

**MINUTES of the MEETING of LEAVENHEATH PARISH COUNCIL** held on Wednesday 4<sup>th</sup> September 2024 at 7.00 p.m. at Leavenheath Village Hall.

**PRESENT:** Cllr C Morgan (Chaired the Meeting), Cllrs P Breary, P King and T Taylor. D Hattrell (Clerk), and 2 members of the public attended in person and although a Video link was provided, no attendees joined by the link.

**PUBLIC FORUM:** There was a report that some clearance of the A134 pavement had been done by County Highways, however, as before, it needs to go further. It was agreed to follow up the actions from the last meeting and ask County Highways for a list of contractors on their approved list to undertake the clearance work, so the PC could consider instructing the work. It will form an Agenda item at the October Meeting – **Action Clerk.**

**APOLOGIES:** were received and accepted from Cllr P Mortlock (Chair), Cllrs J Evans and S Whitelaw. Apologies were also received from County Cllr J Finch and District Cllr L Parker.

**DECLARATION OF INTEREST:** Nothing was declared.

**APPROVAL OF MINUTES OF 7<sup>th</sup> AUGUST 2024:** These were accepted as a true record.

**MATTERS ARISING FROM THE MINUTES:** Nothing raised that wasn't already on the agenda.

**UPDATES FROM COMMUNITY, ORGANISATIONS AND WARDENS ON URGENT MATTERS:**

Reports are provided, where possible, for the Village Hall, Footpaths, Village Trees, Village Green, Community Woodland and from the Police Website.

### **Police Report**

#### **Crimes report in June:**

1 x Violence and sexual offence on or near Oaklands - Under investigation

1 x Other theft near SBN golf club - Under investigation

1 x Burglary on or near Plough Lane - Under investigation

1 x Other theft on or near Edies Lane - Investigation complete, no suspect identified

### **Village Green Report**

A meeting had been arranged to further the Playground project and the volunteers were to be joined by representatives from the District Council to advise about CIL and other funding. This was to take place on 12<sup>th</sup> September. All the quotes had been received and a display poster was viewed showing the potential new playground, subject to funding.

**BABERGH DISTRICT COUNCIL REPORT:** District Cllr L Parker sent his apologies.

**SUFFOLK COUNTY COUNCIL REPORT:** County Cllr J Finch sent his apologies.

**URGENT HIGHWAYS SAFETY MATTERS:** The A134 pavement had been raised again in the Public Forum. It was agreed to follow up the actions of the August Meeting and ask for County Highway's approved list of contractors for this type of work. This will be on the Agenda for October to give a progress report. It was agreed to include an Agenda item for bollards outside Blackthorn Lodge on Stoke Road. This was followed up following the last meeting by the Chair, so a progress report can be made – **Action Clerk to include on the agenda.**

**REVIEW ADVERTISING POLICY FOR ADOPTION:** The Policy had been adapted by Cllr T Taylor and circulated ahead of the Meeting. Cllr J Evans volunteered to monitor and research any issues that arise. It was resolved to adopt this policy, and it will be uploaded to our website – **Action Cllr T Taylor and Cllr S Whitelaw.**

**LEAVENHEATH EVENTS:** G Deeks gave the report. The New Years Eve Party is being publicised and the Santa's Sleigh date has been set for 7<sup>th</sup> December being led by the Scouts. A flyer to encourage more Committee members and to seek more help with a Fete will be arranged. Following the success of the Bingo night, there are calls for more to be organized.

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

**FINANCE:** The Bank Balances as of 29<sup>th</sup> August 2024 were £9,321.08 in the Community Account and £52,278.74 in the Rate Reward Account making a total of £61,599.82.

The following pre-agreed payments were made: -

<b>Cheque No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Details</b>
<b><u>As at 1<sup>st</sup> August</u></b>			
Funds Transfer	1013.94	Clerk/HMRC/SCC	Staffing costs
Funds Transfer	378.00	A Deeks	LE – Santa's Sleigh materials
Funds Transfer	252.00	PKF Littlejohn LLP	External Audit Fee
Funds Transfer	125.00	AIS	VG Playground Inspection

### **Review of Effectiveness of Internal Audit and Appointment of Internal Auditors**

The Internal Audit carried out by SALC was reviewed and members agreed it was comprehensive and helpful. It was therefore resolved to continue to appoint SALC as the Internal Auditor in the current Financial Year.

### **Outstanding Internal Audit Recommendations**

It was agreed to postpone this Agenda item to the October Meeting when hopefully more Councillors will be able to attend – **Action Clerk.**

### **External Audit**

The External Audit Report was received with all matters approved. The External Audit Report and Conclusion of the Audit are now on the Website.

### **Any Other Urgent financial matters**

Nothing was raised.

**IDEAS TO IMPROVE THE VILLAGE:** Nothing was raised.

**MAINTENANCE OF VILLAGE ASSETS:** Cllr P Breary is currently reviewing the list of Assets. He has carried out the Risk Assessment Inspection of our Assets and reported that everything appeared to be in order and without health and safety risk or in need of timely maintenance. The Risk Assessment Policy Review will be on the Agenda for the October Meeting – **Action Clerk.**

**REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS:** The Clerk was asked the procedure for reporting overflowing waste bins. She confirmed an email to Public Realms usually resolves the issue and she was happy to report – **Action All and Clerk.**

The meeting closed at 7.55 p.m.

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#### **Planning Meeting on 4<sup>th</sup> September 2024**

**The following applications and planning matters were discussed: -**

- 1) 10 Sweet Briar Close, Preservation Order tree application – **DC/24/03566.**

The Parish Council had investigated and there were **No Objections** to this application.

- 2) Any other urgent Planning items including the Vehicle Activated Signage condition of The Lion Development. The Clerk had circulated an email to the PC ahead of the meeting confirming that County Highways would like the PC to make a formal application for the two locations identified on the Site Plan. This will involve seeking permission from a nearby homeowner and this was agreed – **Action Clerk.**