

# Letheringham Parish Council

## Minutes of the Parish Council Meeting held on Monday 3<sup>rd</sup> October 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

Robin Vickery (RV, SCC Councillor)  
Mike Lloyds (ML)  
Andrew Maskery (AM)

### Public Forum – opened at 7.47pm

AM addressed issues regarding the Village Hall, where a Halloween Casino Night is scheduled for the 29<sup>th</sup> October 2016.

One major change is that the use of the Hall by the Easton Pre-School is due to end on the 2<sup>nd</sup> November 2016 when they will take up residence at Easton Farm Park where they can offer sessions five days per week. This was not possible at the Village Hall without an adverse impact on other user groups. As a result of this change, the Hall will be available during the week, and any groups or individuals who are interested in booking sessions or with suggestions for alternative uses are invited to make contact.

The financial impact of this was discussed, as currently the Pre-School accounts for about half of the Hall's income. However, this is not anticipated to cause major problems as the Pre-School paid discounted rates and their absence will involve lower utility and cleaning costs. Any shortfall may be addressed by alternative uses and further events at weekends, and it was noted that the major refurbishment work undertaken had now been completed.

Mike Lloyds updated the meeting regarding the issue of road maintenance outside Seven Spar Farm, with council workers now having attended and marked the relevant areas, although a decision was awaited as to whether this would be properly repaired with tarmac or simply filled with crushed concrete.

In issue regarding noise from dogs at Sandy Lane Kennels was also raised by ML, who referred to a new planning officer, Peter Tomkins, and contact with Nick at the kennels, who did not appear to be fully aware of the conditions imposed by the Council.

**Pending the arrival of Robin Vickery, who was attending other meetings, the Parish Council Meeting was opened at 8.08pm**

#### **2016.41 Apologies**

SCC Councillor Robin Vickery – is planning to attend but will be late due to meetings held elsewhere

SCDC Councillor Carol Poulter had also sent apologies as she was in London in connection with other meetings, but had sent a Report / Newsletter

DA read through CP's Report, copies of which are available on request.

Brian and Paula Latimer were unable to attend for personal reasons

#### **Robin Vickery attended at 8.15pm and the Meeting was suspended so that he could address issues.**

RV outlined his responsibilities and recent appointments at the County Council, including his appointment to the Scrutiny Committee, and as the County Council's representative for Military Covenant.

RV raised issues regarding Highway matters, and referred to a meeting with David Chenery at the end of August at which a long list of projects was addressed. The Highways budget was lower than expected, and the installation of gates and signs at Charsfield had been very expensive and exceeded the amount budgeted, which was £8,000. The total cost of the project had in fact exceeded £25,000, due in part to design charges by Kier, who also carried out the work.

TC expressed surprise and concern at the cost of this work and queried what was being done about it. RV stated that a restructuring process was in place, in which it was anticipated that the Highways Office would be centralised in Ipswich.

MB raised concerns about a systemic problem, with the suppliers also responsible for the planning of works. RV indicated that this could be addressed when the contract came up for renewal or re-negotiation, although TC queried the time-scale of this and stated that this arose from the Council getting rid of their in-house designers

The speed management scheme on the B1078 was raised, which TC commented took around three years to implement. RV stated that the work done cost about £3,000 with the design fees accounting for an additional £2,224. RV commented that following a meeting in August it was unclear what budget remained for further work, and that the Council appeared to be implementing a policy against fixed Vehicle Activated Speed (VAS) cameras, but were more receptive to schemes involving moveable SID (Speed Indication Device) signs subject to permission being granted for posts, as recently initiated in Brandeston.

TC queried the applicability of this for the B1078 at the junction with Park Road since the 30mph zone was a recommendation only. RV stated that the costs of installing SID signs was approximately £3,000 for mobile signs, which were considered to be more effective as motorists tended to get used to the position of fixed signs. The actual costs varied depending on whether the signs were mains powered (£2,680), solar-powered (£3,080) or battery-

powered (£2,430), with the cost of post installation charged separately. TC suggested putting the grant of £1,100 towards such signs and RV agreed to find the balance, provided that LPC funded the installation costs.

The possibility of using existing posts was raised as a means of reducing the cost of installation, and it was agreed that the issue should be raised with David Chenery and the Highways Department, with RV agreeing to lodge an application for funding and to send emails regarding costs and the application of grant funding.

