

Letheringham Parish Council

Minutes of the Parish Council Meeting held
on Monday 25th July 2016
at Easton & Letheringham Village Hall

In Attendance

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

David Allan (DA) (Clerk)

Public Attendance

Robin Vickery (RV, SCC Councillor)
Mike Lloyds (ML)
Paul Clarke (PC)
Brian Latimer (BL)
Paula Latimer (PL)
Andrew Maskery (AM) [Part]

Public Forum – opened at 7.45pm but postponed pending the arrival of RV

The Public forum was therefore suspended and the Meeting opened at 7.47pm.

2016.34 Apologies

Matthew Bickerton

SCDC Councillor Carol Poulter (required at Meeting elsewhere)

- DA to make enquiries with CP as to whether Mondays are always going to prove difficult to her due to other commitments and whether alternative days might facilitate her attendance at some Meetings.

2016.35 Declaration of Interests

None declared for items on this agenda.

2016.36 Approval of Minutes of Meeting on 6th June 2016

Approved unanimously and signed by TC

DA to look at issue of Risk Management System and to update the template, as referred to in previous Minutes

2016.37 Financial Report

2016.37.01 Invoices for Payment

Marshall's Electrical had provided an Invoice for £118.66 for work conducted on the Phone Box and electrical supply to the Defibrillator. This expenditure had not been budgeted, but payment was unanimously agreed and Cheque number 100249 was completed and signed. TC will give this cheque to MB so that it can be provided to Marshall's.

No Invoice had been received from SALC regarding this years' subscription.

DA to make enquiries regarding SALC Subscription

2016.37.02 Financial Report to date

TC presented written Accounts and a Financial Report as at 25 July 2016 [attached herewith at Annex B and Annex C].

The Financial Report includes a debit for the payment of £118.66 to Marshall's, as well as a credit for 3p received in interest.

Expenditure for the cheque to Marshall's (Cheque number 100229) approved unanimously.

The Accounts provided show appropriate credits and debits as set out in the Financial Report.

A query was raised regarding whether a BBQ provided by RG for use at the Village BBQ and thereafter should be included on the asset register, and this will be considered in due course.

The respective balances of £267.04 in the Business Premium Account and £2,967.66 in the Community Account were verified against the appropriate Bank Statements by JB and MB and agreed.

TC advised that the Audit documents had been returned as two tick boxes for 'not applicable' items had not been completed. The documents had been resubmitted with the appropriate 'not applicable' boxes ticked.

The Meeting was suspended and the Public Forum re-opened at 8.02pm following RV's arrival.

RV addressed the meeting, confirming that he had now been in post for about 2 weeks, but had previously served as a Suffolk County Councillor from 2009 to 2013, and had worked with Peter Bellfield on the Northern Fringe Development and other projects. He acknowledged that Peter's were difficult shoes to fill and that having attended several local meetings there was a widespread issue regarding Highways.

PL raised issues regarding the **cutting of verges**, and PC expressed concern with the indiscriminate cutting of verges at a late stage, which decimated wild flowers, and suggested that cutting should therefore take place earlier. TC advised that he had spoken to the person responsible for Highways East, who has expressed his belief that the verge cutting was going well, but also indicated that Kier had subcontracted responsibility for this to a father and son team. RV stated that he was aware that Kier were responsible for cutting the verges but was

not aware that they had subcontracted this, and BL raised concerns about omissions by the Council in breach of the duty of care and raising health and safety concerns.

The issue of the **B1078 closure** to facilitate work at Charsfield was also raised, with some surprise expressed at the need for such extensive road closure given the minimal work undertaken – specifically the erection of two picket fences at either end of Charsfield. Concern was expressed about the impact that this had had on local businesses given the duration of the closures over some ten working days, and the fact that the fences that were erected have been set so far back from the road as to diminish the purpose that they were intended to serve.

