

Letheringham Parish Council

Minutes of the Parish Council Meeting held on
Monday 22 May 2023 Easton and Letheringham Village Hall

In Attendance

Councillors:

Paul Clarke (PC)
Malcolm Ross (MR)
Jan McNeill (JM)
Trevor Gill (TG)
Clerk/RFO:
Terry Carlin (TC)

Public Attendance: Maurice Finch (MF) Polly Ffitch (PF) David Holborow(DH) Ruth Holborow (RH) Mike Lloyd (ML) Andrew Maskery (AM)

The Meeting Opened at 6 pm

Formation of the Council

The assembled Councillors signed their declaration of Acceptance of Office forms and these were handed to TC to be held in LPC files. All new councillors signed the method of summons forms enabling the summons to be delivered electronically. The newly elected members were reminded that they needed to complete their register of interest forms and election expenses nil returns were required

Election of Officers

- 2023.01.1** PC was proposed and seconded to the post of Chair of LPC. PC accepted the post but stated that he would only serve for 12 months. PC was elected as Chairman by unanimous vote and duly signed the acceptance of Office as chairman Form
- 2023.01.2** TG was proposed and seconded to the post as Vice Chair of LPC. TG accepted the Post and was elected Vice Chair by unanimous vote and duly signed the declaration of acceptance of office form

Apologies

2023.02 none

Declaration of Interests

2023.03 None.

Consideration of dispensation requests

2023.04 None

Co-option of Councillor vacancy

2023.05 MR proposed Andrew Maskery be co-opted to fill the vacancy, seconded by JM. AM completed the co-option application form and was co-opted as councillor unanimously. AM duly signed the declaration of acceptance of Office forms & method of summons forms

Appointment of a Proper Officer

2023.06.1 LPC agreed to constitute the post of Clerk/ RFO

2023.06.2 LPC appoints Terence Carlin as Temporary Volunteer Clerk & RFO to carry out the role and responsibilities as defined in s.112 of the Local Government Act 1972 for a maximum of six months. There will be no remuneration or entitlement to any monetary payment save for expenses.

2023.06.3 It was agreed that PC would establish the process to recruit a Clerk / RFO with immediate effect.

Appointment of councillors to lead on: Highways & Rights of Way; Planning

2023.07.1 It was agreed that JM would lead on Highways & Rights of Way

2023.07.2 It was agreed that TG would lead on planning supported by AM

Recognition of Previous Councillors

2023.08.1 The new LPC Councillors expressed their thanks the previous Councillors Mathew Bickerton, Maurice Finch, Jean Barker, Terence Carlin and the late Richard Gooding for their work over many years.

2023.08.2 It was agreed that PC, as the new Chair, should write to Jean Barker thanking her for her 25 years plus, as a Councillor and for the many years that she held the Village BBQ at Cherry Trees.

Financial Report

2023.09.1 PC stated that there was insufficient time to discuss the AGAR's required for submission to internal audit and requested that these be held over to a subsequent meeting.

2023.09.2 PC requested that the decision on appointed the internal auditor be held over to the next meeting.

2023.09.3 PC said he was unwilling to sign off the minutes of the last LPC meeting held on the 24/08/2020 as he had only received them a few hours before this meeting and had been advised by SALC that the meeting of 24/08/2020 was not valid as it was held more than six months since the previous meeting of 28/01/2020. He needed time to look into this.

2023.09.4 Whilst not discussed or agreed due to time constraints the LPC Financial statement and LPC accounts summary for May 2023 are attached as appendices to the minutes.

2023.09.5 It was agreed that PC, JM & AM would replace the existing signatories on the bank accounts. TC will progress this with Barclays Bank.

Asset Register:

2023.10 MR was appointed to assess the current condition of parish assets and report to the next meeting on their condition and any maintenance needed.
Note all assets are listed in the LPC financial account statements

LPC Website:

2023.11.1 **The website is now live** TC had paid the £60 to have the website reloaded. Cheque to be issued to TC once signing authorities established

2023.11.2 Work has started to update the website. TG agreed to take on the responsibility of updating the website and will update progress on potential improvements at the next meeting.

