

LEVINGTON AND STRATTON HALL PARISH COUNCIL

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

Wednesday 4th May 2022 at 7.15 pm

Present:

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

COUNTY COUNCILLOR'S REPORT

Cllr Patti Mulcahy – no report

DISTRICT COUNCILLORS' REPORT

Cllr Michael Richardson – no report
Cllr Richard Kerry – 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.

No members of the public wished to speak.

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

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

Cllr D Long asked for nominations for the office of Chairman of the Parish Council. Cllr J Bailey proposed that Cllr D Long be elected as Chairman, seconded by Cllr J Mann – 2 in favour, 1 abstained. As there were no other nominations, Cllr D Long was duly elected. Cllr D Long signed his Acceptance of Office countersigned by the Clerk Mrs A Buggs. **Action: Clerk**

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

Cllr D Long asked for nominations for the office of Vice Chairman. No nominations were received therefore this item was deferred until the next meeting. It was noted that it is not a mandatory requirement for Parish Council to nominate a Vice Chairman. **Action: Clerk**

42.22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr D Pryke (illness), Cllr R Kerry East Suffolk Council and Cllr M Richardson East Suffolk Council.

43.22 CODE OF CONDUCT & DECLARATION OF INTEREST

No declarations of interest were received.

44.22 TO CO-OPT PARISH COUNCILLOR AND SIGNING OF DECLARATION OF OFFICE

The Clerk reported that John Ross had put himself forward as a candidate for the Parish Council to represent Levington. Cllr J Bailey proposed, seconded Cllr A Abram that John Ross be co-opted as a Parish Councillor – all in favour. John Ross duly signed his Declaration of Acceptance of Office form which was also signed by the Clerk on behalf of the Parish Council. **Action: Clerk**

45.22 TO ELECT COMMITTEES, OFFICERS, LEAD COUNCILLOR

The Parish Council agreed to elect the following committees and officers. **Action: Clerk**

Chairman	Cllr David Long
Vice Chairman	Vacant
Parish Clerk / RFO	Mrs Angie Buggs
Planning Committee	Full Parish Council (Quorum 3)
Finance Advisory Group	Cllr David Long / Cllr Julian Mann / Cllr Andrew Abram
SALC	Cllr David Long (Cllr Julian Mann reserve)
Village Hall Committee	Cllr Julian Mann
Coastal Heath and Footpaths	Louise Overbury
Church Field Management and Working Party	Full Parish Council / Neil Bixby
Almshouses Trustee	Ian Angus
Public Transport	Cllr Julian Mann
Emergency Planning Group	Cllr David Long / Cllr Julian Mann
Newsletter Editor / Producer	Ann Wignall
Neighbourhood Watch	Vacant
Port Liaison Meetings	Cllr David Pryke / Cllr John Bailey
Operation Stack Steering Group	Cllr David Long / Cllr David Pryke
SNT Police Tasking Meetings	Cllr David Long
Nacton Primary School	Mrs Angie Buggs
Website and Statutory Notices	Mrs Angie Buggs
Cross Boundary Group (Innocence Lane)	Cllr David Pryke / Cllr John Bailey / Cllr David Long (Deputy)
Internal Auditor	Trevor Brown
External Auditors	PK Littlejohn
Litter Picking	Cllr Andrew Abram
Community Partnership	Cllr David Long / Cllr John Bailey
Remembrance Day Arrangements	Cllr David Long
Suffolk Quiet Lanes	Cllr John Bailey (Lead Councillor)

46.22 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE 5TH APRIL 2022

The minutes of the Parish Council Meeting held on the 5th April 2022, which had previously been circulated, were approved, and signed as a true record by Cllr D Long (Chairman).

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

No matters arising from the latest minutes.

