

MINUTES of the ANNUAL MEETING of LEAVENHEATH PARISH COUNCIL held on Wednesday 17th May 2023 at 7.00 p.m. at Leavenheath Village Hall and by Video Conferencing.

PRESENT: C Morgan, R Bellenie, D Kingham, Y Roder, S Whitelaw, J Finch (County Cllr) and 3 members of the public attended in person. There was no request for a video link.

PUBLIC FORUM: Nothing was raised.

ELECTION OF CHAIRMAN: P Mortlock was proposed as Chairman and he had indicated his willingness prior to the Meeting. This was unanimously resolved. C Morgan agreed to Chair the Meeting in P Mortlock's absence.

APOLOGIES: were received and accepted from P Mortlock. Members were sad to accept the Resignation from the Parish Council from Trevor Smith. This leaves 3 Vacancies.

DECLARATION OF INTEREST: Nothing was declared.

GENERAL POWER OF COMPETENCE: The meeting resolved to declare the General Power of Competence. The Clerk is fully qualified and more than 2 thirds of the Councillors stood compared to the number of seats available. This extends the powers available to the Parish Council.

APPROVAL OF MINUTES OF 5TH APRIL 2023: These were accepted as a true record.

MATTERS ARISING FROM THE MINUTES: S Whitelaw confirmed the Village Hall have not had a chance to apply for one of the grants recently announced by the District Council in respect of extending the Electricity supply for use on the Village Green. The deadlines are very tight concluding during June.

VICE CHAIRMAN, COMMITTEE'S, SUB-COMMITTEE'S AND REPRESENTATIVES:
The following positions were resolved: -

VICE CHAIRMAN:- C Morgan

FINANCE COMMITTEE:- S Whitelaw and R Bellenie

VILLAGE GREEN COMMITTEE: this item was deferred until the July Meeting - **Action Clerk.**

SUB COMMITTEE'S:-

PLANNING GROUP:- R Bellenie, C Morgan and D Kingham.

LEAVENHEATH EVENTS: - Greg Deeks, Jill Dunkley, Trevor Smith, John Garrett, Ruth Garrett, Chris Barker, Nicky Weston-Plumb, Jennifer Daulby, Anita Deeks.

PLAYGROUND ACTION GROUP: - this item will be deferred until the July Meeting - **Action Clerk.**

PC WEBSITE:- **S Whitelaw and P Mortlock**

COMMUNITY WOODLAND:- **P Mortlock**

PARISH TREE WARDEN - **Defer until the July Meeting**

PARISH FOOTPATH WARDEN - **Defer until the July Meeting**

VILLAGE HALL REPRESENTATIVE:- **Y Roder and S Whitelaw**

COVID RISK ASSESSOR:- **Y Roder**

NEIGHBOURHOOD PLANNING:- **D Kingham and R Bellenie**

COMMUNITY SPEEDWATCH:- this group will need to fold unless further volunteers are found - **Action Clerk to comment in the report for LSPN.**

STAFF WELL BEING:- **C Morgan, S Whitelaw and R Bellenie**

UPDATES FROM COMMUNITY, ORGANISATIONS AND WARDENS ON URGENT MATTERS DURING THE RESTRICTIONS BY COVID 19:

Reports were provided from the Village Hall, Footpath Warden, Tree Warden, Village Green, Community Woodland and from the Police Website.

Village Hall Report

Nothing out of the ordinary to report this month.

Next film on 3rd June is The Lost King (12A), tickets can be booked in advance via the website.

They have accepted a quote to upgrade the heating in the hall. The work should take approximately 10 days to complete and is due to start late July to minimise disruption for our regular hirers. Dates of hall closure will be circulated to all hirers in good time. The hall and village green will be used by Leavenheath Events for their Summer Fete on Saturday 17th June.

Tree Warden's Report

It was assumed T Smith, Tree Warden, had resigned from this post along with his resignation from the Parish Council.

Footpath Warden's Report

It was assumed T Smith, Footpath Warden, had resigned from this post along with his resignation from the Parish Council.

Police Report

February crimes were reported for April meeting.

March crimes are either non-existent or not fully updated on website to date.

Village Green Report

There was nothing to report.

Leavenheath Events - this will continue to form an Agenda item - Action Clerk

The Parish Council and representatives from Leavenheath Events met between meetings to ensure that the finances and risk assessment are properly actioned going forward. A very positive meeting was reported by all parties concerned. Leavenheath Events became a Sub Committee of the Parish Council towards the end of last year and did have a representative from the Parish Council on the Sub-Committee until his resignation reported this evening. Whilst it is desirable to have a Parish Council representative on Leavenheath Events, the Clerk checked with SALC and this is not a requirement. The Parish Council is not resourced for the day to day running of the

Sub-Committee, so it is essential the key roles are carried out on the Sub-Committee and there is clear communication and reporting at Parish Council Meetings. Any financial decision must come before the full Parish Council and have been on the Agenda. If there is a need for more autonomy in the future, Leavenheath Events should consider forming a charity. Payments were agreed in principle reimbursing expenditure from the Fun and Games night and it was agreed to discuss the finances for the Summer Fete at this Parish Council Meeting under the Finance Agenda item below. The Leavenheath Events representatives asked for the Village Green grass cut to take place ahead of 15th June for the Fete. S Whitelaw agreed to ask the Chairman - **Action S Whitelaw**.

BABERGH DISTRICT COUNCIL REPORT: District Cllr L Parker had just been elected for another term as District Cllr. L Parker did not attend and no report was provided. Members had congratulated L Parker between Meetings.