TC raised the issue of **Vehicle Activated Signs (VAS)**, and the apparent policy of Suffolk County Council (SCC) against such equipment. TC advised that Peter Bellfield had attempted to address this issue and had been due to go into battle over it as scientific studies had demonstrated that they were effective.

RV stated that he was personally in favour of VAS and had been directly responsible for such signs being installed at the Henley Road bridge, which had been solar powered albeit that they had now come to the end of their working life and were due to be replaced but with an electrical feed that may not be possible in more rural areas. The cost of this project totalled about £10,000 which was shared between parties involved, but it appeared that the County Council was reluctant to set a precedent, and it was unclear at this stage what the highways budget position might be.

TC made reference to the £1100 received by LPC from the District Council, and the fact that the County Council now suggested that they had a policy against VAS but had not provided a copy of this despite requests. RV said that he would look into this and enquire as to whether Peter had submitted paperwork, although TC indicated that he thought that this had not been done due to Peter's failing health.

TC referred to the disproportionate size of the signs erected on the B1078 at the junction of Park Road, but also acknowledged that there had not been any accidents since they had been put in place. MF endorsed this by comparison with the spate of accidents last year, and ML indicated that one of the new signs was obscured by a road-side tree.

The issue of **Broadband** was also raised, as this had been referred to in RV's election campaign literature. RV commented that efforts were being made to get BT to improve the service, and that the reference to £10 million had been to an initial allocation, although he was unable to specify how this had been used beyond stating that the first phase had been directed at 'accessible' areas', with the second phase intended to focus on more remote locations. RV commented on fibre-optic broadband access having been completed in Kettleburgh and that he would look at having Letheringham listed.

BL referred to Openreach having conducted recent work in Park Road which indicated that their priority was focused on maintaining or promoting the existing system rather than installing a new one. TC referred to funding from the Department of Culture, Media and Sport (DCMS), which had been put out to tender by the County Council, with the majority having been won by BT. RV commented that he thought all such tenders had been secured by BT. TC stated that it would be interesting to know how the money had been spent, and how many people had been connected as a result, as well as how many rural communities had been included. If it was indeed the case that this had now progressed to Phase 2, one would expect that there would be a Report regarding the implementation of Phase 1 and that efforts should be made to obtain information about this.

RV remarked that this was one of a long list of issues arising from his attendances at recent Parish Council meetings!

AM referred to reference at the AGM regarding the absence of a Report from the **Village Hall** Representative, and presented a written Report regarding this [attached at Annex A]. AM confirmed that the installation of the new Hall floor had now been completed and that the front and windows were due to be done over the summer. Although the AGM had been held in May, the Report from this was still awaited.

TC commented that the Standing Orders of the Village Hall require that the two Parish Council (Easton and LPC) are provided with copies of the Report by the time of their Annual Meetings, such report to include details regarding finances as well as other issues. This arose from the position of the two Parish Councils as trustees, and AM confirmed that he would raise and address this with the Village Hall Committee.

PC enquired as to the Village Hall website, and AM confirmed that someone was desperately required to take on responsibility for this. PL put forward a potential candidate and AM said that he would look into this.

PC referred to issues arising from the recent **Maverick Festival** and stated that he had found it to be very and variably loud. PC stated that he had sent an email about this to Clive Pink, and had received a response stating that the sound had been tested once and had been at a level which had been considered fine, although this was not fine for PC or his mother.

RG responded stating that this appeared to be an ongoing issue for PC, but that RG was closer to the festival and that he considered that the issue of noise was better now than previously, and that his guests had spoken positively about it. RG indicated that the level of noise was notably reduced from about 6 or 6.30pm when events went indoors, and that the issue of noise generally was one of personal perception, with different people reacting in different ways to the same thing.

RG stated that those responsible for Maverick appeared to have made a real effort and that a response regarding this or any issue generally could not be based on the views of only one or two people.

