

# LEVINGTON AND STRATTON HALL PARISH COUNCIL

## MINUTES OF PARISH COUNCIL MEETING ON TUES 8 NOV 2016 at 7:15pm

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### **Present:**

**Councillors:** Councillors: David Long (Chairman) ('DL'); David Pryke (Vice-Chairman) ('DP'); Ian Angus ('IA'); John Bailey ('JB'); Pat Pryke ('PP');  
Parish Clerk: Lucy Buckle ('LB'), Marian Rose ('MR');  
County Councillor Patricia O'Brien ('PO');  
District Councillor Susan Harvey ('SH');  
Members of the public: One present

The Chairman opened the meeting by publicly acknowledging the efforts of the two clerks and the efficient handover of duties. Marian said that she would continue to be on hand for the foreseeable future to provide any support/advice to Lucy the new clerk.

### • COUNTY COUNCILLOR'S REPORT

Patricia O'Brien started by thanking Marian on a sterling job she has done and the years of support she had given the Parish Council (PC).

Her report mentioned that Suffolk County Council, despite budget pressures, has decided to continue providing Local Highways Budget next year. It is intended that this will be at a similar level to the present financial year. There has been an increase in Suffolk Children achieving a Good Level of Development in their Early Years Foundation Stage. 70.2% of children achieved a result that was slightly above the rest of England in key areas such as: communication, language, physical, personal, social and emotional development.

Primary school children are to receive free safety reflectors as part of a new road safety campaign. The reflectors can be worn on coats or backpacks and ensure that children can be seen by vehicles, as the beam is reflected, in darker conditions. The council mentioned that this would be good to extended to secondary school children as many of this age group would walk to and from school.

£9,550 was invested by SCC Road Safety Team to deliver to over 60 primary schools. On Policing issues Patricia mentioned her concern over cybercrime and that she was meeting with Tim Passmore to discuss what level of expertise Suffolk had in tackling this threat.

### • DISTRICT COUNCILLOR'S REPORT

SH started by echoing her thanks to Marian for all her support and welcomed the new clerk. She presented her report and ran through, devolution and this timetable has slipped slightly to Monday 21<sup>st</sup> November. She gave an update on the merger of SCDC and Waveney District Council - a recent survey on 1000 residents in the Districts in October shows that a clear majority of people are in favor of a new council for East Suffolk, SH urged the PC to have a say.

New Grant Funding will be available and SH suggested the PC to consider any potential projects that could benefit. SH went on to say that cycling on the Felixstowe prom is now officially allowed. The final part of SH report was the Local Plan Modification and local people are being asked to comment on the main Modifications to the Site Allocations and Area Specific Development Plan Document by Monday November 28<sup>th</sup>. This consultation is the next stage in the production of the Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action Plan.

**At this point DL opened the Formal Parish Council (PC) meeting at 7.45pm**

**1) APOLOGIES OF ABSENCE**

Nil all Councillors present

**2) CODE OF CONDUCT & DECLARATION OF INTEREST**

None of the councillors had any update to give

**3) TO SIGN AS A CORRECT, RECORD THE MINUTES OF THE MEETING ON THE 7<sup>TH</sup> SEPTEMBER 2016**

JB asked if under 8b about putting names against who voted if they asked. DL asked for the legal reference which was not given. The clerk would clarify with SALC about the process if after a meeting, about putting names against votes if Cllrs asked and how would that be recorded in the minutes retrospectively.

The draft minutes presented and were approved and signed as a correct record.

**4) MATTER FOR REPORT FROM LAST MINUTES (not covered elsewhere on the agenda)**

It was noted that JR was a member of Community Action.

**5) PLANNING:**

The following was noted:

- *DC/16/4059ITPO –High Trees, Bridge Road, Levington: T1 Beech - crown lift over road to 5.5m. T2 2no. Sycamore - remove epicormic growth T3 Chestnut - Crown lift over shed to 5.5m. APPLICATION SUPPORTED* and recommendations sent to case officer (Nick Newton) at the District Council. SCDC decision awaited.
- *LP/Main Mods Consultation: Site Allocations and Area Specific Policies Development Plan Document Felixstowe Peninsula Area Action Plan Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation.* DL raised that there were no comments to be made. JB has the consultation and mentioned there were some missing documents but will chase up. JR expressed his thanks to DLs notes and to aid Cllrs in the right direction. DP mentioned it is the end of phase 1 but still equally important. DL – no comments to be made on the consultation except if JB finds anything in the documents that he is yet to view.