48.22 FINANCE

a. Income since last meeting	
Locality Budget (QJ Marquee)	£1,000.00
b. Expenditure to be agreed at this meeting	
D Hitchcock QJ	£36.92
N Mayhew QJ	£76.99
SALC Subscription	£143.37
Mrs A J Buggs Salary and Expenses (incl backpay)	£805.03
SALC Payroll	£27.00
S Rackham Village Sign Repairs	£75.26
Tuddenham Press Newsletters	£132.00
DC Construction Village Sign	£143.40
Defib Store	£1,726.80
c. Bank balances as at the 31st March 2022	
Current Account	£22,932.02
Deposit Account	£8,004.48

The Parish Council noted the balances as at the 31st March 2022 for both the Community Account and the Premium Account. Cllr J Bailey proposed, seconded Cllr J Mann that the above expenditure is approved – all in favour. **Action: Clerk**

49.22 TO DISCUSS AND APPROVE THE ANNUAL ACCOUNTS 2021/2022

Cllr D Long stated that the Annual Accounts 2021/2022 had been prepared and distributed to all councillors well in advance of the meeting. Cllr J Bailey proposed that the Parish Council approve the accounts, seconded Cllr J Ross – all in favour. **Action: Clerk**

50.22 TO APPROVE AND SIGN THE AGAR PART 2 – 2021/2022

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

c. Certificate of Exemption Certificate

The Certificate of Exemption of the AGAR had been circulated prior to the meeting and the Chairman asked for comments. The Clerk reported that to qualify for exemption of an external audit that either the Parish Council's income or expenditure for the year must be below

£25,000. Cllr J Mann proposed that the Chairman sign the Certificate of Exemption on behalf of the Parish Council, seconded Cllr A Abram – all in favour. **Action: Clerk**

The Chairman thanked the Parish Clerk for professionally undertaking the accountancy on behalf of the Parish Council.

51.22 PLANNING

a. General

Cllr D Long stated that the Clerk had prepared a list of all Planning Applications on which the Parish Council had been consulted. It was noted that only one application is still pending which is Eastern Structures. The Parish Council noted the contents of the document.

b. Eastern Structures

Cllr D Long reported that the Case Officer has stated that determination on this application is unlikely to be decided until the end of June. If the application gains an officer recommendation of approval it will first have to proceed before the referral panel comprising the Chair and Vice Chair of the Planning Committee. The panel will ultimately determine whether the application should proceed to full Planning Committee or whether it can be decided under delegated authority by the Head of Planning and Coastal Management. Following discussions councillors agreed that the Clerk should write to the Case Officer and ask whether changes have been made to the original application since the consultation closing date in November 2021 and if this is the case, will East Suffolk Council Planning consult the Parish Council on the revisions or changes? **Action: Clerk**

52.22 ADOPTION OF REVISED CODE OF CONDUCT

Cllr D Long stated that Parish Councils adopt a Code of Conduct. The Local Government Association has approved its new Code of Conduct 2020 with the aim that it is to be adopted by all levels of local government which effectively makes it a national code. Parish Councils have been strongly recommended to adopt the code by Suffolk Association of Local Councils. Prior to the meeting a copy of the new code was circulated to all councillors. Following discussions Cllr J Ross proposed, seconded Cllr J Bailey that Levington and Stratton Hall Parish Council adopt the new code – all in favour. **Action: Clerk**

53.22 TO DISCUSS PROGRESS ON THE INSTALLATION OF THE DEFIBRILLATOR INCLUDING APPOINTING A GUARDIAN AND DEPUTY GUARDIAN

Cllr D Long reported that the defibrillator equipment has now been ordered. The defibrillator is in stock but we are waiting for the box in which it is placed to come back into stock. As soon as both are available the equipment will be delivered. In addition to his funding for the defibrillator and box, Bob Hardwick has also agreed to pay for the paediatric pads. Cllr D Long offered a vote of thanks to Bob Hardwick for the very generous donation. At the last meeting the Parish Council agreed to fund the electricity connection and have met with the electrician and his quotation is within the budget allowance. The newspaper box will be removed on the 10th May so the site can be made ready. It is good practice to have a Defibrillator Guardian appointed to regularly check the equipment and Andrew Timmins has agreed to take on this role. Sally Long has volunteered to become the Deputy Guardian. Andrew will arrange awareness training, but this fully automated defibrillator guides the user through what needs to be done if an emergency occurs. **Action: Clerk**

