

LEVINGTON AND STRATTON HALL PARISH COUNCIL

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

Monday, 20th May 2024 7.15 pm

Present:

Cllr John Ross (Chairman)
Cllr Derek Dickerson
Cllr Cate Last
Cllr John Parrish
Cllr Neil Downing
Cllr Ann Wignall
Parish Clerk Angie Buggs
Cllr Lee Reeves East Suffolk Council
Cllr Mike Ninnmey East Suffolk Council
4 members of the public

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).

David Long reported that himself and David Pryke had started working through the Parish Council papers which are sorted in the Village Hall. He stated that some of the Planning Applications stored would be useful when the revised Local Plan is being discussed.

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

Cllr John Ross (retiring Chairman) asked for nominations for the office of Chairman of the Parish Council. Cllr J Parrish proposed that Cllr J Ross be elected as Chairman, seconded by Cllr D Dickerson – all in favour. As there were no other nominations, Cllr J Ross was duly elected for year 2024/2025 and signed the Acceptance of Office form countersigned by the Parish Clerk. **Action: Clerk**

40.24 APOLOGIES FOR ABSENCE

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

41.24 CODE OF CONDUCT & DECLARATIONS OF INTEREST

No declarations of interest were received.

42.24 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE 4TH AND 25TH MARCH 2024

The minutes of the Parish Council Meeting held on the 4th and 25th May 2024, which had previously been circulated, were approved and signed as a true record by Cllr J Ross (Chairman).

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

27.24 TO DISCUSS THE PARISH COUNCIL DOCUMENTATION WHICH IS STORED IN THE VILLAGE HALL

Please refer to the comments made by David Long in the Village Forum at the start of the meeting. **Action: Clerk / Cllr P Parrish to follow up progress.**

44.24 TO ELECT A VICE CHAIRMAN

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

45.24 TO ELECT COMMITTEES, OFFICERS, LEAD COUNCILLORS

The Parish Council agreed to elect the following committees and officers for the year 2024/2025. **Action: Clerk**

| Roles and Responsibilities | Lead Councillor(s) / Contact |
|-----------------------------------|-------------------------------------|
| Chairman | John Ross |
| Vice Chairman | John Parrish |
| Parish Clerk / RFO | Mrs Angie Buggs |
| Internal Auditor | Trevor Brown |
| External Auditor | PK Littlejohn |
| Sub Groups | |
| Planning Committee | All councillors |
| Finance and Advisory Group | All councillors |
| PC Representation | |
| Church Field Warden | Derek Dickerson |
| Tree Warden | Neil Bixby (TBC) |
| Public Transport | Marian Rose |
| Newsletter Editor / Producer | Ann Wignall |
| Newsletter Delivery | All councillors |
| Remembrance Day Organisers | John Ross / Derek Dickerson |
| Notice Board | Ann Wignall |
| Almshouses Trustee | Sue Parrish |
| Village Hall Trustee | John Parrish |
| Village Beacon | John Parrish |
| Footpath Warden | John Parrish |
| Defibrillator Wardens | Andrew Timmins / Sally Long |
| Maintenance of Roadside Furniture | Neil Downing |
| External Engagement | |
| Neighbourhood Watch | Ann Wignall |
| Port Liaison Meetings | John Parrish / Derek Dickerson |
| ESPA Representative | Cate Last |
| Sizewell C Representative | Chris Yeo |

46.26 4-YEAR PLAN 2023-2027

Councillors discussed the Parish Council's action plan, which includes the items identified for the 4-Year Plan from 2023-2027 and appointed Lead Councillors for those areas to be taken forward.

1. Emergency / Resilience Plan

It was agreed to concentrate on a Resilience Plan rather than an Emergency Plan. A Resilience Plan should record what to do in the event of a crisis. **Lead Councillor:** Cllr Neil Downing.

2. Website

A plan was scoped and agreed by the previous Parish Council. Progress was made and partly implemented under the previous PC. No progress has been made since July 2023. It was agreed to take the website forward. **Lead Councillor:** Cllr John Ross.

