

Letheringham Parish Council

Annual Meeting of the Parish Council Monday May 22nd, 2023 at 6.00pm Easton & Letheringham Village Hall

Agenda

1. Elections
 1. To sign Declaration of Acceptance forms as Councillors
 2. To elect councillors to the posts of Chairman and Vice Chairman for the coming year
 3. To sign Declaration of Acceptance Forms for these posts
2. Present & Apologies
3. Declaration of Interests
4. Consideration of dispensation requests
5. Co-option to fill the vacant seat following the election
 1. To co-opt Andrew Maskery
 2. Andrew Maskery to sign Declaration of Acceptance form
6. Appointment of a Proper Officer
 1. To constitute the post of Clerk and Responsible Financial Officer
 2. To appoint Terence Carlin as unpaid Clerk & RFO on a temporary basis
 3. To agree a plan to recruit a qualified proper officer to take on the role of Clerk & RFO as soon as possible
7. Appointment of councillors to lead on:
 - Highways & Rights of Way
 - Planning
8. Recognition of Previous Councillors:

To thank Terence Carlin, Jean Barker, Maurice Finch, Matthew Bickerton and the late Richard Gooding for their years of service as councillors

9. **Financial Report**
 1. Current Financial Statement
 2. Appointment of Auditor
 3. Audit documentation & submission
 4. Outstanding invoices
 5. Transfer of bank account signing authorities

10. **Asset Register:**
To appoint a councillor to evaluate the current condition of parish assets and report to the next meeting

11. **LPC Website:**
To receive an update on the LPC website
To consider reinstating the existing website to fulfil legal requirements
To appoint a councillor to lead on responsibility for the website and report to the next meeting with a plan for LPC website content and management

12. **Insurance:**
To review quotes and agree insurance for the year ahead

13. **Suffolk Association of Local Councils:**
To consider renewal of membership
To consider opportunities for training for new councillors through SALC

14. **Planning & Licensing Applications:**
To receive an update on current applications:
 1. Application No DC/23/0679/CLE
Site Old Park Farm
Proposal Certificate of lawful use of buildings used for storage purposes

 2. Application No DC/23/1157/FUL
Site Old Park Farm
Proposal Change of use of buildings from storage of caravans (B8) to unrestricted storage(B8)

 3. Application No DC/23/1359/FUL
Site April Cottage
Proposal Single storey glazed link and two storey extension

 4. Application No DC/23/1360/LBC
Site April Cottage
Proposal Listed Building Consent - Single storey glazed link and two storey extension

 5. Application No DC/23/1698/P20ZA
Site Unit F Old Park Farm
Proposal Prior Notification demolition of redundant commercial building and replacement building of new dwelling

15. B 1078 SID Signs:
To receive an update on the current situation and consider action to be taken.

16. Matters for the Next Meeting:
To raise any matters not on this agenda which could be put on the agenda for discussion at the next meeting.

Signed: Date:
Paul Clarke 17.05.2023
Letheringham Parish Council

NOTE:

The hall is booked for another meeting from 7.45pm and this LPC meeting will need to be concluded before that. However, if there is time, there will be an opportunity for any residents attending to give their views and question the parish council or raise issues for future consideration.

Meetings are open to the public