

LEVINGTON AND STRATTON HALL PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
WEDNESDAY 6 JULY 2011 IN THE VILLAGE HALL AT 7:15 PM

Present: Councillors: David Long (Chairman); David Pryke (Vice-Chairman) and Mrs Pat Pryke
Marian Rose (Parish Clerk)

Patricia O'Brien (County & District Councillor)
PC Paul Smith

Members of the Public: Louise Mann (Village Recorder); Barrie Hawtin

• **VILLAGE FORUM**

No comments.

• **SUFFOLK COUNTY & SUFFOLK COASTAL DISTRICT COUNCILLOR'S REPORT**

Patricia O'Brien, now Chairman of Suffolk County Council ('SCC'), attended and presented her reports – copies attached.

She also confirmed that the Quality of Life grant scheme will fund a parking bay, opposite the Sir Robert Hitcham's Almshouses, up to a value of £4,000. Councillors thanked Patricia for her support for this project. The Clerk was asked to liaise with Highways Department regarding the proposal and to confirm they were aware of the potential to flooding in this area.

David Long also mentioned that the SCC Locality Budget is available and Councillors agreed to include this in later discussions.

In her report as Suffolk Coastal District Councillor, Patricia mentioned that the solicitor acting for the Martlesham No New Town action group had recently raised significant number of points and she commented that she thought it possible that the meeting planned for 8 July would be postponed.

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

Veronica Falconer had sent her apologies as she was unable to attend owing to another commitment but she had forwarded the attached report.

• **POLICE REPORT**

PC Paul Smith attended and presented the attached report. He commented that thefts from motor vehicles were increasing everywhere. There had been no evidence from the theft from The Ship car park to follow up. He reported that the Marina intend to re-evaluate their security measures following further thefts. The Police intend to continue to monitor activity at the Creek car park but have noted no anti-social behaviour to date.

Paul was asked to check how the Police Direct service was operating as it was evident that messages were not being consistently circulated to all those villagers who had enrolled in this service.

The Parish Council meeting was declared open at 8pm.

1. APOLOGIES FOR ABSENCE

Councillors Ian Angus and Nick Hopkins had given their apologies. The meeting was declared quorate by the Chairman.

2. DECLARATIONS OF INTEREST (REMINDER OF CODE)

None declared.

The Clerk reported the Declarations of Acceptance and Interest forms had been signed by Councillors since the previous meeting, as was required following an election.

3. TO CONSIDER AND APPROVE THE MINUTES OF 10 MAY 2011

One amendment to the draft minutes was agreed, changing the wording of point 18f to read ‘..the path to the decoy was poorly indicated’. The Minutes were then agreed and signed as a true copy.

4. MATTERS ARISING FROM THE LAST MINUTES (Not covered elsewhere on the agenda)

The Police had since reported that they have visited the creek on 8 occasions and had not encountered anyone other than dog walkers. They had also advised that villagers living near the creek had not seen untoward activity regarding its usage. Spotter forms had been left on any unattended vehicles with items on display.

5. FINANCE REPORT

(a) It was reported that the bank balances as at 30 June 2011 (reconciled to bank statements) were:

- Current account: £4,327;
- Deposit account: £15,805;

(b) Councillors heard that income since last meeting was:

- £325.28 Vat refund for year ended 31 March 2011;
- £0.26 interest on Treasury Stock (not yet banked);
- £5 newspaper box deposit (not yet banked);
- £15 contribution to weed killer costs from Red House Walk Residents’ Assn (not yet banked);
- £1.96 qtrly interest from deposit account.

(c) Income anticipated before next meeting:

- None known.

(d) Payments made since the last meeting (and agreed at the previous meeting):

- £402.62 – Clerk salary & expenses to 30 April 11;
- £68.20 – Councillor Pat Pryke – May newsletter;
- £42.77 - Bob Hardwick for weed killer used in the parishes [mitigated by £15 contribution from Red House Walk Residents’ Association as at item (b) above];

(e) Payments anticipated to be made before next meeting were approved:

- Clerk’s Salary & Expenses to 30 June 2011 - £492.65
- Pat Pryke – July newsletter printing estimated at £70 (but likely to be less);
- Heelis & Lodge internal audit £55;
- BDO external audit fee £162 (due after audit completed);
- SALC training for any new co-opted Councillors;
- Village Hall expenditure of £100 from donation from EYE Limited

(f) Internal audit:

The relevant section of the 2011 Annual Return had been signed by the internal auditors on 4 June 2011 and was given a clean report.

Comments for attention included:

- Ensuring standing orders are latest model versions (the Clerk was asked to review these);

- Latest advice from HMRC regarding the taxation of the Clerk's salary. It was agreed that the current procedure continue, whereby her salary is taxed under PAYE but through being coded in against her main income. HMRC had agreed to this treatment and had not rescinded it. .
- (g) The Clerk reported that the formal Notice, stating that electors may inspect the Parish Council records, had been placed at the appropriate date. No one had asked to do so. The external audit was booked for 22 July 2011.
- (h) Cllr Ian Angus reported that he had received a quote of £450-£500 for refurbishment of the main notice board. The project plan includes a budget for this work. It was agreed that further details will be obtained before a decision is made.

