

Letheringham Parish Council

Minutes of the Parish Council Meeting held
at 7.45 pm on Monday 28th September 2015
at Easton & Letheringham Village Hall

In Attendance

Terry Carlin (TC) (Chairman & Financial Officer)
Maurice Finch (MF)
Matthew Bickerton (MB)

David Allan (DA) (Clerk)

Public Attendance

Richard Gooding (RG)
Paula Latimer (PL)
Brian Latimer (BL)
Mike Lloyds (ML)
Andrew Maskery (AM)

Public Forum

AM addressed the meeting regarding the Village Hall. External work had been completed over the summer to the rear of the building, with the windows and wall having been painted.

The final event of the 50th Anniversary year was scheduled for the 28th November 2015 as a 60's themed party with a Cocktail Bar and optional fancy dress. Any enquiries regarding tickets can be directed to AM at his email address, or to the relevant contacts set out in the Benefice magazine.

AM also advised that the Easton website has been updated so that updates would be automatically generated for anyone registering their email address on the site.

RG advised that, following the completion of building work lasting 2½ years, there would be an Open Day at Letheringham Mill on the afternoon of October 31st 2015 from 2.30pm with some refreshments and Fireworks until around 7.00pm. Further details to follow.

PL addressed the meeting regarding the Defibrillator, and arrangements with Community Heartbeat Trust (CHT) following the kind donation of £1,750 by The Adnam's Charity to cover the cost of purchase./

The sum provided by Adnam's enabled the purchase of the defibrillator, and also included the Webnos Governance System, a seminar and training, post-event counselling, AED signage, and a Hi-Vis jacket and torch.

CHT then offered a choice of packages regarding servicing and other options. In short, there were three options: (i) not to take up any package; (ii) the Basic package which encompassed spare parts, replacement and servicing costing £126.00 pa; and (iii) the Bronze package, which included the Basic package plus insurance, costing £199.00 pa.

The meeting was advised that the Council's existing Insurer's, Came & Co, had been contacted and confirmed that the defibrillator would be specifically added to the policy at no extra cost. Accordingly, it was agreed that the Bronze package, including insurance, was therefore not an option that needed to be considered.

After some discussion, it was agreed that servicing of the equipment was important, and indeed that the Council may fall short of its duty of care if it allowed the defibrillator to become inoperative due to poor maintenance. It was therefore unanimously agreed that the Basic package should be purchased, at an annual cost of £126.

TC raised an issue regarding the cost of power to the system, and it was confirmed that, in an email dated the 24th September 2015, BT had undertaken to provide power for a period of seven years following installation. With regard to installation, this remained the responsibility of the Council, and it was agreed that DA would contact Bayfield's to ascertain potential cost, with MF offering to complete PAT testing post-installation.

ACTION REQUIRED: DA TO CONTACT BAYFIELDS

[Note: This has been done and an estimate of costs is awaited]

PL also advised that there was a separate option to implement the VET System, which would automatically generate calls to ten local numbers in the event of a call to the emergency services that required, or potentially required, use of the defibrillator.

There was a general discussion regarding the necessity and value of this option, costing £100 pa, the impact of local First responders and means of providing funding if a decision was taken to adopt it.

Ultimately, it was unanimously agreed that this option would be 'parked' for the time being and re-visited once the system was installed and operative, albeit with a query that it was necessary at all or provided any real benefit or value for money.

One further option offered by CHT related to a plaque to mark the contribution of The Adnam's Charity, and it was agreed by all present that this was the least that could be done to mark Adnams' generosity. PL agreed to liaise with Vicky at Adnam's regarding this and the provision of logos etc to enable the plaque to be completed and installed on the phone box.

ACTION REQUIRED: PL TO CONTACT VICKY AT ADNAMS

CHT recommended that a Local Scheme Co-ordinator be appointed and, on PL volunteering for this position, it was unanimously agreed that PL should be duly appointed.

Pending the installation of equipment, it was agreed that the undergrowth around the phone box should be cleared and the area given a general tidy up. TC indicated that Jill and Jan would be willing to volunteer to paint the phone box in due course, PL offered to arrange for appropriate paint to be obtained and to speak to Adnam's regarding dates and timescales, and DA agreed to arrange for the undergrowth to be cleared

**ACTION REQUIRED: 1. PL TO LIAISE WITH ADNAMS & ORGANISE PAINT
2. DA TO ARRANGE FOR CLEARING OF UNDERGROWTH**

Expenditure relating to the phone box was confirmed as being £1750 for the purchase of the defibrillator, £25 for shipping costs and £126 for the initial annual maintenance charge, and cheques were completed and signed by MF and MB accordingly.

