

Letheringham Parish Council

Minutes of the Parish Council Meeting held
at 7.45 pm on Monday 18th January 2016
at Easton & Letheringham Village Hall

In Attendance

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

David Allan (DA) (Clerk)

Public Attendance

Richard Gooding (RG)
Mike Lloyd (ML)
Brian Latimer (BL)

Public Forum

BL addressed the Council regarding the Defibrillator, all components of which had now been obtained and was ready for installation. Once installed, training sessions would need to be arranged and the ambulance service notified.

TC and MB agreed to meet and arrange installation, and BL would make enquiries regarding the maximum numbers that could attend a training session and when such training could be provided, to enable the Village Hall to be booked on a convenient date.

The work being undertaken on the B1078 was raised, with concerns that the workmen deployed appeared not to be using their time productively nor efficiently. There was also concern that the work completed so far did not significantly improve upon the signage that was being replaced.

TC stated that these matters had been raised by the Parish Council at the outset and that he had also spoken with David Chenery regarding this as well as the installation of a Vehicle Activated Sign in Ufford. DC had indicated that this was one of a number of temporary signs that were installed in villages to enforce 30mph zones, and suggested that there had been an amendment to the policy regarding VAS generally. This may have some relevance to the Parish Council's hope of securing a VAS on the B1078, and TC agreed to follow this matter up with DC, as well as discussing the conduct of the contractors currently being used in the light of further progress with the current scheme on the B1078.

MF raised a concern about swans, and in particular cygnets, hitting the power cable that runs above and across the meadow beyond Riverbed Cottage. MF had contacted the RSPCA as there had been two swans that had been killed as a result of this to date, and understood that John Kerr may also be aware and taking some action.

It appeared that the problem arose from the power cables at that location not being fitted with reflectors, unlike the adjacent cables. TC suggested that this may be an issue for UK Power

Networks and agreed to contact them, and DA would raise and clarify the position with John Kerr.

The public forum closed at 8.15 pm and the Parish Council Meeting began.

2016.01 Apologies

PCSO Christian Hassler had sent his apologies and had also advised that the Police were no longer providing crime reports for Town and Parish Councils, but that details regarding recorded crimes for specific areas could be ascertained at www.police.uk/#search (Copy attached at ANNEX A).

It was noted that a search of this site had recorded one alleged offence of Theft Other on or near The Street in Letheringham. The site indicated that this matter was currently under investigation and no further details were provided or available. No one at the meeting was aware or able to provide any further information regarding this matter.

Carol Poulter also sent her apologies, as she was due at a meeting elsewhere.

2016.02 Declaration of Interests

None declared for items on this agenda.

2016.03 Approval of Minutes of Meeting on 30.11.2015

Approved and signed by TC

2016.04 Matters of Report

2016.05 Planning & Licensing Applications

No new planning applications had arisen since the previous meeting.

A response had been received from Suffolk Coastal District Council confirming that the Planning Application submitted by Easton Farm Park for the improvement of facilities, shop and office and to amend the use of land from a 5 unit to a 70 unit caravan and campsite, with associated development (DC/15/3165/FUL) had been approved subject to certain conditions and restrictions.

A copy of this decision can be obtained from the SCDC website and will also be posted on the Letheringham Parish Council website.

With regard to the Planning Application submitted by Letheringham Mill, relating to the erection of a Pool House, swimming pool and Cart Lodge, RG stated that he had spoken to Ben Woolnough, who had indicated that he considered this to be a Permitted Development and was understood to be in the process of issuing a letter confirming this position.

The position of the Parish Council regarding this Application remained unchanged, as set out in previous Minutes and as communicated to the Planning department of SCDC.

2016.06 Phone Box / Defibrillator

The position as stated during the Public forum was confirmed.

It was agreed that painting would have to be postponed pending appropriate weather conditions, and this would be addressed at the meeting in March, together with suitable arrangements for an Opening ceremony to which Adnams would be invited.

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

2016.07 Financial Report

2016.07.01 Cheques Drawn

A Cheque for £5 was drawn in favour of Pauline Latimer in repayment of the VAT paid on the carriage charge for the Defibrillator that PL had paid from her own funds. This cheque was signed and handed to BL at the meeting.

A Cheque (#100246) was drawn and signed for the Churchyard Fund, and was provided to MF so that he could give this to Tim.

2016.07.02 Monthly Financial Report

3p interest had accrued resulting in a balance of £2841.64 across the two bank accounts, after taking into account the cheques drawn.

A detailed breakdown of the accounts was provided by TC and is annexed herewith (ANNEX B and C). These include a note regarding the number of cheques issued in relation to the Defibrillator, which included the sum of £355 in VAT which will need to be re-claimed.

ACTION: TC TO ESTABLISH PROCEDURE FOR RE-CLAIMING THIS VAT.

TC confirmed that the insurance had been paid to date but it was noted that the asset register appeared to omit the Village Noticeboard.

ACTION: TC TO CLARIFY POSITION RE NOTICEBOARD AND DA TO CHECK COVERAGE IN RELATION TO SALT BOX ANT OTHER ASSETS.

2016.08 Budget 2016/17

TC briefly reviewed the Revised Budget for 2015/16, which showed £305 into reserves given the precept payment of £1050 with the money received from Adnams for the Defibrillator (£1750) together with the SCDC grant of £1100.

A proposed budget for 2016/17 was presented, based on assumption that the position of Parish Council Clerk would continue on a voluntary basis.

