

# Letheringham Parish Council

## Minutes of the Parish Council Meeting held on Monday 28<sup>th</sup> November 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

Paula Latimer (PL)

**\*NOTE: Due to an error by those responsible for booking at the Village Hall, the Hall was occupied and being used at the time of the scheduled meeting, despite confirmation that it had been reserved by LPC. After waiting at the Hall and leaving a note for anyone attending late, it was decided that the Meeting should proceed at Cherry Trees.**

The Meeting commenced at 7.58pm with nothing raised to require a Public Forum

### 2016.51 Apologies

Apologies had been received from Mike Lloyds and Andrew Maskery  
Robin Vickery and Carol Poulter were unable to attend

### 2016.52 Declaration of Interests

RG raised a declaration in relation to Agenda item 5, relating to the planning application DC/16/4201/FUL regarding the proposed conversion of the Old Tea Room at Letheringham Mill. It was resolved that RG would take part in the consideration of this item, but his offer to sit outside while the matter was discussed was unanimously considered to be unnecessary.

### 2016.53 Approval of Minutes of Meeting on 3<sup>rd</sup> October 2016

Approved unanimously and signed by TC

### 2016.44 Matters of Report

#### (i) Police

No Newsletter or recent update had been provided, although the Police website referred to a report regarding an offence of a violent or sexual nature in Sandy Lane which remained under investigation, and a report of a Burglary offence in

Chapel Lane also in September 2016, for which the investigation had been closed with no suspect identified.

No one present had any knowledge or further information regarding these alleged incidents.

**(ii) LPC website**

The website, run through a platform operated by One Suffolk, had been taken over by Community Action Suffolk, and it was understood that an annual charge of £50 would now be levied for the use of this service, which had previously been free of charge.

MB was designated as the LPC member with knowledge and experience of technical systems such as the website, which formed a vital component of the LPC's compliance with The Transparency Code.

Given the potential cost of alternative methods of establishing and maintaining a website, it was unanimously resolved that an annual levy of £50 should be paid, albeit no formal Invoice had been received to date.

**(iii) Merger of Councils**

TC raised an issue regarding proposals for the formation of a Unitary Authority through the merger of County and District Councils. This proposal was opposed by most if not all District Council's but there were concerns that the process of unification might proceed on a piecemeal basis.

RG referred to the incentive of additional funds becoming available upon the establishment of an elected Mayor, which was something that had been generally accepted by Suffolk Councils but rejected by similar authorities in significant parts of Norfolk.

**2016.54 Planning**

The only Planning Application received as of the date of the Meeting was that relating to the proposed conversion of the Old Tea room at Letheringham Mill. The deadline for a response to this application had been extended to allow this to be considered at the LPC Meeting, and documents regarding the application had been provided.

As indicated above, RG undertook not to take part in any decision regarding this issue, but was able to provide large-scale plans and to answer questions raised.

On request, RG stated that the Old Team room was part of a 19<sup>th</sup> Century addition to a 17<sup>th</sup> Century building. The proposed work involved knocking through an internal wall to create a shower room and allow access to an existing staircase. This would create a large unit for use as a holiday let, although it would contain only one double bed.

The neighbouring part of the building contained the Waterwheel and was the site of Ghost Tours organised and conducted on an ad hoc basis by the Norfolk and Suffolk Paranormal Societies, allegedly resulting in messages from a Miller complaining that he had been killed and was buried in the wrong position!

TC enquired about parking and any potential impact of roads in the vicinity of the Mill. RG stated that there was sufficient parking already available on site and that there would therefore be no impact on any public roads, particularly as the additional unit would only involve one additional vehicle at any given time.

RG indicated that the Planning Officers primary interest was the potential impact on the antiquity of the building. It was significant that the planned works did not involve any additional opening to the external structure, although it did involve the widening of a French door back to what in fact had been its original width. RG stated that the Old Tea Room was understood to have been listed in 1966, although there were no Council Records about this.

The Old Tea room was listed as Grade 2 – and not Grade 2\* - and the proposed work was almost entirely relating to internal changes, save for the restoration of the French doors to their original dimensions. This would have a positive impact on tourism and would be finished to the same style as the existing units, with the site as a whole, providing 5 permanent albeit part-time jobs.

RG confirmed that Catherine Scott and a Conservation Officer had inspected the site and not raised any issues or concerns to date.

With regard to timetabling, RG indicated that it was intended for works to be completed over a period of around 6-7 weeks prior to Summer 2017.

Following a query regarding disposal of additional waste, RG confirmed that there was adequate provision with the existing septic tank without anticipated need for any discharge into the Deben, although a Discharge Certificate was already in existence.

MF raised the use of the Mill in previous years for fund-raising events, with the absence of similar activity over the past decade contributing to the lack of funds experienced by the Church. RG commented that the primary objective was to ensure that the site was economically viable as a holiday-let business, and once this had been properly established consideration could be given to other such activities and issues.

TC commented that the Mill was an asset to the village and local tourism in the local area, and provided employment and regular additional custom to local businesses including the White Horse in Easton.

On consideration of the proposed application, the Council (with the exception of RG) resolved unanimously to approve the Planning Application, and indeed to endorse their support for the proposed scheme as an enhancement to an important asset to the village and local tourism generally.

#### **2016.54 Phone Box & Defibrillator**

PL addressed the Meeting regarding the proposed VETs scheme, confirming that the first year was free subject to a set-up cost of £45 including VAT, with subsequent years costing £100 excluding VAT.

DA indicated that emails to residents had resulted in a very limited response that rendered the scheme impractical in the absence of further volunteers who could be contacted by the Emergency Operator if the need arose.

