

Letheringham Parish Council

Minutes of the Parish Council Meeting held
at 7.45 pm on Monday 14th March 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)
Paula Latimer (PL)
Andrew Maskery (AM)

Public Forum

No response had been received from SCC peter Bellfield or SCDC Carol Poulter, and neither were in attendance. Mike Lloyds had sent an email advising that he was unable to attend and outlining difficulties he had experienced in reporting a recent theft of cordless power tools from his farm.

The meeting was advised regarding recent messages relating to a suspicious blue van seen in the area, and MB reported that a person seen behaving suspiciously had been spotted in woodland off Park Road.

Action: DMA to contact PCSO hassler regarding the above matters

AM addressed the meeting regarding Village Hall news, and following the successful 50th anniversary events held in 2016 which had raised money for the upkeep of the Hall, with £736.18 also being used to fund First Responders.

These events had resulted in very positive feedback and further events had therefore been arranged or proposed, including a St. George's Day Quiz Night on the 23rd April 2016 with twelve tables of six people, a BBQ with music by The Rhino's in August 2016 and a Halloween-themed casino night scheduled for October 2016. Any enquiries regarding these events should be directed to David Stagg 746054.

The issue regarding the Queen's 90th Birthday on the 21st April 2016 was raised, and what, if any, sort of event Letheringham might arrange to mark the occasion. It is understood that Easton will light a Beacon, and it was proposed that suggestions should be requested from residents.

The public forum closed at 8.05 pm and the Parish Council Meeting began.

2016.10 Apologies

As indicated at the previous meeting, PCSO Christian Hassler was no longer sending reports for Parish Council Meetings, but an email had been received from Police Connect regarding a new Policing model in Suffolk. The implications for this on Letheringham were unclear and it was agreed that DA would contact PCSO Hassler for clarification.

2016.11 Declaration of Interests

None declared for items on this agenda.

2016.12 Approval of Minutes of Meeting on 18th January 2016

Approved and signed by TC

2016.13 Matters of Report

(i) Correspondence Received

In addition to the ongoing works on Sanctuary Lane, and further to emails sent to all residents, it was confirmed that the proposed closure of Park Road from the 1st April 2016 was to proceed, with work commencing at the Southern end and progressing along the road until completed on or about the 14th April 2016. Further correspondence had been received from Mike Ling confirming that arrangements would be made for access by residents and businesses, initially from the north end of the road, with Gatemen on duty at both ends to advise and assist drivers.

In addition, an email had been received from Jean Clarke regarding potholes by The Mill and Four Bridges corner. RG endorsed these comments, stating that the road surface had been undermined by flooding. It was agreed that these and any other issues regarding road maintenance should be reported through the SCDC Website.

Action: DA to address reporting

(ii) Latest Crime Report

By reference to the www.police.uk/#search website, it did not appear that there had been any reported crimes in Letheringham, although there was reference to an incident in Kettleburgh in January 2016 categorised as arson / assault. No suspect appeared to have been identified and the investigation had therefore been closed.

2016.14 Co-option

Richard Gooding was sworn in as Councillor to Letheringham Parish Council

2016.15 Financial Report

2016.15.01 Invoices for Payment

A cheque for £132 for payment of an invoice relating to the hire of the Village Hall between May 2015 and March 2016 was unanimously approved, and a cheque in this sum was completed, signed and provided to AM.

2016.15.02 Monthly Financial Report

This expenditure reduced the previous balance of £2841.64 across the two bank accounts, to a total of £2,709.64, with no interest having accrued since the previous Report.

A detailed breakdown of the accounts was provided by TC and is annexed herewith (ANNEX A and B).

The figures were checked against the relevant Bank Statements by MF and confirmed to be accurate, save for a £5 difference arising from a cheque in that sum made out to PL not having been cashed to date. PL agreed to cash this cheque as soon as possible to ensure that the financial reports tallied exactly.

MF agreed to chase up a receipt for the £100 payment to the Churchyard Fund, and DA is to obtain receipts for the previous insurance and SALC payments.

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.

TC confirmed that the Noticeboard had now been added to the Council's Asset register, and copies of this were provided to those present.

2016.15.03 Audit Requirements and Issues

The new requirements and options for External audit for Smaller Authorities were discussed in the light of material provided to the Councillors, with a deadline for opting out of the new provisions set for the 1st April 2016

Following discussions of the issues and options available, it was unanimously resolved that the Council preferred the option of remaining in the statutory provisions.

DA to check on documentation from BDO regarding this years Audit.

2016.16 Asset Maintenance

The completion of the fitting of the Defibrillator, and lighting, in the Phone Box was confirmed.

Training dates were discussed, and a session of the 14th April 2016 was agreed upon, to be held at JB's address with a time estimate of around 90 minutes.

PL will make arrangements and DA to circulate an email to residents to ascertain numbers.

It was agreed that the painting of the Phone Box would be addressed in due course once the weather had improved, and once that had been done consideration would be given to holding an official Opening ceremony, with an invitation to Adnams.

No other issues arose regarding other assets, but concerns were raised as to the steps and area around the Phone Box, and PL agreed to have BL look at and report on this.

2016.17 Litter Pick

A proposed date of the 17th April 2016 was suggested, with issues regarding the provision of gloves and bags by the District Council raised, as well as assistance from the Police regarding traffic calming measures on the B1078.

DA to email PCSO Hassler and make enquiries.

The issue of the Village BBQ was also mentioned, with this years event to be held at The Old Vicarage to give JB a well earned break.

DA will forward an email in due course regarding provisional dates, and the issue of the importance and use of this event to raise money for the LPC and potentially also Letheringham Church was emphasised.

The meeting closed at 9.17

Signed..... Date.....

Next Meeting: Monday 23rd May 2016 at 7.45 pm in the Village hall

Appendices follow:

- A Financial Report as at 14th March 2016
- B Letheringham Parish Accounts to 18th January 2016
- C Amended Asset Register

Letheringham Parish Council**Financial Report as at 14th March 2016****Cheques presented for payment at this meeting**

	date	chq no	amount
village hall hire	14/03/2016	100248	£132.00

Income received nil

Current position before cheques are paid

Community Account	£2,574.66
Business Premium Account	£266.98
TOTAL	£2,841.64

Position once cheques and payments are cleared:

Community Account	£2,442.66
Business Premium Account	£266.98
TOTAL	£2,709.64

Expenditure approved minute 2016.15.01 refers
Date 14/03/2016

Letheringham Parish Accounts 14th March 2016

Community 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				
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				
churtyard fund	18/01/2016	100247	£100.00		£2,574.66		£2,579.66	26/02/2016	
village hall hire	14/03/2016	100248	£132.00		£2,442.66				

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
acct interest payment	26/02/2016			£266.98		£266.98	26/02/2016

		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
14/03/2016		£2,442.66	£266.98	£2,709.64

Amended Asset Register

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	
village notice board	£500.00	replacement value £500	
Total	£4,652.00	total replacement £8230	