

Letheringham Parish Council

Minutes of the Annual Parish Council Meeting held
at 7.45 pm on Monday 18th May 2015
at Easton & Letheringham Village Hall

In Attendance

Terry Carlin (Chairman & Financial Officer)
Matthew Bickerton (Vice Chairman)
Jean Barker
Maurice Finch

Paul Clarke (Clerk)

Public Attendance

David Allan (DA)
Richard Gooding
Paula Latimer (PL)
Mike Lloyds (ML)
SCC Peter Bellfield (PB) (part)

Public Forum

TC invited people to comment on any issues they wished to raise.

PL reported that she had had a very unnerving incident at the B 1078 Park Corner junction. TC said that he had seen a motorbike travelling at about 80 mph there. MB said he regularly hears a motorbike travelling at very high speed along the B 1078. It was agreed that the cutting back of vegetation around the rape crop on the Charsfield side of the junction a few weeks ago had helped and it had now grown up again.

Action: PC will contact Peter Holloway to ask him if he would cut again.

ML said that his applications for planning consent and prior approval at Seven Spar farm had not yet been granted. In fact he is currently in negotiation with a care farm based in Melton which is interested to take on all of the pig units and half of the paddock. If this goes ahead, the consents will not be required.

JB reported that Peter Carlo had cleared around the grit box ready to paint it then found he had green, not black, paint. He will paint it when he has suitable paint.

PCSO Hassler was unable to attend but his report (Appendix A) stated there had been no crimes between 01.03.15 and 30.04.15.

SCDC Carol Poulter had not been invited to the meeting as her election had not been confirmed when agendas went out and there were still no e-mail or telephone contact details for her on SCDC website on the day of this meeting.

The public forum closed at 7.50 pm and the Annual Parish Council Meeting began.

2015.25 Elections

- 2012.25.1** Acceptance Declaration forms were signed by all councillors.
- 2015.25.2** **Chairman : TC agreed to continue. JB proposed, MF seconded. Unanimously agreed.**
Vice Chairman : MB agreed to stand. TC proposed, MF seconded. Unanimously agreed.
- 2015.25.3** Acceptance Declaration forms were signed by both parties.

2015.26 Apologies

PCSO Christian Hassler, Andrew Maskery,

2015.27 Declaration of Interests

None declared for items on this agenda.

2015.28 Approval of Minutes of Meeting on 30.03.2015

Approved and signed.

2015.29 Matters of Report

Minutes from LPC meeting February 23rd 2015 On preparing for the audit PC had noticed that these had been circulated and signed with the date and venue of the January meeting in the title. The signed copy had been amended by hand and the amendment signed by TC.

Church Warden PC reported that Keith Wallace had been re-elected as Church Warden. This is his sixth year and the last year he is eligible to hold the office because the maximum term is six years.

Correspondence

Insurance The spring edition of Council Matters had been received from LPC insurance brokers Came & Co. A speculative quotation had been received from A on . The premium was significantly higher than LPC currently paying and PC had not compared the cover.

Road Surface Fault:

PC had reported to SCC Highways the fault that had developed outside Riverbend Cottage in the road surfacing applied in December 2014. SCC had inspected and reported it to the contractor to inspect and repair. The work had not yet been done and PChad heard nothing further. TC had not received a reply to his request for an assurance that the contractor would be held to account in rectifying this and clarification of contract terms on faults.

2015.30 Planning & Licensing Applications

PC had checked with SCDC Planning Officer and established that both applications below had yet to be determined but decisions were imminent. No objections had been received and a response from Environmental Health was still awaited. It was likely that both would be approved, possibly with some conditions. LPC had not responded to SCDC regarding the applications.

2015.30.1 Application No DC/15/0383/PN3
Site Seven Spar Farm
Proposal Prior notification of change of use of agricultural building (Building 1) to Use Class B8 (storage)

2015.30.2 Application No DC/15/0384/FUL
Site Seven Spar Farm
Proposal Change of use of agricultural building (Building 4) to Use Class B2 (industrial)

2015.31 Financial Report

2015.31.1 Invoices for Payment
A cheque was signed to settle the following invoice:
SALC membership 15/16 Cheque no 100240 £32.00

2015.31.2 TC presented the accounts to the meeting. They appear as appendices to these minutes as follows:

Appendix B - LPC Financial Report 01.04.15 – 18.05.15
Appendix C - LPC Parish Accounts at 18.05.15

TC warned that £1,100 had been received in March from SCDC as grant towards vehicle activated signs but SCC's current policy was not to fit these any more. So, he was not sure what would be the outcome. For now the money was in the LPC account.