SUFFOLK COUNTY COUNCIL REPORT: J Finch (County Cllr) attended and had provided his report in advance. This covered that most pupils were offered a place at one of their preferred primary and secondary schools. The County Council is looking for people to help develop a new Virtual Reality app for people living with dementia in Suffolk. People and their family carers and health professionals of people living with dementia will help co-create the bespoke platform. Extra funding is available to provide more placements within Council run children's homes. 100 rural Electric Vehicle charging points are installed with others on the way. A new exhibition has opened at Sutton Hoo telling the story of royal Anglo-Saxon Rendlesham. School Children across Suffolk have been learning about the importance of clean air from a special drama production. The County Council has approved extra funding to Suffolk Libraries. Virtual Fostering and Adoption Sessions continue.

URGENT HIGHWAYS SAFETY MATTERS: including parking in Wrights Way and accidents in Stoke Road. It was agreed to issue a polite letter to the business owner of the commercial vans parked in Wrights Way causing complaints from other residents. Ahead of this letter the Village Hall Committee will consider whether they could enter into an agreement for a limited number of spaces in their car park hired by the business - **Action S Whitelaw, Y Roder and Clerk**. The accidents in Stoke Road were of concern and it was agreed for R Bellenie to take this forward between meetings with J Finch - **Action R Bellenie**.

NEIGHBOURHOOD PLANNING UPDATE: Babergh District Council had completed their regulation 16 - 6 week consultation. The Examiners Report had been received and the findings accepted by the Neighbourhood Planning Steering Group and the Parish Council. The Post Examination Decision had been received. Consideration is being given to the best time to hold the Referendum. It was confirmed at last meeting that the emerging Neighbourhood Plan will carry full weight between Examination and Referendum. The Referendum is likely to be held in early July and it was agreed to include as a regular Agenda item again - **Action Clerk**. Members agreed to support the cost of advertising the Referendum over and above what Babergh District Council will do.

CORRESPONDENCE: On-going correspondence was noted by the meeting.

FINANCE: The Bank Balances as at 2nd May 2023 were £61320.57 in the Community Account and £15533.12 in the Rate Reward Account making a total of £76853.69.

The following pre-agreed payments were made: -

| Cheque No. | Amount | Payee | Details |
|--|---------------|--------------------|--------------------|
| <u>As at 2nd May & 11th May</u> | | | |
| Funds Transfer | 816.27 | Clerk/HMRC/SCC | Staffing costs |
| Funds Transfer | 190.58 | A Deeks | LE -Fun and Games |
| Funds Transfer | 21.00 | J Dunkley | LE -Fun and Games |
| Funds Transfer | 4.20 | R Garrett | LE - Fun and Games |
| Funds Transfer | 356.52 | N Weston Plumb | LE - Fun and Games |
| Funds Transfer | 72.00 | T Smith | LE - Fun and Games |
| Funds Transfer | 147.73 | A Deeks | LE - Fun and Games |
| Funds Transfer | 304.00 | Leavenheath Scouts | LE - Santa Sleigh |

The Santa Sleigh was a joint venture between the Leavenheath Events and Leavenheath Scouts and the payment to the Scouts was 50% share of the proceeds.

Leavenheath Events Committee Finance items were discussed and members agreed to reimburse the 3 Invoices already incurred to the Deeks of £590.83, £70 and £192 - **Action Clerk**. Unfortunately as this was not agreed ahead and the Invoices are not made out to Leavenheath Parish Council, the VAT is not recoverable. The other estimated costs on the budgeting spreadsheet were approved with a 10% contingency. These include First Aid, Advertising, Raffle Tickets, Bar supplies, cream teas, Band and PA, Licence, portaloos and hall hire. For these approved expenses, VAT Invoices made out to Leavenheath Parish Council should be provided where possible. It was resolved that the Parish Council will pay for these costs even if the proceeds of the Fete do not cover them. However, it is estimated that a slight profit will be gained rather than a loss. The Treasurer for Leavenheath Events is to provide detailed information and Invoices in a timely manner. The next payment run was confirmed as 1st June.

Approval of End of Year Accounts - the End of Year Accounts and the breakdown of the Village Green Expenditure had been issued ahead of the Meeting. Members thanked the Clerk for all her hard work and resolved to approve the Accounts. These figures will now form the basis of the Audit submission. The Clerk confirmed Leavenheath Parish Council will be subject to both Internal and External Audit again this year as the Income exceeds £25,000.

IDEAS TO IMPROVE THE VILLAGE: R Bellenie and D Kingham agreed to order the new dog waste bin for Harrow Street from the same supplier as before - **Action R Bellenie/D Kingham**.

MAINTENANCE OF VILLAGE ASSETS: This item was deferred.

REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS : Y Roder enquired about our application for a new Grit bin on Harrow Street. This was expected during the summer. Y Roder is helping with the raffle at the Fete and agreed to also look after a board advertising Parish Vacancies and Community Groups and Organisations. Members agreed to put something together between meetings to go on the board - **Action All**.

The meeting closed at **8.45 p.m.**

Planning Meeting on 17th May 2023

The following decision was advised from the Planning Authorities: -

10 Edies Lane, Leavenheath - Planning Permission was Refused for extensions and car pot - DC/23/00846.

The following applications and planning matters were discussed: -

1) **34 Bramble Way** - Tree Preservation Order application - DC/23/02109.

Advice has been given from a Tree Surgeon to confirm cutting back to previous cuts would be appropriate. The Planning Group are still to review and R Bellenie confirmed she will respond to the Planning Authority ahead of the deadline - **Action R Bellenie**.

2) **Any other Urgent Planning items:** Conditions relating to the Lion plans are being followed up and an update regarding the golf club wedding venue is that noise assessments are being done. Examination of the Part 1 Modifications of the Joint Local Plan is being carried out.