54.22 SIZEWELL C – TO REPORT ON PARISH COUNCIL MEETING WITH SIZEWELL C REPRESENTATIVES

Cllr D Long reported on the meeting the Parish Council had held with representatives of Sizewell C Community Relations Team. A slide presentation was provided which concentrated mainly on their Deed of Obligation and the Freight Management Facility. Road traffic has been reduced to 40% which amounts to 700 movements a day at the height of construction. As part of the Deed of Obligation, Levington and Stratton Hall Parish Council has been included in the hierarchy of committees and should there be any problems we would have a direct contact in the organisation to raise issues as and when required. Cllr J Bailey stated that the Parish Council needs to engage again with Sizewell C regarding community benefits. Parishes should have the opportunity to have an input into what they would like the available finance to be used for. Cllr D Long said that the Sizewell C Community Relations Team did offer to revisit the parish to have an open meeting.

The Parish Council has been invited by the Secretary of State to make comments on further questions they are asking of PINS.

The Parish Council has received correspondence from the “Stop Sizewell Group”. There is a Zoom meeting at 6 pm on the 13th May 2022 and a protest march from Leiston to Sizewell on Sunday, 15th May 2022. There is also a letter being sent to the Secretary of State by the “Stop Sizewell Group” on which Levington and Stratton Hall Parish Council have agreed to be a signatory.

In addition to Sizewell C, offshore energy is having an impact on a number of parishes north of Levington and Stratton Hall.

55.22 QUEEN’S PLATINUM JUBILEE – REPORT ON PROGRESS (INCLUDING FUNDING)

Cllr D Long said it was gratifying to see how many people in the village have offered their services to help with the jubilee celebrations. The only area where there is a problem, is in recruiting a trumpeter however, we understand from the organisers that they have three possible candidates. Cllr J Bailey reported that the cost of a trumpeter will be approximately £50 which was noted. Cllr D Long expressed thanks to the organising committee for carrying out such a great job. **Action: Clerk**

56.22 WEBSITE UPDATE

Cllr D Long reported that the Parish Council had met with Ole Henriksen to discuss the website. It has been confirmed that One Suffolk websites can allow multi logins. This would enable parts of the website to be updated without giving individuals access to the whole website. We are still seeking to appoint a Web Master to oversee the development and management of the site. A further meeting was to be arranged. **Action: Clerk**

57.22 TO DISCUSS INSTALLATION OF DOG/WASTE BINS

Cllr J Mann and Louise Overbury have been looking at various sites for relocating the dog bin currently in Pilots Way which is on private property. The existing dog bin is in need of replacement. Following discussions with East Suffolk Norse, it has been decided to relocate the dog bin on to Parish Council land opposite the current site and install two new dog bins. The bins have been ordered from East Suffolk Norse and will be installed when received in stock. The owners of land will be notified that the current bin will be removed. **Action: Clerk**

58.22 TO DISCUSS THE ANNUAL PARISH MEETING – WEDNESDAY, 18TH MAY 2022

The Annual Parish Meeting is being held on Wednesday, 18th May 2022 at 7.30 pm in the Village Hall. It is a statutory requirement to hold an Annual Parish Meeting. Notices will be displayed on the notice

board and on the website. The Annual Parish Meeting is not a Parish Council meeting but if the Chairman of the Parish Council is present, he will Chair the meeting. The Clerk will be asking village organisations to present a report, copies of which will be posted on the website when received.