6. PLANNING:

The following was noted:

- C11/1045 Holly Lodge extension: PC planning committee had met and had no objection;
- Hill Cottage: Following our letter of complaint, Martin Price, Development Control Manager for SCDC, had written apologising and admitting the Planning Dept had not acted appropriately in the planning process. Clerk was asked to ensure that copies of this are sent to all recipients of our complaint letter;
- C11/1291 gazebo at Scotts, Levington Park: David Long agreed to be lead councillor and the application would be considered by the PC planning committee in the following few days;
- Levington Hall wind turbine prospective application: the Chairman explained that the Parish Council had received a pre-application draft of the plans and he adjourned the meeting to allow the opportunity for public discussion. It was agreed that any interested residents should be given a copy of the draft design and access statement.
The meeting was re-opened and Councillors agreed that when the formal planning application is received then SCDC should be asked to extend the usual 23 days response period.
A site visit will be made and a flier will be issued notifying residents of the plans and a village meeting to allow full discussion;
- There is to be a District Council Core Strategy meeting on 8 July 2011;
- In response to a letter from Felixstowe Dock and Railway Company it was agreed that the Parish Council ask to receive hard copies of any future communications in preference to electronic versions.

7. SUFFOLK COASTS & HEATHS/SWT PLANS

Councillors reported on a meeting with representatives from Suffolk Coasts and Heaths & Suffolk Wildlife Trust on 24 May 2011. They outlined plans for the area near the Marina including further planting for which volunteer help is needed. A guided walk was arranged for 12 July 2011 and an illustrated talk will be held in the Village Hall on 18 October 2011.

Councillor David Pryke summarised the attached report on the Stour & Orwell Forum. The SWT appears keen to reinforce the sea wall at the Creek.

8. EMERGENCY PLAN

Councillors and Linda Sharp had met with Carol Mayston, Environment Agency officer with responsibility for flooding and Dan Wheals SCDC Community Environmental Action Advisor who had given valuable advice and help. Linda had agreed to continue to lead the project and another meeting is planned for August to take this forward.

9. VILLAGE WEBSITE

Councillor David Pryke gave an account of a meeting with Kerry Burn, from One Suffolk who had given an overview of the new style website. A project group was proposed to pursue this. One Suffolk plans to withdraw the old style website at the end of the year.

10. CORRESPONDENCE

Correspondence since the previous meeting (as shown in the attached list) was noted.

Items of particular interest and not considered elsewhere on the agenda were:

Item 34: the work Bob Hardwick does in the village was mentioned and thanks expressed;

Item 45: SCDC seeking nominations for Olympic flame carriers: Cllrs will consider young peoples' names to put forward;

Items 47 & 51: resident's complaint re parking in front of the gun. Clerk advised that she had informally mentioned this to the villager concerned and suggested parking elsewhere. She was asked to contact PC Paul Smith for his views on this issue;

Item 52: insurance of war memorial: agreed that this should be considered by the finance group before a decision is made.

11. REPORTS FROM COUNCILLORS

(a) Tree and Church field – nothing to report.

(b) Village Hall – a meeting of the Trustees had been held the previous week. They are to advise what they wish to purchase with the £100 donated by EYE Limited (currently held by the PC). Cllr David Pryke reported that the pre-application to the lottery had drawn various comments suggesting improvements to the application. It was apparent that to be successful through the Heritage Lottery Fund the project needs to show it involves more than just a building and should include activities. This is relevant to the PC as monies are earmarked for this scheme from the Village of the Year winnings.

(c) Sir Robert Hitcham's Almshouses – Cllr Pat Pryke gave a brief report in Cllr Angus' absence. There was still a vacancy for a tenant and an advertisement was to be included in the Parish newsletter and the Felixstowe Flyer.
The proposed car parking bay had been covered in the County Councillor's report above.

(d) Local Transport – Councillor Pat Pryke's report is attached.

(e) Coast & Heaths – see item 7 above.

(f) Footpaths – nothing to report.

(g) Nacton School – nothing to report.

(h) SALC – Cllr Pat Pryke had attended the area meeting on 13 June with Marian Rose and gave a summary of the attached report. The next meeting will be on 5 September.

(i) Port Liaison Committee – nothing to report.

The formal business of the meeting was declared closed by the Chairman at 9:40pm.

Approved by

Date

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POINTS FROM POST-MEETING VILLAGE FORUM:

Barrie Hawtin commented that the design of the garage extension to Hill Cottage was not in keeping with the house or the area. Cllrs explained that the design and materials used had been a requirement of the District Council and were different from those shown in the plans submitted by the applicant and approved by the PC. The PC had not been consulted on these changes and the matter had subsequently been the subject of a formal complaint to the Planning Department of the District Council.

In answer to Mr Hawtin's question, Councillors confirmed they were aware of grant funding available from waste management companies.