- *DC15/4107 - Solar Farm at Walk Farm, Stratton Hall - time extension*  
Lightsource offered £15,000 as a Community Benefit Payment regardless of whether the planning application for a time extension was supported. Acting on instruction from Cllrs, the Clerk had attempted to gain an increased offer. They replied 'Unfortunately the budget has already been signed off at £15,000'. Most sites the amount offered was typically £15,000 for the timeframe extension. However, in the case of Stratton Hall, as the original developer had not offered a benefit we felt it was right to push for a higher amount.'

We were sent documents to sign to claim this. NB: THESE DOCS HAVE NOT BEEN SIGNED THUS THE PAYMENT HAS NOT BEEN FORMALLY CLAIMED.

The docs were copied to SALC for their opinion as a supplementary to the original query.

Since the last PC meeting, SALC/NALC had replied but somewhat inconclusively. Clerk has emailed Jim Friend on the 27<sup>th</sup> Oct to ask for SALC to provide legal guidance on acceptance of these funds. As of this time no reply has been received. It was agreed that the next course of action to be taken is to contact SALC to say that PC would sign to claim the funds but require a legal indemnity and that SALC should seek this from legal firm (Pretty's). This would also give general applicability.

The PC have concerns that the funds maybe with drawn with the change of management firms and the closure of Lightsource's year end.

## 6. FINANCE REPORT

- (a) First version of the Budget for 17/18 has been prepared and all councillors where in agreement.

Total Expenditure: £7719

Total Income: £884

Precept: £6835 – a 12% increase on prior year and the first increase in 3 years.

*Note:* budget to be formally set & precept claimed in January.

DL, IA will be attending the SCDC Budget meeting with the clerk on the 28<sup>th</sup> Nov.

- (b) Bank balances at 30 Sep 2016 (reconciled to bank statements to 30 September 16/

Current account: £6188.88

Deposit account £4037.07

- (c) Income since last meeting:

Flora Green newsletter subs £6.00

Norse re clean up £20.00

(d) Income anticipated before next meeting: Transparency Grant from SALC £400

(e) Payments made since meeting of 7 Sep & approved at that mtg and/or budgeted:

- Clerk's Salary & Expenses from 27<sup>th</sup> June – 30<sup>th</sup> Sep £298.89 (net of tax) inc exps
- HMRC re PAYE £72.36
- Pat Pryke £102.60 re Sep newsletter
- BDO £120
- Came & Co (Insurance) £305.33
- IT Help £40
- Laptop £766.75
- Floor Treatment Village Hall £792.00

(f) Payments due to be made before next mtg:

- Clerks' Salary & Expenses from 1 Sep – 31 Oct: timesheet & gross pay was approved by all councillors at the meeting (LB to scan docs to SALC payroll)
- Any items under projects – see agenda item 7;
- David Long £15 for British Legion poppy wreath;
- Pat Pryke re Nov newsletters c £105;

It was also noted that the clerk required a new printer (inc. copier and scanner) and all councillors voted that this purchase could go ahead (max spend £300 inc. VAT) this purchase would be funded out of this financial year's reserves (there will still be sufficient 1 years' worth of funds remaining after this purchase)

IA mentioned that a small expenditure no more than £50 would be required for Emergency Fund equipment to cover items such as candles, matches etc.

## 7. PROJECTS:

(a) *Gate to Church Field:*

The following was shared as the draft costing of the church gate:

### GATE for VILLAGE FIELD

	Gross of VAT	VAT	Quote or estimate
Kennett Gate + No 2 x 6"			
Oak posts	644.40	107.40	Quote
Delivery and hanging	270.00	45.00	Quote
Inscription (QE90 2016)	120.00	20.00	Estimate
Other fencing	100.00		Estimate
Land preparation	50.00		Estimate
Rubber matting	150.00	30.00	Guesstimate

Fitting		50.00	Estimate
Sub-			
TOTAL		1,384.40	202.40
Less VAT		202.40	
Net COST		1,182.00	
QE90			
Profit from			
Committee		700.00	
<b>STILL TO</b>			
<b>FIND</b>		<b>482.00</b>	

MR confirmed the Flower Show Committee will donate £150 towards the project. IA advises Adnams will also donate £150 towards the new gate (invoice was sent 31st October) and a further £150 would come from the Lunch Club. The deficit of c.£32 would be funded by charitable donations and there would be no financial impact on the PC.

