

# Letheringham Parish Council

Minutes of the Parish Council Meeting held  
on Monday 24<sup>th</sup> September 2018 at Easton & Letheringham Village Hall

## In Attendance

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

David Allan (DA) (Clerk)

## Public Attendance:

Mike Lloyd

## Public Forum commenced at 7.45pm

ML raised ongoing issues with Sandy Lane Kennels and the District Council, having had no response from Philip Ridley to requests for details about the Court proceedings. TC confirmed that he had seen emails about this from ML and suggested that a contact the National Farmers Union for assistance and noted that it was accepted that there was a statutory noise nuisance but the Magistrates' appeared to have concluded that Ms. O'Neill was doing everything she could, and on that basis had ordered that the Noise Abatement Notice be withdrawn. ML commented that the evidence he had collated and provided established that this was not the case and that Ms. O'Neill was not acting in the manner suggested at Court and expressed his frustration at the material relating to fifty breaches between mid-June and the end of August 2018 not being used or referred to by the Environmental Health Department during the Court proceedings.

TC commented that it appeared that the Council went armed with facts and figures to justify the Noise Abatement Notice but that that was not disputed and they were therefore wrong-footed in Court. ML was again advised to refer the matter to the NFU for assistance and it was agreed that the LPC would contact Philip Ridley to request that he responds to ML's earlier requests. RG suggested that this should also be copied to Carol Poulter as well as Robin Vickery for completeness.

ML also enquired about whether there was a notice on the phone-box to advertise the fact that it contained a defibrillator and praised the work that had been done on it. MB observed that a code would be needed by anyone intending to use it anyway, and there was some concern that a sign might encourage any passing thieves to damage and steal equipment. TC stated that a sign had been provided was didn't fit properly, and that he will look at this again.

## The Public Forum closed and the Meeting opened at 8.02pm

### 2018.46 Apologies

Apologies received from Robin Vickery, who was required at a meeting elsewhere. No response had been received from Carol Poulter.

#### **2018.47 Declaration of Interests**

None.

A request from SCDC regarding outstanding Registers of Interests was referred to and copies of a letter received were provided to Councillors whose returns were outstanding.

#### **2018.48 Approval of Minutes & Matters Arising**

Minutes of LPC meeting on 23<sup>rd</sup> July 2018 were approved unanimously and signed by TC DA commented that the website would not display copies of Minutes uploaded, and MB agreed to look at and rectify this.

#### **2018.49 Matters of Report**

No useful or updated information from the Police beyond the usual out of date statistics, with one incident in July 2018 being shown on the crime map in the area of the B1078 between the junction with Park Road and Letheringham Lodge. However, it was clear from previous correspondence that the locations shown on the map were unreliable and inaccurate, and the nature of the incident as well as the outcome was unspecified.

Reference was made to the Grit Bin Guidance issued by SCDC, which had previously been circulated to residents. While this largely related to the installation of new bins rather than the refilling of existing ones, which was an issue raised by residents previously, the relevant section of the Guidance stated:

10.The grit bin will be replenished by Suffolk Highways at the start of winter and at such intervals that it considers appropriate, based on resource levels and priorities. The Applicant will be at liberty to re-stock the grit bin at its own cost in the event that Suffolk Highways is unable to do so.

11.If the Applicant is aware that the grit bin is empty or nearing empty, the Applicant will need to advise the Customer Service Centre on 0345 606 6171 so that the grit bin can be refilled when resources are available to do so.

The Local Plan Review documentation was referred to, having been circulated to Councillors. In contrast to the initial material, this did not contain any reference to Letheringham.

A cheque had been received from Norse arising from our participation in the Village Litter Pick scheme this year. The cheque was to our nominated charity, Community Heartbeat Trust, in the sum of £20, and it was agreed that this should be forwarded to them by DA, who will also chase up PL regarding the earlier cheque made out to CHT that had not been cashed to date.

#### **2018.50 Planning & Licensing Applications and Issues**

No new applications received but TC raised the issue of the concerns raised previously about the procedure adopted by the Planning Department, and the response received from Philip Ridley, which was described as 'doublespeak' which did not address the matters raised. DA to review previous emails and draft a response.

#### **2018.51 Insurance**

The documentation from Came & Co had been circulated, and contained three quotations, the cheapest being that offered by Inspire at an annual cost of £168. However, Came & Co had levied an administration fee of £50 for the first time and TC had contacted them about this additional charge, which amounted to an increase of approximately 30%. After some

correspondence they had agreed to waive this fee for this year, although they had expressed an intention to re-apply it next year.

