

Letheringham Parish Council

Minutes of the Parish Council Meeting held
following the APM on Monday 23rd May 2016
at Easton & Letheringham Village Hall

In Attendance

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

David Allan (DA) (Clerk)

Public Attendance

Mike Lloyds (ML)

Public Forum – commenced at 8.19pm

ML referred to the recent work completed to fill pot-holes and re-surface roads, but referred to a very large pot-hole and other defects outside Seven Spar Farm and on Sandy Lane generally.

ML had contacted the Council about this but there was an issue as to responsibility for maintaining this road, with the SCC having indicated that their records indicated that it was not a road that they were under any duty to repair.

The situation was of some importance as the existing pot-hole had resulted in damage to a Dustcart and required vehicles going to Seven Spar farm to take a rather circuitous route.

ACTION: DA to contact SCC and the Ipswich Records Office to resolve the issue of ownership / responsibility for maintaining Sandy Lane generally, and that part immediately outside Seven Spar Farm in particular

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

2016.18 Apologies

SCDC Councillor Carol Poulter

2016.19 SCC Councillor Peter Bellfield RIP

TC expressed the LPC's sadness at the passing of such a dedicated Councillor, who had regularly attended at LPC Meetings, had taken a genuine interest in local issues, had taken his responsibilities very seriously and who had efficiently and effectively promoted the interests and concerns arising from LPC meetings. He would be sorely missed.

DA confirmed that condolences had been conveyed to the Chairman of Suffolk County Council, Colin Noble, on behalf of the LPC.

A response was awaited regarding any Memorial Service, and also about arrangements for Peter's successor.

2016.20 Declaration of Interests

None declared for items on this agenda.

2016.21 Approval of Minutes of Meeting on 14th March 2016

Approved and signed by TC

2016.22 Planning & Licensing Applications & Issues

(i) DC/16/1910/FUL: Old Park Farm

A Planning Application had been received regarding the proposed demolition of an existing residential dwelling and its replacement with a five-bedroomed contemporary dwelling and detached garage.

The application was considered by all Councillors and, other than a general comment that the style of the proposed development was somewhat out of character given the rural setting, no issues or objections were raised.

ACTION: DA to contact SCDC Planning to confirm LPC's position

(ii) Procedure on receipt of Planning Applications

DA raised an issue regarding the procedure to be followed on receipt of Planning Applications. As mentioned at an earlier hearing, it was proposed that details and copies of applications received would be circulated to all residents, at least insofar as the documents provided were capable of being scanned.

DA was aware that a concern had been raised regarding the circulation of certain documents, and in particular floor plans of proposed developments.

It was agreed that the circulation of applications generally was important for residents, particularly as the District Council had restricted their responsibility for contacting neighbouring and other local households directly. Further, there could be no reasonable objection to the circulation of documents that were submitted in support of an application, that were published and available on the Planning web-site and which were therefore already in the public domain.

2016.23 Matters of Report

(i) Correspondence Received

None that was not covered elsewhere.

(ii) Road Repairs and B1078

It was noted that Park Road and other roads in the area had been resurfaced recently. This work had not been communicated to the LPC in advance but appeared to be very satisfactory, albeit that there were concerns regarding other highways, such as Sandy Lane, as addressed in the APM.

It was also noted that the new signage on the B1078 at and around the junction of park Road was much larger and clearer than that which was there previously. While this was a bit of an eye-sore it was much more likely to impact on driving behaviour, and included a 'recommended' speed limit of 30 mph at the junction.

(iii) Recycling Centre

Correspondence had been received advising that the opening hours for Suffolk's Household waste Recycling Centres would be amended from the 1st June 2016 by extending opening hours on Sundays, Bank Holidays and on Thursdays (between May and August) but with the Centres being closed on Wednesdays.

The new opening hours from the 1st June 2016 are as follows:

April - September

Monday	- 9am - 5pm
Tuesday	- 9am - 5pm
Wednesday	- Closed*
Thursday	- 9am - 5pm (late night opening until 7pm during May - August)*
Friday	- 9am - 5pm
Saturday	- 9am - 5pm
Sunday	- 9am - 5pm*

October - March

Monday	- 9am - 4pm
Tuesday	- 9am - 4pm
Wednesday	- Closed
Thursday	- 9am - 4pm
Friday	- 9am - 4pm
Saturday	- 9am - 4pm
Sunday	- 9am - 4pm

All sites are closed 25, 26 December and 1 January

TC raised concerns, that were endorsed by others, regarding the inefficient layout of the Recycling Centre at Foxhall and the unnecessary staffing levels.