The pathway to the gate was discussed and if the proposed rubber grass matting would be a tripping hazard if an individual was wearing heels. The suggestion is that earth would fill the matting holes with grass seed, so that it would provide some stability as well as being aesthetically pleasing once the grass grows through.

Cllrs agreed:

- where the new gate should go;
- nature & location of pathway;
- from where this is purchased (Suffolk Gates);
- cost (as shown in above calculation)

The clerk will go ahead and order the new gate and fixing, and it was decided that the inscription would be done on a plaque rather than straight on the gate as this was a more cost effective option. The inscription would be E11R 2016 which would match the inscription on the nearby bench.

- *Refurbishment of parish notice-boards:*

SCC have approved the Locality Budget to fund the £535 for this work. They will pay when work is to be done.

Ian to advise when the work is to be completed to the clerk so that the grant can be drawn down.

- *Notice board at the Creek car park:*

IA has sent over pictures of the new creek car park notice board and it has been noted how much better it looks. New posters produced by the police and the wildlife trust.

(b) *Bridge Road Verge*

IA had a conversation with Jeanette Vincent, from Red House Farm, who asked whether we could persuade UKPN to clear the verge between her field and Bridge Road and make a path for pedestrians. It was noted that employees from OOCL walked the road and that a path would provide a safer option. IA

has been in discussions with OOCL with regards to them providing upkeep of the path.

The PC had been asked by parishioners to cut back the growth to make it easier to step off the road when a vehicle passes.

Cllrs mentioned the importance of a clear project plan so that all aspects of the project would be considered such as under laying cables as well as the suitability of the land and that the Highways Agency needed to be included in the discussion. Clerk to organize a site visit with Malcom King to get his professional opinion.

## **8. WEBSITE**

From 1 November 2016, Suffolk County Council will cease to be the provider of the onesuffolk service and Community Action Suffolk (CAS) will become the new provider. The onesuffolk web hosting facility will not be disrupted by the transfer, and our domain name will remain the same. This change is happening as Suffolk County Council can no longer continue to deliver the onesuffolk service, due to the cost and challenges associated with offering a bespoke website hosting facility. As part of the plan to secure the future of the service, CAS will be introducing a small annual charge. This charge covers a small fraction of the overall Charges will be as follows: £50 +VAT per annum for Town and Parish Councils.

The deadline for a decision to be made was the 1<sup>st</sup> November and the clerk has written to onesuffolk to ask for an extension after the PC meeting. All Cllrs agreed that we should push ahead with the new hosting services and the clerk would inform CAS.

## **9. BEACON**

An email was sent to the PC from the Pageant Master on the 21 October which referred to a chain of beacons to be lit at 7pm on the 11th November 2018. The PC have been asked if they would like to take part in this Nations Tribute, in which all Cllrs agreed and the clerk would confirm our interest back to Bruno Peek.

It was also suggested that as all the health and safety checks and risk assessments had taken place for the Beacon that it would be nice to use the beacon every year on the Queen's Birthday. There would be no cost to the PC. The Queen's actual birthday of the 21<sup>st</sup> April was agreed.

## **10. DATA PROTECTION**

The latest data protection policy was handed out and Cllrs were asked to review and provide any comment/updates back to the clerk with the ambition of signing of the policy next meeting. It was noted that the PC emergency plan has confidential medical information of parishioners and was of the utmost importance that all PC information complied with the Data Protection Policy.

The new clerk has informed the Information Commissions Office of the change of details and will be the official "data controller". To note our registration expires the Aug 2017.

## 11. BROADBAND UPDATE

No update has been received from Suffolk Broadband from the 31<sup>st</sup> Aug. Clerk has written to Jonathan to ask for an update on the commercial and BDUK footprint.

The cabinet at the village hall is being upgraded, and will cover premises in the postcodes listed below. The timescales for completion of this work is March 2017, hopefully sooner.

The postcodes are:

IP100LE
IP100LF
IP100LG
IP100LH
IP100LJ
IP100LL
IP100LQ
IP100LZ (some areas only)
IP100NA

## 12. LOCAL HIGHWAYS ISSUES UPDATE

It was noted that nothing further has been heard from Malcolm King from SCC Highways since his email of 2 August. Thus, no further news on the work to address the Harris' flooding, speeding in Nacton Road or the deer warning signs.

