

**MINUTES of the ANNUAL MEETING of LEAVENHEATH PARISH COUNCIL** held on Wednesday 15th May 2019 at 7.30 p.m. at The Village Hall, Leavenheath.

**PRESENT:** P Mortlock, C Morgan, R Cowell, S Whitelaw, R Bellenie, D Kingham, Lee Parker (District Cllr), D Hattrell (Clerk) and 6 members of the public.

The Declaration of Acceptance of Office forms were signed ahead of the start of the meeting.

**ELECTION OF CHAIRMAN:** S Whitelaw proposed Paul Mortlock as Chairman. This was seconded by R Cowell and unanimously carried. P Mortlock agreed to take this on and all other members agreed to support him.

**DECLARATION OF ACCEPTANCE OF OFFICE:** The Declaration of Acceptance of Office form was duly completed.

**PUBLIC FORUM:** The new Parish Council were congratulated and an offer of assisting with refreshments at the forthcoming Annual Parish Meeting was gratefully received. Residents had attended to share their opposition to the proposed development at the former Lion Pub site. Dangerous access and parking issues were of great concern. The design was not considered to be in keeping with the surroundings. The neighbours had not been consulted about running the pub as a community venture. Services such as sewerage capacity and lack of outside storage were also of concern. All residents attending were sending individual letters of objection to the Planning Authority. District Cllr Lee Parker explained the Planning process and the potential to register community assets. He agreed to carry out some further research on our behalf.

**COOPTION OF MEMBERS & APOLOGIES:** Members invited Clare Morgan to re-join the Council. Clare duly accepted and the Declaration of Acceptance form completed. C Morgan then joined the meeting.

Apologies were received from J Finch (County Cllr).

**ELECTION OF VICE CHAIRMAN:** D Kingham proposed C Morgan as Vice Chairman. This was seconded by R Bellenie and unanimously carried. C Morgan confirmed her willingness to take on this role.

**NOMINATION OF REPRESENTATIVES:** The planning group will include: -

R Bellenie, R Cowell, C Morgan and D Kingham.

The Tree Wardens will be R Cowell and C Jackson as before.

D Kingham will take over as SALC representative.

C Morgan, D Kingham and R Bellenie will be the Planning Strategy representatives including on Neighbourhood Planning matters.

P Mortlock will represent the Parish Council on the Village Green Committee.

S Whitelaw will be the Village Hall representative

R Cowell to take responsibility for the Parish Councils Risk Assessment.

P Mortlock is to review the Police website and will show S Whitelaw how to update the Parish Council Website. R Cowell will take the lead on Community Woodland.

R Cowell will continue to liaise in respect of footpaths.

Peter Pratt is happy to continue as Footpath Warden and this was agreed.

S Whitelaw and R Bellenie will take on the on-line payments.

The Staff Sub Committee will continue including C Morgan, R Cowell and R Bellenie.

**DECLARATION OF INTEREST:** R Cowell declared an interest in the Lion Planning item.

**APPROVAL OF MINUTES OF 3rd APRIL 2018:** These were accepted as a true record.

**MATTERS ARISING FROM THE MINUTES:** D Kingham confirmed he has actioned the Designated Boundary for the Neighbourhood Planning process. Everyone thanked D Kingham for following this through.

**UNRESOLVED ITEMS LIST:**

The outstanding items were discussed as follows: -

1) The Lake Walk - Progress is being chased regularly. Activity was previously observed, however, work seemed to have stopped recently and was being chased again.

2) A134 Crossing (Royston Wood/Plough Lane) - J Finch had continued to press for a yellow background making the warning signs more visible to motorists. He has achieved this subject to the cost being met, which was to be discussed under finance. He has potentially reduced the cost to £1250, as the existing posts will be used if suitable. It was agreed to seek cooperation from a nearby landowner to cut back the gorse encroaching the verge and therefore visibility of this crossing point.

3) Speed on Stoke Road - J Finch had raised the issues with County Council Engineers. They did not see this as priority. Various factors were discussed including accidents at the location, camber on the bend and increasing traffic volumes due to the Konings expansion plans. It was agreed to continue to monitor and raise concerns. The availability of a crash map was discussed covering the past 20 years, however, not all accidents are reported.

4) Public Open Space path A134 to Maple Way - This path is maintained by Babergh District Council. R Cowell reported rotted wooden sleepers at the A134 entrance. District Cllr L Parker agreed to report. R Cowell was to send a photograph to L Parker - **Action R Cowell**.

**BABERGH DISTRICT COUNCIL REPORT:** Cllr Lee Parker attended and confirmed the District Council have not met since the Elections. He was delighted to have been elected. He will provide written reports to the Parish Council Meeting and attend every 2 months as Newton Parish Council Meet on the same night. He was taking actions away with him regarding the damaged wooden sleeper on the POS path, the Lion planning and information about registering Community Assets.

**POLICE REPORT:** There was no report, however, P Mortlock had provided a link showing our crime figures that can be accessed from our website. There were 3 reports for March this year.

**SUFFOLK COUNTY COUNCIL REPORT:** Cllr James Finch was unable to attend and had provided a report confirming more than 98% of pupils receive a preferred primary school, the new school travel policy is starting this September and volunteers are being sought to raise awareness and provide support to those experiencing domestic abuse. Further Fostering and Adoption drop in sessions are arranged.