At present, volunteers comprised PL and Brian, DA and Claudia, and TC, MF and RG confirmed their willingness to be included. TC undertook to make enquiries regarding other potential candidates, with a view to consideration of the scheme commencing in the New Year depending upon sufficient numbers and an agreement regarding funding.

It was agreed to revisit this at subsequent meetings with consideration to be given to strimming the area around the phone box, and also the salt box, as well as the issue of painting the phone-box itself.

## **2016.55 B1078**

TC referred to recent contact with David Chenery ('DC') regarding the proposed SID (Speed Indicating Devices) scheme on the B1078, and commended MB on the professional plans drawn up regarding this. No decision appeared to have been reached to date, although DC had sent emails regarding the positioning of the proposed devices between Charsfield and Letheringham prior to the 30mph advisory zone. A tree was found to be blocking one of the proposed sites, and Dc was insistent that the sign would therefore have to be located in an alternative spot, although there was also the possibility of removing a branch from the offending tree.

As a result of the plans and attendance at the site, it appeared that there was now a general consensus that the proposed scheme could proceed, and TC had endeavoured to chase up a final decision by contacting RV to ascertain who was ultimately responsible for providing approval.

DC had indicated that he had a spare SID which had originally been purchased for use in Aldeburgh, but which had proved to be impractical on such a busy road, as the battery life was too short for the flow of traffic. DC was making enquiries regarding the potential use of this sign, and TC undertook to chase up a response regarding this and the proposed scheme generally.

## **2016.56 Budget for 2017-2018**

TC provided a 'Budget Forecast Outturn and 2017-2018 Budget Submission' document (attached at Annex A).

At present the Precept was set at £,050 per annum. While the forecast anticipated a reduction in expenditure of £313, it was proposed that allowances should be made for contingencies, and the potential need for payment for a Clerk should the current voluntary arrangement cease. Accordingly, TC proposed that a request for an increase to the Precept to £1,150 should be submitted, although it might be sensible to request £1,200 to avoid any sharper increases in required funding in the future.

It was unanimously resolved that a Precept request in the sum of £1,200 should be submitted.

## **2016.57 Financial Report**

### **2016.57.01 Monthly Financial Report**

TC presented updated Accounts and Financial Report as at the 28<sup>th</sup> November 2016 [attached herewith at Annex B and Annex C].

Total income for the relevant period amounted to 3p in interest, with no cheques issued or Invoices received.

Therefore the accounts mirrored those at the previous meeting, save for the addition of 3pm interest.

The accounts and figures were reconciled with the relevant Bank statements from Barclays, with the balance on the Community Account of £2,989.86 confirmed by MB and RG, who also checked and confirmed the balance on the Business Saver Account of £267.07.

Accordingly, it was agreed that the Accounts and Financial statement presented were accurate and would be Minuted accordingly.

TC raised an issue regarding the reclaiming of VAT in relation to expenditure on the defibrillator and associated costs. This amounted to £355 Vat on the Defibrillator itself, £19.77 on the Electrical Installation costs, and potentially earlier expenditure from 2009 involving £81 on Bronze Casting and £44.25 on the Iron framework arising from the commission of the Letheringham sign.

DMA to complete and lodge an application for repayment with HMRC.

#### **2016.57.01 Invoices for Payment**

None

#### **2016.58 Audit**

The proposed dates for LPC meetings in 2017 were considered and approved, subject to Village Hall availability and clarification re current rates.

At the conclusion of the meeting MF reminded all present about the Carol Concert at St. Mary's Church on the 18<sup>th</sup> December 2016, and requested that an email be circulated about cards with images from the Letheringham Triptych that were being sold to raise funds for the Church Fund.

#### **The meeting closed at 9.10pm**

Signed.....

Date.....

**Next Meeting: Monday 30th January 2017 at 7.45 pm in the Village Hall (subject to confirmation)**

#### **Appendices follow:**

- A Budget Forecast Outturn and 2017-2018 Budget Submission' document
- B Financial Report as at 28<sup>th</sup> November 2016
- C Parish Accounts as at 28<sup>th</sup> November 2016

## Budget Forecast outturn and 2017- 2018 budget submission

Budget Item	Budget 2016-2017	forecast outturn 2016 -2017	Budget 2017-2018
Secretarial support	0	0	0
Election costs May 2015)	0	0	0
SALC membership	38	33	35
Burial ground account	120	150	150
Insurance	165	165	175
Village hall	200	200	230
Internal audit	50	0	0
Salc Training	150	0	0
Post and Printing	20	0	20
other electrical		33	0
vets scheme		120	120
external audit		36	0
Vat reimbursement			
Inrease in Reserves	307	313	420
Total budget	1050	1050	1150
reserves		3000	2320
<b>capex ( provisional)</b>			
SiD signs		2000	
Posts for signs		300	
Total capex		2300	

## notes

- 1) for the SID signs we have within our reserves £1100 received from SCDC
- 2) councillor Belfields commitment transferred to councillor Vickery for the balance( £900- £1200) of the Sign costs
- 3) above expenditures subject to approval by highways
- 4) capex costs for signs may be expended in 2017 2018 if highways approval not forth coming in 2016/17

Letheringham Parish Council

## Financial Report as 28th November 2016

## Cheques presented for payment at this meeting

	date	chq number	payment
nil transactions			
<b>Income received</b>			
bank interest			£00.03

**Current position before cheques are paid**

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

## Position once cheques and payments are cleared:

Community Account	£2,989.86
Business Premium Account	£267.07
<b>TOTAL</b>	<b>£ 3,256.93</b>

Expenditure approved Minute 2016.57.01 refers  
Date 28/11/2016