2015.32 Audit Submission 2014/15

TC confirmed that the internal audit had been completed by David Holborow. TC presented the following papers:

**2015.32.1 TC asked for agreement to Audit Submission Section 1 – Accounting Statements.
Approved unanimously.**

- 2015.32.2 **Audit Submission Section 2 – Annual Governance Statements – had been circulated to councillors ahead of the meeting.
Approved unanimously.**
- 2015.32.3 **The Audit Return Commentary (Appendix D) was read out by TC.
Approved unanimously.**
- 2015.32.4 **The Reconciliation of Consolidated Accounts 2014/15 (Appendix E) was read out by TC.
Approved unanimously.**

The meeting was closed at 8.30 and the Public Forum reopened to hear from SCC Peter Bellfield

SCC Peter Bellfield said he had nothing really to add to his report to the APM on March 30th. He reiterated his apology for his reduced level of service over the past twelve months due to ill health.

PB said Ofsted had recognised that SCC had made some improvements in Education but SCC still needed to improve. SCC is now carrying out its own assessments of its poorly performing schools and pairing up failing schools with good ones or getting help from good schools to improve the poor ones. Nineteen head teachers, mostly at primary schools, had been sacked. Summer 2014 exam results had shown improvements. In two out of three key areas the results were just 1% below the national average and in one key area they were at the national average. PB said this was not good enough but the results showed improvement. SCC is held responsible where academies are failing even though these are largely outside its control.

TC raised the issue of the failure of an area of the road resurfacing in Letheringham done in December 2014. He was concerned that the contactor be held responsible for making good but had had no response to his query to David Chenery. PC made the point that it appeared that the Highways Area Inspector who retired in February had not been replaced and he was concerned that the department remained understaffed. PB's response was that this was saving money.

On the B 1078 PB was challenged about SCC Highways' very poor performance. There has still been no further progress on the signage scheme which was due to be developed following the December 2013 meeting with Graham Newman – even nine months after a fatal accident. PB replied that the threshold was now three fatalities.

TC raised the issue of SCC's policy, or otherwise, not to install new Vehicle Activated Signs (VAS). He said he had found no evidence of a formal adoption by councillors of the policy and it was based on a TRL study on 30mph limited roads in south London. SCC's position also conflicts with official DoT guidance which is that VAS are effective on rural roads.

PB said the Chief Fire Officer was now responsible for Highways at Director level. TC queried this and PB said the CFO was an effective manager and this was saving money.

The Public Forum ended and the meeting was re-opened at 9.00pm

2015.33 Appointment of Clerk

2015.33.1 TC proposed and MF seconded:
LPC continues to split the roles of Clerk and Financial Officer as currently. Both roles continue as Local Government Act 1972 s.112 posts. Councillors recognise that either of these roles being occupied by councillors rather than officers is not best practice but agree it provides a practical solution in a very small council.
Agreed unanimously.

TC proposed and MF seconded:
LPC re-confirms the position of Financial Officer created under S112 of the Local Government Act 1972 at its meeting on 28th November 2011 (item 5 Matters of Report) continues to be an officer position which fulfils the duties of the S151 role and cannot be remunerated.
Agreed unanimously.

TC agreed he was willing to continue in the post. JB proposed TC as Financial Officer and MF seconded.
Agreed unanimously.

2015.33.2 TC proposed and JB seconded:
LPC appoints David Allan as Volunteer Clerk to carry out the role and responsibilities of the proper Officer as defined in s112 of the Local Government Act 1972. Volunteer is as defined by s 44 of The National Minimum wage Act 1998.
Agreed unanimously.

2015.34 Phone Box Defibrillator

Since the last meeting Fiona Siddall had contacted LPC to say that Easton Farm Park had just been given a defibrillator for use by the farm park and the local community. PC had established that this project might be eligible to receive some funding from Easton Festival if an application was made by the end of June and from the Adnams Charity which considers applications quarterly.

The matter was discussed. Because of the short time after a heart attack when a defibrillator can be used, it was considered that it might be worth having a device in Letheringham as well as the EFP one. It was agreed to go ahead with applications for funding.

Action: TC & PL to apply to Easton Festival and Adnams and PL to seek other sources of funding.

2015.35 B1078

TC said he was still awaiting a date for the inquest into the fatality on the B 1078 in August 2014. He has submitted to the coroner a response to SCC Highways' response to LPC's original submission to the inquest.

There has been no progress on the design of the signage scheme instigated following the December 2013 site meeting, despite the fatal accident.

Action: TC will circulate to all residents the latest LPC submission.