An extension of 15 minutes was agreed to complete the meeting.

**CORRESPONDENCE:** The report had been issued ahead of the meeting and key areas were discussed. The approach from the Cubs/Scouts in relation to poo bag dispensers was discussed. Trials were agreed on the Village Green and near the Old Road bus stop. A question was raised as to whether the Cubs/ Scouts were intending to refill the dispensers with new bags when they are empty. It was agreed for the Clerk to agree to the trial and ask the question - **Action Clerk.**

**HIGHWAYS:** Two reports had been made to County Highways on-line between meetings due to reports from residents. It was agreed to provide details to the residents concerned - **Action Clerk.**

**FINANCE:** The bank balances as at 30th April 2019 were **£39079.08** in the Community Account, **£15433.19** in the Reserve Account making a total of **£54512.27.**

The End of Year Accounts were proposed as a true record by R Cowell, seconded by R Bellenie and unanimously carried. We qualify to be exempt from the External Audit again this year as our Income/or Expenditure each do not exceed £25,000. The relevant forms will be presented to the June Meeting. The Internal Audit is booked for early July. The Insurance renewal still within the Long Term Agreement has been received. This will be included with the June payments.

The Sub Committee of the Village Green Committee formed to raise money to upgrade the play equipment and to take on some on-going maintenance was discussed. The Clerk advised that some grant providers require an Auditable body such as a Parish Council to pay grants to. It was agreed for the Clerk to check with SALC the best arrangement for the Village Green Sub Committee including banking - **Action Clerk.**

**The following were paid on 1st May as agreed ahead of changing authorisers: -**

Funds Tr	600.00	Pete Irving Tree Serv.	Tree Work
Funds Tr	445.60	D K Hattrell	Clerk's Salary
Funds Tr	100.40	Inland Revenue Only	Clerk's deductions
Funds Tr	169.13	SCC - Pension ACC	Clerk's Pension
Funds Tr	267.60	Tree & Lawn Co Ltd	Village Green Maintenance
<b>Total</b>	<b>£1582.73</b>		

**REPORTS FROM ORGANISATIONS AND REPRESENTATIVES:** Reports were given from the Village Hall, Village Green and the Community Woodland. The play mound is being taken down for safety reasons. In relation to Community Woodland, some Spanish blue bells have been removed and a bug hotel installed in Rowley Wood.

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

**ARRANGEMENTS FOR THE ANNUAL PARISH MEETING:** The refreshments were being organised. All to arrive by 7.00 p.m. ready for the 7.30 p.m. start. The Clerk was to issue the Agenda and Minutes early the following week - **Action Clerk.** Members agreed to assist with the delivery of the flyer, which has been paid for by our payment on Account. S Whitelaw will collate the flyers - **Action S Whitelaw and all.**

**REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS:** Nothing was raised.

The meeting closed at **9.31 p.m.**

### **Planning Meeting on 15th May 2019**

The following decisions were advised from the Planning Authority:-

**DC/19/01303** - Orchard Farm, Locks Lane, Leavenheath - Demolition of existing bungalow. Erection of detached chalet bungalow and cartlodge - **Permission had been granted.**

**DC/19/01232** - The Old Vicarage, Nayland Road, Leavenheath - Erection of detached garage/garden store - **Planning Permission had been Granted**

The following was discussed: -

**1) The Old Vicarage, Nayland Road, Leavenheath - Garage and storage area - DC/19/01232 - the following response was issued between meetings: -**

*After meeting with Rose Wolton and immediate neighbours, we can but share the neighbour's concerns with the size of this building as already noted in the preplanning application. Where the applicant is only concerned with the size ratio to the Old Vicarage, there is nothing relating to adjacent building ie. the church, and the pre-planning officer states "If a consequent planning application was to be submitted, it is likely that a smaller scale cart-lodge would be preferred" - we would prefer it as well.*

*Their, and our, other concern is that, if application is granted, it should remain as cart lodge/storage area and will not be used for business, residential use or sold separately.*

**2) Orchard Farm, Locks Lane, Leavenheath** - Demolition of existing bungalow. Erection of detached chalet bungalow and cartlodge - **DC/19/01303** - Comments of No Objections were issued between Meetings.

**3) 14 Elm Tree Lane, Leavenheath** - Single storey extension to front elevation - **DC/19/01745** - The following comments were issued between meetings: -

*The Parish Council has No Objections but would point out that the front extension goes beyond the original house footprint and should be taken into consideration.*

**4) Bramble Ho, 5 Kingsland Lane** - Single storey link extension - **DC/19/01969** - The link was opened during the meeting and the Planning Group agreed to respond urgently.

**5) The Lion, Honey Tye, Leavenheath** - 5 dwellings following demolition of existing buildings - **DC/19/01849** -The Planning group were recommending objections on the grounds of highways safety, heritage issues and the marketing and viability of the property as a pub. The Planning Group will refine a response ahead of the deadline raising all the relevant Planning Policies.

**6) Other Planning matters** - D Kingham agreed to research relevant courses on Planning to improve the knowledge of the Parish Council and make their responses to Planning Matters more robust.