Insurance:

2023.12 TC had already obtained a quote from Zurich of around £260. Came & Co (previous insurers) now have a £600 minimum premium. It was agreed that PC & TC would liaise to get further quotes from potential insurers and purchase cover they considered offered best value.

Suffolk Association of Local Councils

2023.13.1 It was agreed that LPC should renew its subscription to SALC

2023.13.2 PC advised the new councillors that training was available from SALC and they could find this on the SALC website.

Planning & Licensing Applications:

2023.14 Due to shortage of time no discussion took place on the planning submissions detailed on the Agenda. PC & TG suggested another meeting would need to be arranged to discuss planning applications

B 1078 SID Signs

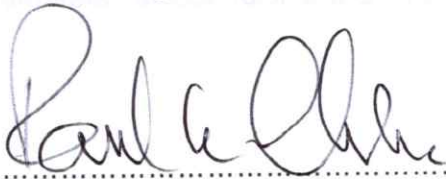
2023.15 TC stated that within the accounts there is earmarked funding for the Sid sign project (*comprising of £1100 Enabling Communities grant we received in 2015 from Suffolk Coastal and £1225.43 locality grant from Suffolk County Council in 2017*) * detail added post meeting

TC added that since the chevrons and recommended 30mph limit were installed and the subsequent reduction in accidents these grant monies could be used for alternative projects if Suffolk County Council and East Suffolk Council Councillors give their approval to the alternative projects.

It was agreed that JM, as Highways lead, would liaise with Terry and look into the current situation and report back to the next meeting.

Matters for the Next Meeting:

2023.16 The meeting ran out of time and closed at 7.30 without discussion of this item.

Signed  Date 26/6/2023

LPC Accounts Circulated prior to meeting but not discussed in meeting

Letheringham Parish Accounts
COMMUNITY ACCOUNT #50571423

Statement of account as at 22/05/2023
(2023-2024)

	date	Cheque no	debit	credit	total balance	vat	account statement date
C/F from 2021/2023	31/03/2023				£8,243.16		£8,243.16 31/03/2023
SCDC present	28/04/2023			£1,200.00	£9,443.16		
CHT (Pads)	22/05/2023	100292	£115.20		£9,327.96	£19.20	
website reimburse TC SALC	22/05/2023	100293	£60.00		£9,267.96		
Village hall hire							

BUSINESS SAVER ACCOUNT #50571431

date	Payments	Receipts/ interest payments	Balance	Bank statement date	statement date
C/F	31/03/2023		£269.03	£269.03	10/03/2023

Total account balances

date	Community Account	business premium account	total funds available
31/03/2023 c/f	£8,243.16	£269.03	£8,512.19
22/05/2023	£9,443.16	£269.03	£9,712.19

LPC

ASSET REGISTER

Capital asset	Value (£)	Comment
Village sign	£1,469.00	Sign insured for public liability and replacement cost £4000
Phone box	£1.00	Replacement value £1000
Salt Box	£150.00	Replacement value £150
Millennium seat	£485.00	Replacement value £500
defibrillator	£2,130.00	replacement value £2130
Darcy Booms	£550.00	replacement value £550
village notice board	£500.00	replacement value £500
Total	£5,285.00	total replacement £8780

Approved Minute ReferenceNONE.....

Letheringham Parish Council

Financial Report as 22/05/2023

Cheques not presented for payment at this meeting

CHT (Pads)	22/05/2023	100292	£115.20
website reimburse TC	22/05/2023	100293	£60.00

Income received

SCDC precept	28/04/2023		£1,200.00
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Current position

Community Account	£9,443.16
Business Premium Account	£269.03
TOTAL	£9,712.19

Current position after cheques are paid

Community Account	£9,267.96
Business Premium Account	£269.03
TOTAL	£9,536.99

expenditure not discussed