3. Flooding

A report was submitted to Suffolk County Council Highways detailing the flooding areas in the villages in November 2022. This report was not been responded to by SCC Highways. The Clerk also tried to engage with SCC Highways during the Winter 2023/2024 without success. **Lead Councillor:** Cllr John Parrish.

The Parish Council discussed the three identified from consultation with the residents of the Parishes for inclusion in the 4-year Plan 2023-2027 and decided to select Management of Church Field as the first to be considered by the council. **Lead Councillor:** Cllr Ann Wignall

In relation to the other items:

- Dog Waste

Cllr John Parrish updated that the matter is much improved. The PC could install extra dog waste bins however East Suffolk Council are currently conducting a review of all general waste and dog waste bins therefore until the results of the review have taken place no additional waste bins will be emptied. This item was agreed to be closed.

- Speeding

This remains for consideration by the PC at some future point.

- ANPR

This remains for consideration by the PC at some future point.

47.24 FINANCE

a. Income

| | |
|--------------------------------|-----------|
| Precept (1 st half) | £6,250.00 |
|--------------------------------|-----------|

b. Expenditure

| | |
|--|----------|
| HMRC Tax and NI | £190.49 |
| SALC Payroll | £27.00 |
| Tuddenham Press Newsletters | £125.00 |
| Levington Village Hall | £1055.00 |
| Mrs A J Buggs Salary and Expenses March / April 2024 | £809.50 |
| SALC Subs | £166.51 |
| Mrs A J Buggs Newton Flags Flag of Peace | £34.80 |
| Helen Kingston-Ross Warm Room | £15.20 |
| Mrs A J Buggs Newton Flags 2 x Flag of St George | £157.00 |

Cllr J Ross proposed, seconded Cllr N Downing that the above expenditure is approved – all in favour.

Action: Clerk

c. Bank Balances

| | |
|---|------------|
| Current Account as at 30 th April 2024 | £24,429.34 |
| Deposit Account as at 30 th April 2024 | £8,749.43 |

The Parish Council noted the balances as at the 30th April 2024 for both the Community Account and the Premium Account.

It was agreed that the purchase of flags should be added as a line in the budget for 2025/2026. **Action: Clerk**

48.24 TO DISCUSS AND APPROVED THE ANNUAL ACCOUNTS 2023/2024

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2023/2024 to the meeting. It was proposed by Cllr A Wignall seconded Cllr J Parrish that the year-end accounts 2023/2024 be accepted – all in favour. **Action: Clerk**

49.24 TO DISCUSS AND APPROVE THE ANNUAL ACCOUNTS 2023/2024

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 J Ross proposed that the Chairman sign Section 1 Internal Control on behalf of the Parish Council, seconded Cllr D Dickerson – 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 J Ross proposed that the Chairman sign Section 2 Accounting Statement on behalf of the Parish Council, seconded Cllr D Dickerson – all in favour. **Action: Clerk**

c. Certificate of Exemption

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

50.24 TO CONFIRM THAT THE PARISH COUNCIL CONTINUES TO MEET THE GENERAL POWER OF COMPETENCE FOR THE YEAR 2024/2025

The Parish Council resolves that it continues to meet 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. **Action: Clerk**

51.24 TO APPOINT A TRUSTEE TO REPRESENT THE PARISH COUNCIL ON THE SIR ROBERT HITCHAM'S ALMSHOUSES

Cllr J Ross stated that the Parish Council appoints someone to represent them on the Sir Robert Hitcham's Almshouses. The Almshouses Committee has suggested that Sue Parrish is adopted as the Parish Council representative. Cllr J Ross proposed that the Parish Council appoints Sue Parrish as the Parish Council Trustee, seconded Cllr A Wignall – 5 in favour, 1 abstained (Cllr J Parrish). **Action: Clerk**

52.24 UPDATE ON ARRANGEMENTS FOR THE D-DAY 80 TO COMMEMORATE THE 80TH ANNIVERSARY OF THE D-DAY LANDINGS ON THE 6TH JUNE 2024

Cllr J Ross outlined the arrangements for the D-Day 80 Commemorations in the villages.