MOTION: WHETHER THE PROPOSED BUDGET FOR 2016/17 WAS AGREED OR NOT
It was unanimously resolved that the Proposed Budget for 2016/17 was agreed.

Accordingly, it was agreed that the proposed Precept for 2016/17 of £1,050 be agreed, and for the District Council to be advised accordingly.

The meeting was advised that the issue of the £1,100 SCDC Grant had been raised with CP, who had confirmed that this could be applied to other purposes if necessary. Suggestions were invited regarding the use to which these funds might be put, although any final decision would await clarification regarding the apparent change in Policy relating to Vehicle Activated Signs, and whether these funds might therefore be put towards the original purposes of securing the installation of such equipment on the B1078.

2016.09 Vacancy on Parish Council

DA outlined the procedure involved in addressing a Casual Vacancy.

TC advised that the Election Office had already confirmed that this process was not required as the vacancy did not arise through resignation, and that a suitable volunteer could therefore be co-opted onto the Council.

RG volunteered to stand, and his appointment was proposed and seconded by TC and JB respectively.

MOTION: Whether to Co-opt RG onto the Council or not

It was resolved unanimously that RG be co-opted onto the Parish Council, such appointment to take effect following the completion of formal declarations at the Meeting in March 2016.

ACTION: DA TO ENSURE THAT APPROPRIATE FORMS ARE AVAILABLE

The meeting closed at 9.15

Signed.....

Date.....14/3/2016

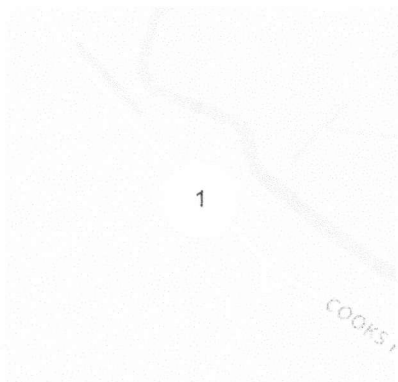
Next Meeting: Monday 14th March 2016 at 7.45 pm in the Village hall

Appendices follow:

- A Printout from www.police.uk/#search regarding Crimes Recorded in Letheringham
- B Financial Report as at 18th January 2016
- C Letheringham Parish Accounts to 18th January 2016
- D Budget Breakdown, showing revised Budget 2015/16 and Proposed Budget 2016/17

[Home](#) > [Suffolk Constabulary](#) > [Saxmundham and Framlingham](#) > [Crime map](#) >

Crime on or near The Street



All crime (1) ▼
reported in November 2015 ▼

Other theft (1)

Includes theft by an employee, blackmail and making off without payment

Current status[†]

Under investigation

[Case timeline »](#)

[†] Status last updated December 2015

[« Back to crime map](#)

Letheringham Parish CouncilFinancial Report as at 18th January 2016

Cheques presented for payment at this meeting

	date	chq number	
churchyard fund	18/01/2016	100247	£100.00

Income received

acct interest payment	07/12/2015	£0.03
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Current position before cheques are paid

Community Account	£2,674.66
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Business Premium Account	£266.95
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TOTAL	£2,941.61
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Position once cheques and payments are cleared:

Community Account	£2,574.66
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Business Premium Account	£266.98
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TOTAL	£2,841.64
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Expenditure approved minute 2016.07.1 refers
Date 18/01/2016

Letheringham Parish Accounts 18th January 2016

Community Account # 50571423

date	Cheque no	(2015-2016)		total	vat	account statement	statement date
		debit	credit				
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			
defribulator	27/09/2015	100242	£1,750.00	£2,629.66			
defribulator carriage	27/09/2015	100243	£25.00	£2,604.66			
SCDC precept	30/09/2015		£525.00	£3,129.66			
defribulator chargeable vat	14/11/2015	100244	£350.00	£2,779.66	£350.00		
defribulator vat on carriage Paula	30/11/2015	100245	£5.00	£2,774.66	£5.00		
scdc election charges	30/11/2015	100246	£100.00	£2,674.66			
churchyard fund	18/01/2016	100247	£100.00	£2,574.66			
village hall hire							

defribulator CHB cheques 100242,100243,100244 &100245
reconcile with invoice CHB £2130 cheque 100245 made out to
Paula to reimburse her payment of carriage Vat charge

note community account retains £1100 received from SCDC community grant as contribution to VAS road signs

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
acct interest payment	07/09/2015		£0.03	£266.95	£266.95	28/09/2015
acct interest payment	07/12/2015		£0.03	£266.98	£266.98	11/12/2016

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
30/11/2015	£2,674.66	£266.95	£2,941.61
18/01/2016	£2,574.66	£266.98	£2,841.64

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	£67.00	Replacement value £100
Millennium seat	£485.00	Replacement value £500
defibrillator	£2,130.00	replacement value £2130
Total	£4,152.00	total replacement £7730

Budget Option with continued volunteer Clerk

Budget Item	Budget (£) 2014/15	REVISED BUDGET 2015/16 option A	Proposed budget 2016- 2017
Secretarial support	300	0	0
Election costs (May 2015)	0	100	0
SALC membership	35	35	38
Burial ground account	100	100	120
Insurance	160	160	165
Village hall	180	180	200
Internal audit	0	50	50
Salc Training	150	100	150
Post and Printing	20	20	20
Defibrillator		2130	100
Reserves		305	207
Total budget	945	3180	1050

If we can agree an appropriate project there is an additional £1100 from the SCDC community fund available which could be spent in either 2016 or 2017