RG raised an issue regarding warranty on the equipment and it was agreed that this should be clarified. PL stated that the Parish Council had two duties with regard to the installed equipment, namely to ensure that it was the right equipment and that it was properly maintained and kept in proper working order. The decision to take on the Basic maintenance package was reiterated and confirmed as meeting the required duty of care.

ACTION REQUIRED: PL TO CLARIFY ISSUE OF WARRANTY

ML raised the issue of broadband service in the local area and whether there was any means of improving this. He referred to a mast installed by Alistair Kerr and whether this might be used by other residents, but it was thought that this was not working at present and was not thought to be used for broadband.

ML stated specifically that the Care Farm being established at Seven Spar Farm need to access broadband, and updated the meeting regarding the work being done on establishing the Care Farm, with animals being obtained and Portacabins being developed and converted.

MB stated that there was a plan for a broadband scheme running between Leiston and Cambridge, although this did not appear to offer any potential assistance to Letheringham. However, there was also a government scheme to subsidise High speed Broadband, which was aimed specifically at local businesses who could conglomerate their funding to facilitate improvements which might then benefit local non-business users. However, this would also include significantly greater ongoing costs compared to standard broadband connections.

The public forum closed at 8.30 pm and the Parish Council Meeting began.

2015.54 Apologies

PCSO Christian Hassler, who provided a Report confirming that there were no reported crimes in Letheringham between the 1st July 2015 and the 31st August 2015 (Appendix A)

Carol Poulter had also send her apologies, as she was due at a meeting in Ipswich. It was understood that peter Bellfield was unable to attend due to ill-health, and no reply had been received from Steven Burroughes, who was standing in for Peter during his absence.

Jean Barker was unable to attend and also sent her apologies through TC.

2015.55 Declaration of Interests

None declared for items on this agenda.

2015.56 Approval of Minutes of Meeting on 01.09.2015

Approved and signed, with an appropriate amendment to address an issue raised by Alistair Kerr.

2015.57 Planning & Licensing Applications

No new planning applications had arisen since the previous meeting.

DA confirmed that representations and comments had been submitted to SCDC on the 10th September 2015 by email and post, and copies of this had been circulated to Councillors and Residents.

No acknowledgement or response had been received to date, but it was anticipated that this application would go to Committee in due course.

TC confirmed that he had attended the Easton Parish Council meeting regarding this application, at which Fiona Siddell had addressed some issues and, inter alia, confirmed that the proposed scheme involved mobile and not static caravans, but had been unable to fully address issues regarding potential traffic movements.

ACTION REQUIRED: DA TO SEND FOLLOW_UP EMAIL TO BEN WOOLNOUGH REGARDING THE EFP APPLICATION

2015.58 Insurance

It was agreed that the Insurance Policy with Came & Co. should be renewed.

A cheque for £159 was completed and signed by MF and MB.

It was confirmed that this policy would specifically cover the defibrillator equipment at no additional cost.

ACTION REQUIRED: DA TO SEND CHEQUE TO CAME & CO AND OBTAIN REMITTANCE ADVICE

2015.59 Financial Report

2015.59.1 Money Received

A remittance Advice has been received from SCDC regarding the 2nd Precept Instalment, but as this is not due to be paid until the 30th September it will be addressed at the next meeting

2015.59.2 Accounts and Financial Report

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

- Appendix B - LPC Financial Report to 27th September 2015
- Appendix C - LPC Parish Accounts at 27th September 2015

TC reported that 3 pence interest had been earned on the deposit account, resulted in current a balances of £4,805.58 in the Community and Business Premium Accounts before cheques are cleared.

A cheque for £1,750 had been received from The Adnams Charity for the costs involved in installing the Defibrillator in the Phone Box (see below)

2015.59.3 Cheques Drawn

Cheques were completed and signed for the following, as addressed above:

Cheque Number 100241: £ 159 for Came & Co. re Insurance
Cheque Number 100242: £1,750 for Community Heartbeat trust for Defibrillator
Cheque Number 100243: £ 126 for CMT for Basic Maintenance package
Cheque Number 100244: £ 25 for CMT for Shipping of the Defibrillator

2015.59.4 Annual Return for Financial Year ended 31st March 2015

The Audited Annual Return was presented by TC, which confirmed a 'clean bill of health' and did not give rise to any issues.