The Church:

- Will be flying a bespoke 80 D-Day anniversary flag for the week (purchased by the Parish Council)
- Will have a small display for 3 days in relation to D-Day landings and including an account of the part a local resident's brother
- Will be full of flowers
- Will encourage the local bell-ringers to peel the bells at 6.30 pm

The Parish Council will be arranging:

- The lighting of the Beacon will take place at 9.15 pm. **Action: Cllr J Parrish / Cllr D Dickerson**
- The cutting of the grass on Church Field. **Action: Cllr D Dickerson**
- The clearing of Church Field of dog excreta. A message to be placed on WhatsApp to request volunteers to come forward. **Action: Cllr D Dickerson**

Cllr J Parrish stated he had approached the Ship regarding the proposal to sell fish and chips to resident on the evening of the 6th June, which is a recognised English dish, but unfortunately, the Ship do not have the cooking facilities to produce this dish to scale. As had previously been suggested Church Field will open from 6 o'clock and residents are encouraged to bring their own picnic and refreshments to Church Field.

Cllr J Ross said that he would be approaching two village residents who have strong links with the D-Day landings to light the Beacon at 9.15 pm. **Action: Cllr J Ross**

53.24 TO DISCUSS THE REQUEST FROM A LOCAL RESIDENT TO PLACE DOUBLE YELLOW LINES IN CHURCH LANE

The Parish Council has received a request from three local residents living in Church Lane to consider providing double yellow lines along Church Lane adjacent to St Peters Church. Vehicles parked along the pavement force drivers to drive in the middle of the road on a blind corner when driving in the direction of the Village Hall. Any oncoming vehicles coming from the direction of the Village Hall are totally unaware of the potential danger of oncoming traffic due to the blind bend. This danger applies to both vehicles, horses and cyclists.

In discussion, councillors were of the view this was an infrequent issue, and noted that if double yellow were installed, their value would be dependent upon their enforcement by authorities. Cllr J Ross proposed that the Parish Council do not proceed with double yellow lines, seconded Cllr J Parrish – all in favour. **Action: Clerk**

54.24 TO CONSIDER A REQUEST FROM THE DEFIBRILLATOR GUARDIANS TO PROVIDE SPARE REPLACEMENT DEFIBRILLATOR PACKS

The Parish Council has received a request from the Defibrillator Guardians to provide a spare set of replacement pads (one adult pack and one paediatric pack). It was explained that if the pads were used on one day and needed again the next day there would be no pads available to be used. The current pads expire in March 2026 (adult) and July 2026 (paediatric) and have not been changed since the defibrillator was installed in June 2022 therefore the pads have a long shelf life.

The Chairman closed the meeting to enable one of the defibrillator guardians to speak.

Sally Long explained that in one week the defibrillator was activated three times but fortunately it was not needed on any of the occasions. However, this indicates that it's important to have spare pads. It could result in a life-or-death situation.

The Chairman reopened the meeting.

The Clerk reported that the approximate cost of two sets of pads is £220.00 plus VAT (£110.00 plus VAT for each set).

Cllr J Ross proposed that the Parish Council purchase two spare sets of pads (one adult pack and one paediatric pack) at a total cost of approximately £220.00 plus VAT, seconded Cllr C Last – all in favour.