On the issue of waste, MF identified an incident of Fly-tipping on Park Road / Periwinkle Lane, where a child's mattress had been dumped on the side of the road.

ACTION: DA to contact SCDC Councillor Carol Porter regarding comments about the Recycling Centre at Foxhall, and to contact the Council / Norse regarding the reported fly-tipping.

(iv) Policing Plan

RG raised concerns regarding inconsistent reports received from the PCC and Suffolk Constabulary, for example in relation to plans for the recruitment of Police Officers and PCSO's.

It was noted that, while the LPC no longer received monthly updates from and was referred to the police/search website for up-to-date information regarding reports of crime in the local area, this web-page was not being update by those responsible and currently only carries information up to and including March 2016.

ACTION: DA to contact PCC and local SNT Team re concerns raised

2016.24 Financial Report

2016.24.01 Interest & Amendment to March Accounts

Following the Financial Reports received in March and attached to the Minutes of the meeting for that month, a bank-statement had been received confirming that 3p interest had been paid.

Amended Accounts and Financial Report for March 2016 including this receipt were provided and are attached herewith at Annex A and B.

This addition results in a closing balance for March 2016 over both accounts to £2,709.67.

2016.24.02 Invoices for Payment

An invoice had been received from SALC for £33.14 in respect of yearly subscription. This will be addressed and paid at the meeting in July as it is not payable yet.

2016.24.03 SCC Grant for VAS on B1078

The account balance included the £1,100 received as a Community Grant in relation to the funding of a Vehicle Activated sign on the B1078. Given a policy change against such signage it did not appear that the money could be used for the purpose for which it was originally intended and enquiries had been made as to alternative uses. A response was awaited before any further action was taken.

2016.24.04 Monthly Financial Report

A Precept payment of £525 had been received on the 1st April 2016, increasing the total balance across both accounts to £3,234.67.

Accounts and Financial Report for May 2016 including this payment was provided by TC and is annexed herewith (ANNEX C and D).

2016.24.05 BDO Audit – Annual Governance Statement

TC had been unable to address issues with David Holborow as DH had been away, but would do so asap and in the meantime will contact BDO to request an extension of the deadline for completion of the Public Rights Posting that is otherwise due by the 3rd June 2016

In order to complete the Audit, TC read out the following statements, each of which was agreed unanimously by the Council and the Annual Governance Statement was accordingly signed as a result:

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

LEATHERINGHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 23/5/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

2016.25. Phone Box / defibrillator

An email had been received from Paula regarding the previous decision not to proceed with the VETs scheme, and enquiring as to whether this could be reviewed in the light of the training session and familiarisation with the workings and procedure of the defibrillator.

It was agreed that this issue would be addressed at the meeting in July, when it was hoped that Paula might be present to address and answer relevant questions regarding this scheme, cost issues and other matters.

TC will address arrangements for the painting of the phone-box and it was suggested and agreed that an official 'opening' ceremony could be held to coincide with the Village BBQ (see below).

2016.26 Village BBQ

It was confirmed that this years BBQ will be held at The Old Vicarage on a date in July to be confirmed in due course.

Maurice offered assistance with a Marquee and Terry offered to provide BBQ equipment. Enquiries will be made with Simon as to whether he is willing and able to assist again in providing local steaks, and arrangements will be made for further provisions to be procured from Macro.

It is believed that Paul Clarke may also have items that will be needed, and the Village Hall will need to be booked to facilitate provision of tables, chairs, cutlery etc.

ACTION: DA to clarify and confirm date and chase up arrangements with relevant parties.

2016.27 Consultation – Area Plan and Site Allocations

This scheme relates to the forecast of housing needs, and the identification of sites that could provide potential for development. RG indicated that there was a disparity between the forecasted housing requirement of 7000 homes, as opposed to the identified sites which could provide around 3,700 units.

The consultation did not refer to Letheringham at all and it did not appear that there were any current attempts or applications to have land in or around Letheringham designated for development at this stage.

The issue therefore arose as to whether any action should be taken, or whether the best course of action would be to do nothing at this stage. It was noted that there was a risk that, given the identified shortfall, bids for designation could be submitted at any time.