ACTION REQUIRED: AUDITED ACCOUNTS TO BE PUBLISHED

[Note: Accounts uploaded onto website (but separate Accounts section required) and will be circulated to all residents along with these minutes).

2015.59.5 Budget

It was agreed that decisions and confirmation of the Budget would be postponed until the November meeting pending clarification regarding expenditures required.

2015.60 Phone Box

Matters raised above in Public forum were confirmed and reiterated.

2015.61 B1078

A response was awaited regarding the proposed alteration of road markings.

[Note: Since the meeting, a response from the County Council has been received. This has been circulated to Councillors, and a copy will be circulated to all Residents along with these Minutes]

2015.62 Wickham Market Plan

An additional items was raised relating to a letter received from the Wickham market Parish Council regarding a decision to write a Neighbourhood Plan, which is anticipated to take 2-3 years to complete.

Neighbouring Parishes had been asked whether they wanted to be included within this Neighbourhood Plan. It was unanimously agreed that there was no need or benefit for Letheringham to seek inclusion, and that no response to this enquiry was required.

The meeting closed at 9.30

Signed.....

Date..... 30/11/2015

Next Meeting: Monday 30th November 2015 at 7.45 pm in the Village hall

Appendices follow:

- A Report from PCSO Hassler dated 28.09.2015
- B Financial Report to 28.09.2015
- C LPC Parish Accounts to 27.09.2015



SAXMUNDHAM AND FRAMLINGHAM **SAFER NEIGHBOURHOOD TEAM**

Police station, Station approach, Saxmundham
&

Police station, Saxmundham road, Framlingham.

LEATHERINGHAM COUNCIL POLICE REPORT

Date 28 / 09 / 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 July 2015 through to 31st of August 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

POLICE  NNECT

Keeping you informed, keeping your community safe

Letheringham Parish CouncilFinancial Report as at 28th September 2015

Cheques presented for payment at this meeting

	date	chq Num		
Insurance (Came & Co.)	27/09/2015	100241	£	159.00
defibrillator	27/09/2015	100242	£	1,750.00
Maintenance	28/09/2015	100243	£	126.00
Shipping (of defibrillator)	28/09/2015	100244	£	25.00

Income received

	date	credit
interest	07/09/2015	£00.03

Current position before cheques are paid

Community Account	£4,538.66
Business Premium Account	£266.92
TOTAL	<u>£4,805.58</u>

Position once cheques and payments are cleared:

Community Account	£2,629.66
Business Premium Account	£266.95
TOTAL	<u>£2,896.61</u>

Expenditure approved minute refers
Date 28/09/2015

Letheringham Parish Council

Financial Report as at 28th September 2015

Cheques presented for payment at this meeting

	date	chq Num	
Insurance (came & co)	27/09/2015	100241	£159.00
defibrillator	27/09/2015	100242	£1,750.00

Income received

	date	credit
interest	07/09/2015	£00.03

Current position before cheques are paid

Community Account	£4,538.66
Business Premium Account	£266.92

TOTAL £4,805.58

Position once cheques and payments are cleared:

Community Account	£2,629.66
Business Premium Account	£266.95

TOTAL £2,896.61

Expenditure approved minute refers
Date 28/09/2015

Letheringham Parish Accounts 27th September 2015Community Account
50571423

(2015-2016)

	date	Cheque no	debit	credit	total	vat	account statement	statement date
C/F from 2014-2015					£2,295.66			
SCDC precept	31/04/2015			£525.00	£2,820.66		£2,820.66	26/05/2015
SALC membership fees	18/05/2015							
		100240	£32.00		£2,788.66			
Adnams	27/07/2015			£1,750.00	£4,538.66			
Insurance (came & co)	27/09/2015							
		100241	£159.00		£4,379.66			
defibrillator	27/09/2015	100242	£1,750.00		£2,629.66			

Business Saver account # 50571431

transaction	date	Payments	Receipts/ interest payments	Balance	Bank statement	statement date
c/f				£266.82		
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
acct interest payment	08/06/2015		£0.04	£266.92	£266.92	12/06/2015
	07/09/2015		£0.03	£266.95	£266.95	28/09/2015

Total account balances

date	Community Account	business premium account	Total funds available
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
27/07/2015	£4,538.66	£266.92	£4,805.58
28/09/2015	£2,629.66	£266.95	£2,896.61