It was resolved unanimously to secure the insurance policy offered through Inspire at a cost of £168, and that a cheque in this sum should be completed and issued to Came & Co.

DA was tasked with providing this to Came & Co, as well as contacting them regarding the provision of a more specific and tailored policy in the future.

## **2018.52 Financial Report**

### **2018.52.01 Invoices for Payment**

Although no amended Invoice, omitting the £50 administration fee which had now been waived, was received, it had been resolved unanimously that a cheque for £168 should be issued to Came & Co for the insurance policy offered by Inspire. Accordingly, a cheque in that sum (cheque number 268) was drafted and signed by MF and MB.

Payment for the village hall hire for the September meeting was also agreed unanimously, and a cheque in for £24 (cheque number 269) was drafted and signed by MF and MB, who also signed the Invoice received.

DA was tasked with issuing these cheques to their respective recipients.

### **2018.52.02 Monthly Report**

TC presented the bi-monthly Accounts and Financial Statement [Attached as Annex A and B herewith], and noted the discrepancy arising from the uncashed cheque for £54 to CHT. TC had included the cheques for the Insurance and Village Hall Hire in anticipation of their approval, and an error on the original report for the village hall cheque was corrected.

The Precept payment had not been received as of the date of the Report and Meeting, although this was due to be paid by the end of the month.

The proposed consolidation of the Business Saver Account and the Community Account had been approved previously, and TC agreed to contact the bank and address this by the next meeting.

### **2018.52.03 Budget**

TC presented the Budget Proposal for 2018-19 [Annex C herewith], which reflected the figures approved last year but with an additional provision for Parish Council elections in 2019. The total budget should therefore be £850 and the Precept has already been decided and agreed, and does not require amendment.

### **2018.52.04 Audit Progress**

All relevant documentation has already been submitted and no response received, although it is understood that none is expected unless an issue arises.

**2018.53 B1078 / SID Signs**

This was considered out of turn with the Agenda. TC commented on ongoing issues with suppliers, with none of them providing detailed figures about battery life. TC will speak to Ufford and others about their mobile sign and experience.

One response had been received from an ex Police Superintendent employed by one supplier, who suggested that a sign could not be installed in the location suggested given the speed limit, despite our reference to the advisory reduction in speed for the relevant part of the road.

TC will continue to investigate these matters but referred to the possibility, if the installation of a SID sign is not practicable, as to whether the funds raised could be applied to a different purpose. TC suggested that their use for the Church and Burial Ground could be considered, but the issue about the position of the PCC and Church hierarchy needed clarification. Since the PCC had been disbanded, there was no procedure for funds to be paid to the treasurer, and in the absence of anyone providing organisation and planning, it may be that the LPC or residents could offer assistance.

MF commented that he and others had undertaken work on the churchyard but that there were missing posts and signs, and ongoing work was required to maintain this area.

TC observed that the previous need for an SID sign on the B1078 had been reduced since the installation of the chevrons, signs and the advisory speed reduction area, as evidenced by the fact that there had been no accidents in that location. Accordingly, the steps taken appeared to be effective, despite initial scepticism, and it was questionable whether the additional expenditure on, and the consequent running costs of, an SID sign was justified. If not, the funds secured for that purpose should be returned or allocated to an alternative and appropriate purpose.

RG endorsed this, stating that it should be determined whether the SID Sign initiative was progressing first, and if not, for alternative use of the funds raised to be considered.

MF commented on the work required to maintain the churchyard, with strimming required four times a year and areas left as habitats for wildlife.

DA advised that it was important to determine the viability of the SID Sign issue first and as a discrete issue, and only if that it considered unnecessary to then go on to consider whether there are suitable alternatives. This was to avoid any risk that the decision to abandon the SID sign arose from a desire to apply funds to a different end.

**2018.54 Phone Box & Defibrillator**

TC referred to the uncashed cheque to CHT, and DA agreed to chase this up with PL and request that she attends at the next meeting if possible to finalise arrangements regarding the VETs scheme, with DA sending out a further email to finalise a list of volunteers.

**2018.55 Deben River & Environment Agency Issues**

MF referred to two trees that had fallen into the river, which had been taken away by Easton Farm park. One tree was still down, which was believed to have come from Paul Clarke's land, and was pointing towards EFP towards the Mill. It was understood that Paul had commented that the Environment Agency was happy with the fallen tree remaining.