2015.36 LPC Website

MB confirmed that a website has been set up on OneSuffolk. It is currently in a very basic form and not linked to any search engines. It will be possible for different people to be given access to modify different areas of the site to keep it up to date. Various suggestions for further information and links for the site were made but it was agreed that the first priority should be simply fulfilling the new statutory requirements under the Transparency Code.

Action: MB & DA will add content to the website to comply with the Transparency Code.
TC will write a few words of introduction for the home page.

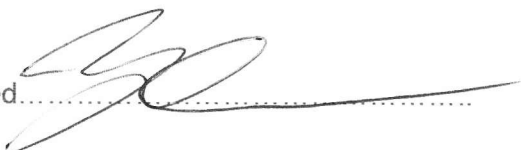
2015.37 BBQ

All councillors agreed they were willing to continue with the practice of sharing the cost of the meat and main salads between them – about £40 each in previous years.

JB offered to host the BBQ again in 2015 and said this would be the last year she would do it. **The date was set for Sunday August 2nd.** MF agreed to lend the tent as previously. PC will lend urn and tea cups and saucers as previously.

The meeting closed at 9.40 pm.

Signed.....



Date.....

27/7/2015

27/7/2015

Next Meeting:

Monday 27th July 2015 at 7.45 pm in the village hall

Appendices follow:

- A Report from PCSO Hassler
- B Financial Report for 31.03.15-18.05.15
- C LPC Parish Accounts to Date 2015/16
- D LPC Audit Return Commentary 2014/15
- E Reconciliation of Consolidated Accounts 2014/15



SAXMUNDHAM AND FRAMLINGHAM **SAFER NEIGHBOURHOOD TEAM**

Police station, Station approach, Saxmundham
&

Police station, Saxmundham road, Framlingham.

LEATHERINGHAM

COUNCIL POLICE REPORT

Date 18 / 05 / 2015

This report has been prepared by

PCSO 3034 HASSLER based at Framlingham Safer Neighbourhood Team.

CRIME UPDATE

There have been **No** reported crimes from (1st of March 2015 through to 30th of April 2015).

Police Connect

For those of you that haven't signed up for the New Police Connect yet, please don't forget about it!

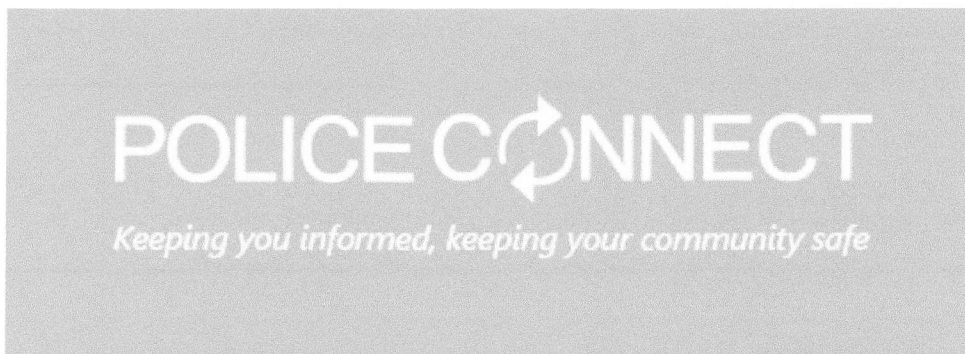
This is replacing Police Direct.

The service is free, easy to use and is proving to be a very valuable policing tool.

The service doesn't just assist us it also benefits you. You will receive regular updates either via text, email or landline letting you know what is happening in your area.

Leaflets are available at all police stations or visit our website.

suffolk.police.uk/policeconnect



CONTACTING THE POLICE

YOUR LOCAL OFFICERS ARE:

PC 1410 BURT
PCSO 3034 HASSLER
PCSO 3051 MANN

PCSO 3195 HINTON

In an emergency always dial 999

To report a crime, speak to your local officers or leave a message, please dial **101**

Any member of the team can be contacted at FRAMLINGHAM.SNT@SUFFOLK.PNN.POLICE.UK

Check the website www.suffolk.police.uk for our engagements.

Our website as detailed below also has an email link to contact us.

Please also have a look at the Suffolk Constabulary Website, which can offer further help and advice.