TC noted that Letheringham did not have a Local Plan and this was a deliberate policy to avoid the difficulties that can arise from the creation of a definite boundary, as evidenced by the situation in Easton and proposed development just outside the boundary there. At

present, Letheringham is designated as open countryside and is not therefore designated for development.

It was unanimously agreed that this situation should be kept under close review, with particular attention to the way in which other villages who do not have a Local Plan are treated.

MB indicated that the consultation referred to certain 'saved' policies, including 'AP13 Special Landscape areas' (which related to Letheringham), being 'replaced or deleted' and that it was unclear what alternative policy would be implemented if any and how this may affect future applications for development in or around Letheringham. TC endorsed this concern, noting that the Department of the Environment's core policies had been superseded by policy statements offering far looser protections.

It was agreed that no formal action should be taken at this stage but that the situation should be kept under close review and that enquiries should be made with SALC in relation to obtaining further information and, if possible, to arrange for the attendance of someone who could brief the Council and Residents directly and address specific concerns regarding the application of the Area Plan & Site Allocations to areas of open countryside generally and to Letheringham in particular.

ACTION: DA to contact SALC regarding further information and proposed 'Briefing'

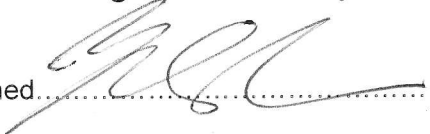
2016.28 Maverick

Prior to the close of the meeting, RG raised the issue of The Maverick Festival. This was not an item on the Agenda but RG noted that it was scheduled for the beginning of July and, unusually, no correspondence had been received from EFP regarding this event.

RG suggested that it would assist local residents and business if confirmation of the dates and arrangements could be circulated.

ACTION: DA to contact Fiona at EFP and to circulate and confirm relevant dates and information regarding Maverick this year

The meeting closed at 9.48pm

Signed.....

Date..... 6/6/2016

Next Meeting: Monday 25th July 2016 at 7.45 pm in the Village hall

Appendices follow:

- A Amended Financial Report as at 14th March 2016
- B Amended Parish Accounts as at March 2016
- C Financial Report as at 23rd May 2016
- D Parish Accounts as at May 2016

Letheringham Parish Council**Financial Report as at 14th March 2016 amendment to 30th march 2016****Cheques presented for payment at this meeting**

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

Income received

acct interest payment	12/03/2016		£0.03
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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	£267.01
TOTAL	£2,709.67

Expenditure approved minute 2016.24.01 refers

Date 23/05/2016

ANNEX B

Letheringham Parish Accounts closing statement of account as at 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			
defibrulator	27/09/2015	100242	£1,750.00	£2,629.66			
defibrulator carriage	27/09/2015	100243	£25.00	£2,604.66			
SCDC precept	30/09/2015		£525.00	£3,129.66			
defibrulator chargeable vat	14/11/2015	100244	£350.00	£2,779.66	£350.00		
defibrulator 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			
churcyard 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

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	£0.00	£266.98	£266.98	26/02/2016
acct interest payment	12/03/2016	£0.03	£267.01	£267.01	12/04/2016

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
04/12/2016	£2,442.66	£267.01	£2,709.67

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

Letheringham Parish Council Meeting Minutes 23.05.2016

Letheringham Parish Council

ANNEX C

Financial Report as 23 May 2016

Cheques presented for payment at this meeting

Income received

	date	income received
SCDC precept	01/04/2016	£525.00

Current position before cheques are paid

Community Account	£2,442.66
Business Premium Account	£267.01
TOTAL	£2,709.67

Position once cheques and payments are cleared:

Community Account	£2,967.66
Business Premium Account	£267.01
TOTAL	£3,234.67

Expenditure approved minute refers
Date 23/05/2016

ANNEX D

Letheringham Parish Accounts opening statement of account as at May 2016

COMMUNITY ACCOUNT #50571423

(2015-2016)

date	Cheque no	debit	credit	total	vat	account statement date
C/F from 2015-2016				£2,442.66		
SCDC precept	01/04/2016	£525.00		£2,967.66		
SALC membership fees						
Insurance (came & co)						
SCDC precept						
churchyard fund						
village hall hire						

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 date	statement date
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	01/04/2016			£267.01	£267.01	12/04/2016
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Total account balances

date	Community Account	business premium account	Total funds available
23/05/2016	£2,967.66	£267.01	£3,234.67

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	