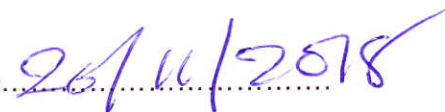
RG commented that he had spent a very significant sum of money on clearing weeds and silt in the past week or so.

It was agreed that DA should chase up the EA and the Gipping Boat Company regarding the cost of river clearance work, and to circulate contact and other details. RG requested that the cost and capabilities be confirmed so that a decision could be made regarding funding, with the possibility of a sub-group being formed by those interested in funding such work in the future.

Prior to the conclusion of the meeting, the matter of the Village BBQ was raised, and it was agreed that this event would be revisited in 2019, with an earlier date to be proposed by RG who provisionally agreed to host this event in 2019.

**The meeting closed at 9.14pm**

Signed.....

Date.....

**Next Meeting: Scheduled for the 26<sup>th</sup> November 2018 at 7.45 pm in the Village Hall**

**Appendices follow:**

- A Financial report as at 24<sup>th</sup> September 2018
- B: Letheringham Parish Accounts as at 24<sup>th</sup> September 2018
- C. Budget Proposal 2019-20

**Letheringham Parish Council****Financial Report as 24th September 2018:****Cheques presented for payment at this meeting**

	date	cheque	amount
Insurance (Came & Co.)	24/09/2018	100268	£168.00
Village Hall invoice	24/09/2018	100269	£24.00

**Income received**

*Note: Precept payment not received 24/09/2018*

**Current position before cheques are paid**

Community Account	£5,530.66
Business Premium Account	£267.41
<b>TOTAL</b>	<b>£5,798.07</b>

**Current position after cheques are paid**

Community Account	£5,338.66
Business Premium Account	£267.41
<b>TOTAL</b>	<b>£5,606.07</b>

Expenditure approved: Minute 2018.52.01 refers  
Date 24/09/2018

## Letheringham Parish Accounts

## Statement of account as at September 24th 2018

## COMMUNITY ACCOUNT #50571423

	date	Cheque no	(2018-2019)		total	vat	account statement	statement date
			debit	credit				
C/F from 2017-2018	05/04/2018				£5,067.89			
SCDC precept	27/04/2018			£600.00	£5,667.89		£5,667.89	21/05/2018
village hall (march)	21/05/2018	100264	£24.00		£5,643.89			
village hall	21/05/2018	100265	£24.00		£5,619.89			
community heart beat trust	21/05/2018	100266	£54.00		£5,565.89		£5,619.89	23/07/2018
SALC membership fees	23/07/2018	100267	£35.23		£5,530.66		£5,584.66	24/09/2018
Insurance (came & co)	24/09/2018	100268	£168.00		£5,362.66			
village Hall invoice	24/09/2018	100269	£24.00		£5,338.66			
SCDC precept								
Community action Suffolk ( web site)								
churtyard fund								

cheque 10266 £54.00 not cashed 29/09/2018

## BUSINESS SAVER ACCOUNT #50571431

transaction	date	Payments	Receipts/ interest payments	Balance	Bank statement	statement date
c/f	01/04/2018			£267.28	£267.28	21/05/2018
	04/06/2018		£0.13	£267.41	£267.41	23/07/2018
	24/09/2018		£0.00	£267.41	£267.41	24/08/2018

## Total account balances

date	Community Account	business premium account	Total funds available
C/F from 2017-2018 final accounts	£5,067.89	£267.28	£5,335.17
21/05/2018	£5,619.89	£267.28	£5,887.17
23/07/2018	£5,530.66	£267.41	£5,798.07
24/09/2018	£5,338.66	£267.41	£5,606.07

## 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

## Minute Reference 2018.52.01

## 2018-2019 Budget Proposal

## Current Account

Budget Item	Budget (£)
Secretarial support	0
Election costs	150
SALC membership	40
Burial ground account	150
Insurance	220
Village hall	180
Internal audit	50
defibrillator ?	50
Salc Training	180
Post and Printing	30
<b>Total current account budget</b>	<b>£1000</b>

<b>Capex</b>	
SID sign	£2800
<b>Total Capex</b>	<b>£2800 +560 vat</b>

notes

VAT on SID signs will be reclaimable

Grants received for SID signs £1100 SCDC plus  
£1,225. LPC contribution approx £500 net £1050