagers find when they use the 'bus, so that, as with the above, I could find a solution in conjunction with First Eastern Counties/Suffolk County Council to prevent a reoccurrence. The two 'bus shelters at the northern end of the village were given their regular clean during the 8th May clear-up day. Thanks again to everyone involved for keeping things tidy. Any issues with damage should be reported to the PC Transport rep. for action. At this time, there is no information about any changes to any 'bus services that serve Levington (this includes the main route to/from Felixstowe). Any such alterations are likely to be made known to the PC no earlier than August 2023. Any changes will be notified via the village newsletter/website.

e. Nacton School

No report.

f. SALC

No report.

g. Port Liaison Group

No report.

h. Police/SNT/ASB

No report.

60.23 DATE OF NEXT MEETING: WEDNESDAY, 5TH JULY 2023

The Chairman closed the meeting at 8.30 pm

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

A resident asked for a new laminated bus timetable to be posted at the bus stop outside the Village Hall. **Action: Clerk / Marian Rose Public Transport Lead**

The question was asked when the organisations in the village would be able to post news on the website. Cllr J Ross reported that a nominated person from each of the village organisations would be able to update the website and training would be provided. The website is being implemented in phases.

Questions were asked regarding the water main. It was reported that when there are problems with the water main the road is closed. There are concerns about the possible development of Red House

Farm and the affect on the water supply. The Clerk was asked to write to Anglian Water regarding the water supply in the event of another 18 houses being built. **Action: Clerk**

Signed..... Date

Angie Buggs
Clerk to Levington and Stratton Hall Parish Council