The Trustees of the Almshouses have also written to the PC to note that their entrance is straight into Bridge Road where on numerous times traffic has been approaching at speed. The Clerk had passed this to Malcolm King (on 17/9) & asked for his assessment. No reply to date.

The clerk would write again with regards to the verge project and prompt for an update and where applicable timescales on the items noted above.

## 13. UK POWER NETWORK UPDATE

On the 18<sup>th</sup> October, the PC visited Chris Sugar the UKPN Project manager for a site visit. The occasion has well received. It was agreed that the clerk should notify the Archaeological Services with regards the impacts of the round house so that they were fully aware of the recent discovery.

*(a) Critical Friends Panel:*

IA & MER attended a meeting on Sept 26<sup>th</sup>, Ian was introduced as the PC representative.

## **14. SALC AGM**

IA, DP and PP will attend the meeting on the 14<sup>th</sup> November. The AGM has the power to elect two members to the Board; these are elected at the Annual General Meeting each year- the PC did not make any nominations. (deadline was 31<sup>st</sup> October).

Cllrs agreed on how IA should vote on their behalf on the 4 motions:

Motion 1 – to vote to be sympathetic to the notion

Motion 2 – vote to abstain as the police cannot be sure

Motion 3 – vote to support

Motion 4 - vote against

## **15. EMERGENCY PLANNING**

IA present the Emergency Plan and it was very well received and the Cllrs thanked IA for his hard work and time on this document which was a lot more prescriptive and detailed than what the PC have had before.

It was noted that the next stage of the document was to include village “specialists” to the document including the skills they had plus any equipment that would be of potential use in a case of an emergency.

## **16. CORRESPONDENCE**

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

David Holt email regarding parking on Redhouse Walk was noted and the clerk would reply with the police’s official response after reviewing the situation.

## **17. REPORTS FROM COUNCILLORS**

### **Tree and Church Field Warden:**

An update was given on the barn owl boxes, and that noises have been heard from the box in Triggers Wood. There is one chick in the box that has been ringed and has fledged.

There was an owl discovered by the reeds which looked poorly, it has now been taken to a local owl sanctuary and is now reported as doing well.

It was raised that the bramble in the Pilots Way required cutting back and it would be reviewed as part of the tree surgery process. Tree surgeon report to be discussed at the next PC meeting. (Surgeon due Nov to do assessment and report to be present at the next meeting).

### **Village Hall:**

The Chairman of Nacton Village hall had mentioned to the PC the benefits of setting the management of the hall under a charitable status and to review what benefits this would bring. Cllrs agreed to review any potential benefits.

DP had secured 7 cabinets from the council office move that would be used for the village hall.



It was also noted the fee for hall hire would increase: £25 from £20 for local hire and £35 from £30 for external resident hire. This fee increase would be from the start of April 2017.

#### **Sir Robert Hitcham's Almshouses**

Two new trustees appointed: Chris Mayhew (17 Redhouse Walk) and Rev Ian Wilson is the Chairman.

**Public Transport** – Nil update

#### **Coast & Heaths & footpaths**

IA mentioned that now David Durant is not going down every day to collect litter and dog mess there has been a notable increase.

#### **Nacton School**

Recent newsletter received.

**SALC** – next meeting 12<sup>th</sup> December

#### **Port Liaison Group**

DP & PP reported on the meeting they attended on 6 October with regards to the new rail proposal.

DP mentioned that Network Rail quoted that every train is worth 60 lorries but no reduction on the roads had been proved. There are budget constraints for the proposal and an option of what is affordable rather than what potentially is needed has been taken. The new proposal is for 45 trains a day (90 train journeys as when getting to Felixstowe they must come back) and currently it is around 33.

Transport and works act order application was to be open to consultation from local parties and the PC are keen to have their say as the new loop shuts four footpaths in Trimley area and there is a requirement to understand what impact this has on the surround area.

The current network rail plan is to do new rail network 2018 which as expected will cause lots of disruption and plan to finish Autumn 2019.

#### **Police/SNT:**

Newsletters should now be accessible via the website but are still not provided very quickly. IA mentioned SNT was Felixstowe centric but concern that there is more infiltration from London and urban areas regarding drug dealing and using private local houses as drug dens.

**The formal business of the meeting was declared closed at 10:37pm**

**Approved by: David Long**

**Date: 17<sup>th</sup> Jan 2017**