TC commented that Maverick had been running for about 9 years and appeared to have affected different people at different times, possibly due to changes in wind direction. ML stated that he did not hear any noise from Maverick this year, while BL said that he was able to hear conversations although his concern was not about Maverick but the potential for further events that may generate noise.

TC referred to the fact that Maverick is a specific exception within the planning regulations for the Easton Farm Park site, and that there was a limit and restriction on outside events involving amplified sound, although PL reiterated concerns that this was an issue that should be flagged in the light of the potential expansion of the Caravan Park.

This led to a brief discussion regarding the issue of caravans using the single-track roads around Easton and into and through Letheringham, and whether this could be addressed through improved signage. It was indicated that Fiona was doing everything possible to publicise appropriate access routes with guests at the time of booking, and it was agreed that this was an issue that could be addressed in due course once the situation became clearer.

The public forum closed at 8.52pm and the Parish Council Meeting resumed.

2016.38 Planning & Licensing Applications & Issues

None

2016.39 Phone Box / Defibrillator

PI was invited to address the Meeting regarding issues relating to the defibrillator.

PL referred to the issue of the VETS Scheme, which involved a facility to enable neighbours to be alerted by the Ambulance Service in the event of an emergency call being made that required use of the Defibrillator.

The System, available through Community Heartbeat Trust, involves up to ten telephone numbers being entered onto the Ambulance Service system, at an initial set-up cost of £35 plus VAT with an annual charge of £100 plus VAT.

MF expressed concern about the potential snowball of costs attributed to the defibrillator which would be exacerbated by the incurring of an Annual fee, although TC commented that some potential costs would be mitigated by BL agreeing to undertake maintenance. RG raised the issue of costs incurred in ensuring safe access to the Phone Box, although TC remarked that this work would be required to some extent in any event.

RG enquired about any notice period that might be imposed regarding the VETs scheme, and PL indicated that she believed the commitment would only be for one year, subject to subsequent renewal, at an initial cost of £162 including VAT.

MF reiterated concerns about costs, referring to the additional expenditure of £118 for electrical installation charges, and queried what other liabilities might arise. TC confirmed that BT had undertaken to pay for electricity supplied for the time being, and that there were no additional charges save for periodic replacement of the battery.

It was proposed that a decision be made in two stages – firstly, to decide on the VETs scheme in principle and then to consider identification of ten households that would be willing to participate.

It was suggested that participating households should preferably be ones within easy reach of the defibrillator, and it was agreed that further consideration should be given once clarification had been obtained regarding the issue of cost, whether the price was fixed and any notice period, and also pending enquiries regarding households that would be willing to volunteer.

DA to make enquiries regarding volunteers

PL to clarify issues with CHT regarding costs etc.

With regard to the painting of the phone box and the proposed 'Opening Ceremony', TC commented that Gill was co-ordinating the issue of painting, that an update was due to be provided by him to Adnam's by the end of July and that any opening event could be provisionally scheduled for mid-September or thereabouts.

2016.39 B1078 / SCDC Grant

TC advised that he had sent an email to the body responsible for the Enabling Communities Grant to advise that the money provided for use towards a VAS could not currently be applied for that purpose due to a change of policy by SCC.

TC had suggested an alternative use of the funds by putting them towards the cost of repairing the Church roof, on the basis that this was the only community building within the village and is used for purposes other than simply religious ones. Support for this had been received from Carol Poulter, Suffolk Coastal District Councillor.

JB suggested that any action should await clarification from SCC regarding VAS and their Policy, and RV and TC discussed potential for obtaining quotes for solar-powered VAS, which TC would endeavour to obtain.

In the light of this it was unanimously agreed that a decision regarding the funds would be postponed until the next meeting.

2016.40 Footpaths / Rights of Way

Following recent communications and requests for information regarding the state and maintenance of footpaths and Rights of Way within the Parish boundary, it was agreed that information should be circulated and volunteers sought to complete an assessment and provide Reports.