RV raised the issue of **devolution** and referred to a vote on the 23<sup>rd</sup> November 2016 for Norfolk and Suffolk which would decide whether this would proceed. One Council voting against would be enough to prevent this, and it appeared that most Council's were against having an elected Mayor, although the Government considered this to be a prerequisite.

With regard to **Broadband**, RV referred to Phase 2 of the roll-out, with 87% Fibre coverage and a target of 90% by the end of the year. This was in the context of a plan by BT to achieve 97% coverage by 2019, although this was subject to some re-modelling through County Council interventions.

RG queried how this left the remaining 3%, which TC estimated to amount to around 30,000 people and would include a large number of businesses. While 97% sounded impressive, this left a very large number of households and businesses without effective cover, and served as a disincentive for the establishment of new enterprises.

Finally RV touched on the issue of **education**, stating that exam results in the County had improved and that there were now five Free Schools in Suffolk, two of which were located in Ipswich.

The Meeting resumed at 8.53pm

#### **2016.42 Declaration of Interests**

None declared for items on this agenda.

#### **2016.43 Approval of Minutes of Meeting on 25<sup>th</sup> July 2016**

Approved unanimously and signed by TC

#### **2016.44 Matters of Report**

##### **(i) Police**

A Newsletter received from Leiston Safer Neighbourhood Team was read out, although it did not appear to have any information relating to our local area, and the information did not appear to be up-to-date. This reflected information about local offences on the web-site and email service, which only contained data up to around July 2016.

##### **(ii) Cheque for Community Heartbeat Trust**

A cheque for £20 had been received from Norse, made out to our nominated charity, The Community Heartbeat trust (responsible for the installation of the defibrillator), arising from our involvement in the 'Community Litter Action

Spring' initiative. It was agreed that this cheque would be provided to PL to be forwarded to CHT.

#### **2016.45 Planning**

No planning application had been received

#### **2016.46 Insurance**

Various options provided by the Insurance brokers, Came & Company, were considered, the cheapest and most attractive of which was from Hiscox Insurance, with a premium of £165, compared to alternatives totalling £275 and £288.75.

It was resolved unanimously to instruct Came & Co to renew the Insurance cover with Hiscox insurance.

#### **2016.47 Financial Report**

##### **2016.47.01 Invoices for Payment**

A payment of £33.14 for the annual subscription to SALC was unanimously approved, and cheque (number 100250) was completed and signed by MF and MB, and the invoice endorsed accordingly.

Further to the resolution regarding the Insurance renewal, a cheque (number 100251) was completed for £165 and signed by MF and MB, with the Invoice endorsed accordingly.

With regard to the Churchyard Fund, recent email correspondence with Tim Sansom on behalf of the Parochial Church Council was considered. In short, this related to additional costs incurred in maintaining the churchyard, and a request that the yearly be increased and brought forward. Following discussions, it was unanimously agreed to increase the payment this year from the usual £100 to £150, and for this to be paid forthwith.

Consequently, a cheque (number 100252) for this sum was completed and signed, and provided to MF in order to be forwarded onto the PCC.

Finally, an additional payment of £36.00 had been requested by BDO Auditors for additional work in finalising this year's audit. This expenditure was approved unanimously, and a cheque (number 100253) for this sum was completed and signed.

##### **2016.47.02 Financial Report to date**

Income of £525 had been received on the 27<sup>th</sup> September 2016 as a result of the precept payment.

Consequently, with an opening balance of £3,116.04 across both accounts, this income with the expenditure incurred as set out above, resulted in a closing balance of £3,256.90.

TC presented updated Accounts and Financial Report as at the 3<sup>rd</sup> October 2016, detailing these figures [attached herewith at Annex A and Annex B].

### **2016.47.03 Audit**

This had now been completed and returned by the External Auditors, BDO, with no comments regarding the documentation provided. A signed certificate was provided confirming that the information in the annual return is in accordance with proper practices and that no matters had come to their attention giving rise to concern that relevant legislation and regulatory requirements have not been met.

A copy of this Certificate is available on the LPC website.

### **2016.47.04 Budget**

It was resolved unanimously that, pending clarification regarding the Churchyard Grant, as well as potential issues relating to the funding of Speed Indication devices, and the application of the Communities Grant received previously for that end, decisions regarding the Budget for 2016/17 would be postponed until the next LPC meeting.