Action: Clerk

The Chairman requested that the Clerk place replacement pads in the budget 2025/2026. **Action: Clerk**

55.24 PLANNING

a. General – Updated Planning List for May 2024

The Parish Council noted the contents of the Planning List.

b. DC/23/2694/FUL and DC/23/2695/LBC Ship Church Lane Alterations and extensions to provide additional dining and upgraded kitchen facilities and an outdoor seating area and extended parking

ESC: Approved

c. DC/23/3717/FUL Walk Farm Old Felixstowe Road Change of use of 3no. buildings from agricultural use to Class E use (light industrial/storage)

ESC: Pending

d. DC/24/0619/FUL Orchard House Church Lane Levington Ipswich Suffolk IP10 0LG Single storey rear extension, internal remodelling

ESC: Approved

e. DC/23/4699/OUT Land Opposite Seven Hills Roundabout Felixstowe Road Nacton Outline planning application with all matters reserved except access for a Business Park to provide floorspace for Class B2, B8 and E(g) Uses alongside ancillary uses

ESC: Pending

f. DC/24/0800/FUL 2 Seabridge Cottages Stratton Hall Drift Stratton Hall IP10 0LW Change of use for a holiday let

ESC: Pending

g. DC/24/0449/FUL Part Land at Foxburrow Farm Waldringfield Road Brightwell Change of use of land for the storage of 1200 containers including erection of associated fencing

ESC: Pending

56.24 CORRESPONDENCE

All relevant correspondence has been forwarded to councillors.

57.24 REPORTS FROM COUNCILLORS

a. Church Field Warden

Report from Cllr Derek Dickerson

Nothing to report.

b. Village Hall

Report from Cllr John Parrish

Nothing to report.

c. Sir Robert Hitcham's Almshouses

Report from the Parish Council representative

Nothing to report.

d. Public Transport

Report by Marian Rose

It has not been possible to get SCC & First Bus to reinstate the bus service for our parishes. There is a service (number 975) which operates in **school term time only** to and from Felixstowe to Kesgrave High School. This would pick up at Levington Village Hall at 8:10am and go on to the school via Bridge Road, Newbourne and Waldringfield and Kesgrave. It then would drop off on the homeward journey at 4:03pm. This is not much use to the regular users but is an option for a way to get to the old A45 to pick up a 'normal' service bus.

Many of our usual bus goers know I am prepared to give lifts to hospital etc and ideally I would like to have perhaps a register of other villagers willing to offer lifts but I am unsure of how this would work in practice re insurance etc. If any Councillors know of other villages which run such a scheme perhaps, they could put me in touch with them?

I would like to clean the bus shelters again on the old A45 & also trim back the brambles/hedges etc which are encroaching particularly over the hump back bridge where it is difficult to walk safely to the bus stops. At the Annual Parishes Meeting we spoke of including a 'help out day' as part of the village D Day commemorations – similar to what we did for the King's coronation. I would support this idea when this sort of work could be included.

As far as I am aware, the damaged Perspex pane in the bus shelter on the Ipswich bound side of the Old Felixstowe Road has still not been repaired. This was reported some time ago by the Parish Clerk but, to be fair, it is not too much of a problem but just looks unsightly.

e. Footpaths

Report from Cllr John Parrish

It was noted that the post displaying the footpath sign at Levington Creek has still not been replaced by Suffolk County Council Highways. The Clerk was asked to report this again to Martin Williams Environment and Transport Officer. Cllr C Last was also asked to give details

to the Clerk of problems with the bridleway from Nacton to Nacton Shores. **Action: Cllr C Last / Clerk**

f. Port Liaison Group

Report by Cllr Derek Dickerson / Cllr John Parrish

Cllr D Dickerson reported that there has been a Port Liaison Group Meeting on Tuesday, 14th May 2024 the results of which will be reported at the Parish Council Meeting in July 2024.

g. Police / SNT / ASB

Nothing to report.

Tim Passmore has been appointed for another term of office as the Police and Crime Commissioner and it was suggested that it may be worth touching base with him concerning rural communities.

h. ESPA

Report from Cllr Cate Last

58.24 DATE OF NEXT MEETING: MONDAY, 1ST JULY 2024 IN THE VILLAGE HALL

The Chairman closed the meeting at 9.05 pm.

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

David Long stated he had received a copy of the Emergency Plan from the Suffolk Emergency Planning Unit which he would pass to Cllr Neil Downing.

Signed..... Date

Angie Buggs
Clerk to Levington and Stratton Hall Parish Council