PC advised the meeting regarding strict rules on the reinstatement of footpaths following interference through agricultural processes, and referred also to the Definitive Map. from which the map provided appeared to have been derived.


PC agreed to survey the footpath numbered 8 on the map provided. and DA agreed to do likewise in relation to that numbered 2 on the plan.

DA to circulate the plan to residents and invite volunteers. who should check signage as well as accessibility and maintenance issues etc.

At the conclusion of the meeting. TC thanked all those involved in this years' Village BBQ. including Claudia and DA. TC and RV. all those who provided food, salads and drinks.

Finally, DA raised the continuing issue of obtaining updated Police information. as no reports are provided anymore despite assurances to that effect, and the website is not kept up to date and continues to only show incidents that are several months old. RV agreed to raise this with the PCC, Tim Passmore.

The meeting closed at 9.48pm

Signed: 

Date: 31.07.2016

Next Meeting: Monday 26th September 2016 at 7.45 pm in the Village hall

Appendices follow:

- A Village Hall report presented by AM
- B Financial Report as at 25th July 2016
- C Amended Parish Accounts as at 25th July 2016

EASTON AND LETHERINGHAM VILLAGE HALL REPORT 201.6

2015 WAS THE FIFTY YEAR ANNIVERSARY OF THE VILLAGE HALL BEING PAST TO EASTON AND LETHERINGHAM.

WE HAD THREE SPECIAL EVENTS TO MARK THIS INCLUDING QUIZ NIGHT, SIXTIES DISCO AND A CASINO EVENING.

ALL WERE EXTREMELY WELL ATTENDED AND WITH FIRST RESPONDERS BEING THE CHOSEN CHARITY A TOTAL OF £736.18 WAS RAISED.

THE BROADSIDE BOYS PLAYED TO A SELL OUT AUDIENCE AND ANOTHER SUCESSFUL ST GEORGE'S DAY QUIZ WAS HELD.

THE HALL CONTINUES TO BE REFURBISHED WHERE REQUIRED FOR EXAMPLE MAIN FLOOR RE TREATED, NEW WATER HEATERS IN TOILETS AND THE REAR OF THE BUILDING WAS PAINTED INCLUDING THE WINDOWS.

I WILL CONTINUE TO REPRESENT LETHERINGHAM AT THE VILLAGE HALL FOR ANOTHER TWELVE MONTHS AND HOPE TO SEE YOU ON THE 13TH AT THE RHINO'S AND A CASINO EVENING IS COMING UP IN OCTOBER 20TH HALLOWEEN SPECIAL

ANDREW MASKERY

Letheringham Parish Council**Financial Report as 25 July 2016****Cheques presented for payment at this meeting**

	date	cheque num	amount
Marshalls(phone box electrical)	25/07/2016	100249	£118.66

Income received

interest payment	06/06/2016	£0.03
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Current position before cheques are paid

Community Account	£2,967.66
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Business Premium Account	£267.01
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TOTAL	<u>£3,234.67</u>
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Position once cheques and payments are cleared:

Community Account	£2,849.00
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Business Premium Account	£267.04
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TOTAL	<u>£3,116.04</u>
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Expenditure approved minute 2016.37.02 refers

Date 25/07/2016

ANNEX C

Letheringham Parish Accounts opening statement of account as at July 2016

COMMUNITY ACCOUNT #50571423

		(2016-2017)			JULY statement	
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		£2,967.66 26/05/2016
Marshalls phone box electricals	25/07/2016	100249	£118.66	£2,849.00	£19.77	

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
c/f	01/04/2016			£267.01	£267.01	12/04/2016
acct interest	06/06/2016		£0.03	£267.04	£267.04	10/06/2016

Total account balances

date	Community Account	business premium account	Total funds available
23/05/2016	£2,967.66	£267.01	£3,234.67
25/07/2016	£2,849.00	£267.04	£3,116.04

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