### **2016.48 Phone Box / Defibrillator**

No response had been received to an email requesting volunteers for inclusion of the VETs scheme, except for one received from Paula and Brian.

In their absence, and pending a further email to residents, it was agreed to address this issue again at the next meeting, when hopefully PL would be present to provide further details.

### **2016.49 B1078 / SCDC Grant**

Although it had previously been proposed that the Communities Grant be used for the upkeep of the Church given the inability to apply it to Vehicle Activated Signs as initially intended, the potential for using this money to fund Speed Indication Devices on the B1078 was unanimously agreed to justify postponing a decision pending further information about this scheme and to reviewing this issue at the next meeting.

### **2016.40 Churchyard Grant**

Further to the decision to increase and bring forward this year's annual payment towards the Churchyard Fund, the general financial position was considered.

MF advised that there was a significant financial shortfall, and that Polly was bearing the costs of much of the maintenance of the churchyard.

TC queried the cost increase when the lawn mowing and general maintenance was previously undertaken by volunteers, but the PCC then insisted that this should be done professionally, inevitably increasing costs.

MF commented that the footpaths and grass area were cut once a year, and that this had now been blitzed with ongoing growth controlled through the deployment of three sheep.



MF stated that the church was not bringing in enough money to sustain the fabric of the building and the churchyard, and that a part of any money raised goes to the Church of England fund in the form of a precept.

The legal position was outlined, as set out in Local Government Act 1972 and the Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970. In short, the churchyard remained the legal responsibility of the PCC unless and until it was closed or disused, when there was a mechanism for the LPC or local District Council to assume responsibility for it as a designated Burial Authority.

Although there was no legal obligation on the LPC to meet costs not covered by the PCC, it was agreed that the Church was an important asset to the community, with the right of all residents to be buried there on request. Consequently, the issue of adequate funding was important and suggestions for potential revenue should be considered.

Application for funds through an Enabling Grant or the Listed places of Worship: Roof repair Fund were suggested, as was the use of valuable assets and artefacts contained within the Church, in relation to which there were security concerns following the earlier theft of a valuable bronze, which was subsequently recovered after a replica had been commissioned.

At the close of the meeting, MF raised an issue regarding a further incident of fly-tipping on Periwinkle Lane, this time involving a washing machine. DA agreed to contact the District Council to organise its removal.

Finally, TC confirmed the cost distribution arising from the Village BBQ, which totalled expenditure of £150.28 to be borne by the LPC Councillors and Clerk

**The meeting closed at 9.50pm**

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

**Next Meeting: Monday 28<sup>th</sup> November 2016 at 7.45 pm in the Village hall**

**Appendices follow:**

- A Financial Report as at 3<sup>rd</sup> October 2016
- B Parish Accounts as at 3<sup>rd</sup> October 2016
- C External Auditor Certificate and Report

**Letheringham Parish Council****Financial Report as 3rd October 2016****Cheques presented for payment at this meeting**

	date	chq number	payment
SALC membership fees	03/10/2016	100250	£33.14
Insurance ( came & co)	03/10/2016	100251	£165.00
churchyard fund	03/10/2016	100252	£150.00
BDO audit invoice	03/10/2016	100253	£36.00

**Income received**

SCDC precept	27/09/2016	£525.00
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**Current position before cheques are paid**

Community Account	£2,849.00
Business Premium Account	£267.04
<b>TOTAL</b>	<b>£3,116.04</b>

**Position once cheques and payments are cleared:**

Community Account	£2,989.86
Business Premium Account	£267.04
<b>TOTAL</b>	<b>£ 3,256.90</b>

Expenditure approved minute 2016.47.01 refers  
Date 03/10/2016

## Letheringham Parish Accounts statement of account as at October 2016

COMMUNITY ACCOUNT #50571423				(2016-2017)		october statement		
	date	Cheque no	debit	credit	total	vat	account statement date	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
Marshall's phone box electricals	25/07/2016	100249	£118.66		£2,849.00	£19.77		
SALC membership fees	03/10/2016	100250	£33.14		£2,815.86			
Insurance (came & co)	03/10/2016	100251	£165.00		£2,650.86			
SCDC precept	27/09/2016			£525.00	£3,175.86			
churchyard fund	03/10/2016	100252	£150.00		£3,025.86			
BDO audit invoice	03/10/2016	100253	£36.00		£2,989.86			

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 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	
03/10/2016	£2,989.86	£267.04	£3,256.90	

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	