Action: Clerk

59.22 TO DISCUSS PROGRESS ON SIDs AND COMMUNITY SPEEDWATCH

At the last Parish Council meeting SIDs and Community Speed Watch were discussed following concerns of speeding through the village. The Parish Council held a very helpful meeting with Cllr Eddie Lawrence (Brightwell, Foxhall & Purdis Farm Group Parish Council) who gave councillors some very useful information. BF&PF currently have four SIDs in use. Discussions took place about following collection of data from SIDs what the data can be used for. Cllr Eddie Lawrence had explained their area has a Community Road Safety Group and the data is collected by the group, analysed, and passed to the Police. The Parish Council had arranged a meeting with Pc Rachael Partridge to look at suitable sites in Levington and Stratton Hall but unfortunately Rachael was unable to attend. The Clerk is seeking to arrange an alternative date. **Action: Clerk**

60.22 RENOVATION OF VILLAGE SIGN

The Village Sign has been renovated and the Parish Council has received positive feedback. The Parish Council has funded the work and our thanks go to Stephen Rackham, Tom Rose, Chris Mayhew, Mick Chalcraft, John Ross and David Long for carrying out the work. The sign has a new post which has an estimated life of 50 years.

61.22 TO DISCUSS THE MORSTON HALL ROAD / FELIXSTOWE ROAD JUNCTION

Cllr D Long reported that the Parish Council had received an email from Trimley St Martin Parish Council highlighting that at night drivers were experiencing difficulty negotiating the junction of Felixstowe Road and Morston Hall Road. Cllr D Long stated that if Suffolk County Council Highways reinstated the signs in their correct positions it would help drivers to negotiate the turning. It was agreed to request that a member of the Highways Safety Team attend a meeting in the village to discuss the issues which are causing the Parish Council concern. It was agreed that the Clerk should write to the Highways Safety Team requesting a meeting and send a copy to the Portfolio Holder for Highways. **Action: Clerk**

62.22 CORRESPONDENCE

All relevant correspondence has been forwarded to councillors.

63.22 REPORTS FROM COUNCILLORS

- a. **Tree and Church Warden**
Nothing to report.
- b. **Village Hall**
Nothing to report.
- c. **Sir Robert Hitcham's Almshouses**
Report received from Trustee Ian Angus which will be presented to the Annual Parish Meeting.
- d. **Public Transport**
Cllr J Mann reported that a few weeks ago the 78 local bus service did not loop around Sainsburys to pick up passengers. Fortunately, this error did not cause any problems

to local residents. The bus service provider has been contacted and have stated it was a relief driver who was not aware of the loop past Sainsburys. Cllr J Mann stated that unfortunately the Suffolk County Council bid for bus service improvements was unsuccessful.

- e. **Coast & Heaths and Footpaths (CHF)**
Recently, comments have been made that some sections of the Orwell Footpath have been included in the National Coastal Footpath route. This information is incorrect.
- f. **Nacton School**
Reports from Nacton School were noted.
- g. **SALC**
The Parish Council continues to receive weekly updates from SALC.
- h. **Port Liaison Group**
No Port Liaison Group meeting has been held since the last Parish Council Meeting. A meeting will be held on the 23rd June 2022 and it was agreed that Cllrs J Bailey and J Mann should attend via Teams. **Action: Cllr J Mann**
- i. **Police/SNT**
The meeting scheduled to be held in April was cancelled.

64.22 DATE OF NEXT MEETING

Annual Parish Council Meeting Wednesday, 18th May 2022 / Parish Council Meeting Wednesday, 6th July 2022 (both meetings will be held in the Village Hall)

The Chairman closed the meeting at 8.22 pm.

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

- a. Cllr A Abram reported that two families from Ukraine would be moving into the village in about 10 days' time and he hoped they would receive a warm welcome.
- b. Cllr J Mann said that he had been asked by Tom Rose whether it would be possible to have a disabled parking space outside the Village Hall. Cllr J Mann asked whether the Parish Council would investigate the feasibility of this. **Action: Clerk**

Signed..... Date

Angie Buggs
Clerk to Levington and Stratton Hall Parish Council