To find the Framlingham and Saxmundham safer neighbourhood team website please see www.safersuffolk.org.uk

PCSO 3034 HASSLER

Letheringham Parish Council

Financial Report as at 18th May 2015

Cheques presented for payment at this meeting

	date	cheque no	debit
SALC membership fees	18/05/2015	100240	£32.00

Income received

	date	credit
SCDC precept	30/04/2015	£525.00

Current position before cheques are paid

Community Account	£2,295.66
Business Premium Account	£266.88
TOTAL	£2,562.54

Position once cheques and payments are cleared:

Community Account	£2,788.66
Business Premium Account	£266.88
TOTAL	£3,055.54

Expenditure approved. Minute 2015.31.1 refers
Date 18/05/2015

Letheringham Parish Accounts 18th May 2015

Community Account # 50571423 May 2015

	date	Cheque no	debit	credit	total	vat	account statement	statement date
C/F from 2014-2015 SCDC	31/04/2015				£2,295.66			
precept SALC	18/05/2015			£525.00	£2,820.66			
membership fees		100240	£32.00		£2,788.66			

Business Saver A/c # 50571431

transaction	date	Payments	Receipts/ interest payments	Balance	Bank statement	statement date
acct interest payment	02/09/2013		£0.03	266.69	£266.69	11/10/2013
acct interest payment	02/12/2013		£0.03	£266.72	£266.72	12/12/2013
acct interest payment	11/04/2013		£0.03	£266.75	£266.75	14/04/2014
acct interest payment	02/06/2014		£0.03	£266.78	£266.78	02/06/2014
acct interest payment	08/09/2014		£0.04	£266.82	£266.82	10/10/2014
acct interest payment	08/12/2014		£0.03	£266.85	£266.85	15/12/2014
acct interest payment	19/03/2015		£0.03	£266.88	£266.88	10/04/2015

Total account balances May 2015

date	Community Account	business premium account	Total funds available
31/03/2014	£817.73	£266.72	£1,084.45
26/05/2014	£1,168.29	£266.75	£1,435.04
28/07/2014	£1,134.89	£266.78	£1,401.67
29/09/2014	£975.89	£266.78	£1,242.67
24/11/2014	£1,371.66	£266.82	£1,638.48
26/01/2015	£1,371.66	£266.85	£1,638.51
30/03/2015	£2,295.66	£266.88	£2,562.54
18/05/2015	£2,788.66	£266.88	£3,055.54

Letheringham Parish Council Audit Return Commentary 2014 / 2015

Commentary on the following Items from the audit return that have a significant level of variance

	2013/2014 (£)	2014/2015 (£)	VARIANCE(£)
Box 1 balance brought forward	657	1084	427
box 3 total other receipts	nil	1100	1100
Box 6 total other payments	606	672	66
Box 7 Balances carried forward	1084	2562	1478
box 8 Total cash and short term investments	1084	2562	1478

Box 1 balance brought forward from 2014

The balance brought forward from 2013 - 2014 financial year, was £297 above the 2013-2014 Budgeted level as a result of expenditure savings/ under spends on insurance and secretarial support and SALC training costs and reflects the Parish Council's desire to increase their reserves.

Box 3 total other receipts

The £1100 increase in other receipts reflects the receipt of an "Enabling Communities" grant of £1100 received from Suffolk Coastal District Council on the 13.03.2015 the purpose of this grant is to provide Vehicle Activated speed signs on the B1078 as it passes through Letheringham. Total cost of the sign will be £4000 and will require an additional £3000 funding from Suffolk County Council. We have been advised that SCC have ear marked budget/ funding for this project and we await final agreement from SCC highways regarding timescales and final costs.

Box 6

The £66 increase in other payments is a 10.9 % increase on the previous years payments and is primarily accounted for by increases in Hall hire costs of £22, a reduction in secretarial support costs of £66 but with an additional expenditure of £110 for the repair of PC notice board.

Box7& 8

The £1478 increase in cash on hand reflects a total under spend against budget of £383. major under spends incurred on secretarial support (£204)* and SALC training (£150) an

unbudgeted expenditure of £110 for repair of notice board plus a budgeted increase in the cash reserve of £100 and the addition of the £1100 grant detailed in box 3
note Secretarial support incurred until September 2014 post 2014 work undertaken by an unpaid volunteer.

The above explanations were presented and approved at the Letheringham Parish Council Meeting of the 18th May 2015 LPC minute 2015.32.3 refers

Chairman

Terence Carlin

TC 27/5/2015

Reconciliation Consolidated Accounts 2014 -2015

Account Balances	Cash Book Accounts	Bank Statement	Bank Statement Date
Account 50571431 @ 31 March 2015	266.88	266.88	10.04.2015
Account 50571423 @ 31 March 2015	2,295.66	2,471.66	20.03.2015
Total balance @ 30 March 2015	2,562.54	2,738.54	
Difference between bank statements and cash book			176.00

Cash book / bank statement reconciliation commentary

The difference between cash book total and bank statements totals is £176.00 this is accounted for by cheque 100239 drawn on account #50571423 for £176 (Annual village Hall hire charge) which was issued on the 30/03/2015 but not debited from account # 50571423 in our latest bank statement for this account dated 20th March 2015