

Letheringham Parish Council

Minutes of the Parish Council Meeting held
on Monday 26th March 2018 at Easton & Letheringham Village Hall

In Attendance

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

David Allan (DA) (Clerk)

Public Attendance:

David Holborrow, Brian Latimer Mike Lloyd, Jan McNeill.

Public Forum commenced at 7.45pm

Robin Vickery (SCC Councillor) addressed the meeting, apologising for absences from recent meetings due to ill health but confirming his appointment as Constituency Chairman for Central Suffolk and North Ipswich. Robin conveyed the sad news that Tony Buckingham, a Highway Engineer who had worked under David Chenery, had passed away leaving a young family.

RV confirmed the restructuring of the Highways Department, which was now divided into three areas, with ours run from Phoenix House. He had spoken with Paul Grant, one of the Highway Engineers regarding issues arising within the Carlford Ward, and taken him to locations to address major issues that had been raised.

ML referred to concerns about teams being tasked to repair potholes, and fixing some but leaving others which inevitably then deteriorated.

RV referred to the recent budget, which included £7 million for each of the next three years to meet election pledges for the completion of 1000 miles of resurfacing work within the County, although he was unable to confirm how many miles of roads there were in total.

RV referred to an increase in budget due to overshoots on Adult Social Care and Children & Young Persons budgets. Reserves had been used to meet the shortfall but a 4.99% increase was planned, with 3% ring-fenced for Social Care, with 1% of central Government funding ring-fenced for the same purpose.

RV referred to the recent bad weather and the adverse effect that this had had on the road network, with 6000 defects reported last year, which had increased to 11,000 during the current period. As a result, work teams were being re-organised with a blitz on potholes. TC commented on the lack of quality of some of the work, with holes filled with tarmac but not properly sealed.

ML raised the issue of machinery used in other Counties, such as Norfolk, which enabled potholes to be filled and repaired far more quickly. RV confirmed that Suffolk did not have this type of equipment, and ML also queried the quality of work done on potholes, highlighting the failure to mark or repair potholes which contained water.

RV referred to the forthcoming Armistice Centenary and a plan to promote the planting of Oak trees in parks in time for Armistice Sunday, which falls on the 11th November 2018. Planting was planned for the 26th October 2018, and it was suggested that a line of oaks could be planted in or around Letheringham, although the absence of public land was raised alongside the risk of damage if trees were planted along side or near to roads. It was suggested that an alternative might be to scatter poppy seeds on verges within the village to mark this occasion.

ML raised the issue of over-growing hedges, which obscured road-signs and forced lorries away from the verges to such an extent that, on the B1078 there were places where it was difficult for two large vehicles to pass each other safely and incidents where wing mirrors were damaged while doing so.

TC queried whether this was a Highways issue or something that should be addressed by land-owners, and ML suggested that the Highways Department should contact land-owners and insist that they carry out remedial works. ML referred to on site in Debach where signs were now completely obscured by hedge-growth. RV commented that the timing of works was important, and should be done prior to nesting season as there would be a reluctance for works after that time.

TC raised the issue regarding the poor state of road signs, and referred to the signs by Sanctuary Bridge which were at an angle and completely unreadable. This had been reported, and resulted in a response that it was not work that the Highways Department would undertake. RV stated that he had raised a similar issue regarding signs in Kettleburgh, and would do the same with the Sanctuary Bridge ones. TC commented that poor maintenance on signs and elsewhere made the area look uncared for.

The issue of Broadband was raised, with RV referring to the County Council member responsible for Broadband being Matthew Hicks. RV referred to BT putting in £4million extra at the completion of Phase 1, in addition to Government and Local Council funding, and was awaiting an update regarding evaluation. RV reiterated the aim for 98% coverage by 2020, which had increased from the original target of 94% due to the increased funding from BT. TC commented that the missing 2% would still amount to approximately 20,000 homes without an adequate internet connection.

The Meeting opened at 8.20pm

2018.14 Apologies

Apologies received from Jean Barker, who was away, and from Carol Poulter, who was in London for an important meeting.

2018.15 Declaration of Interests

None.

2018.16 Approval of Minutes & Matters Arising

Minutes of LPC meeting on 29th January 2018 were approved unanimously and signed by TC

2018.17 Matters of Report

The recent consultation and survey regarding the use of the Mobile Library was raised. DH confirmed that he had completed and returned this, but there was little point in those who did not use the service doing so, as the users were recorded and known to the service providers in any event. DH stated that each vehicle cost £200,000 and most of the fleet was due for replacement, with the likelihood being that the service would cease within 12-months. JM referred to the Mobile Library stopping in the Farm park and being used by kids and the older generation, and DH commented that the end of this service would add additional pressure onto smaller local libraries such as Wickham and Framlingham, at a time when there was a focus on primary centres such as the facility in Woodbridge.

TC commented that the loss of the Mobile Library would be a shame, but the need to secure financial savings was clear and it would undoubtedly have a disproportionate impact on older people.

The recent Crime Report was referred to, which included reports up to January 2018 and included reference to three incidents in Easton but nothing within the Letheringham Parish area.

TC referred to a recent Sizewell C Update and the issue of the Wickham Market Lorry Park.

2018.18 B1078 & Sped Indicating Devices

TC confirmed that David Chenery (DC) was now responsible for this and had been sent all relevant documentation. DC had approved the proposed sign in principle but wanted to make checks, and a further response from him was awaited. In the meantime, TC had identified a further and alternative supplier, and had contacted them by email but, again, was waiting for a response.

TC commented that some signs, such as those in Ufford, appeared to work intermittently, suggesting that there were battery issues, and stated that he would address matters further at the next Meeting in the light of further enquiries and responses.

BL commented that the Easton sign activated a significant distance before vehicles reached the 30mph zone, and TC commented that signs which indicated the actual speed would lead to an additional drain on the battery.

2018.19 Planning & Licensing Applications and Issues

The recent plans submitted by Trevor Gill relating to proposed works at Four Bridges (DC/18/0795, 0798, 0800 and 0801) were raised. It was confirmed that these corresponded with the plans raised by TG at the previous Meeting.

Councillors expressed their view regarding the plans submitted, although it was mentioned that their status was unclear, and a suggestion made that they had in fact been withdrawn. There was a general consensus of approval, particularly insofar as they involved the improvement of a property and area that required attention, albeit with some doubt that they would gain approval.

On reviewing the plans submitted in relation to Four Bridges it was unanimously resolved that the Parish Council supported the development of the site in general and that no objections or observations were raised in relation to the proposed plans submitted.

2018.20 Asset Maintenance

JM raised an issue regarding the grit box, having emailed the Highways Department requesting this be re-filled following the recent adverse weather conditions. She referred to two 'near-misses' involving vehicles that had narrowly avoided hitting the Old Forge, and the importance of the grit store being refilled in case of further inclement weather. Despite this request, it appeared that there was no prospect of stocks being replenished in the near future.

2018.21 Phone Box & Defibrillator

The issue of replacement pads costing £91.20 for a complete set with back-up was raised. It was unanimously resolved that this payment be authorised, with consideration to be given to annual scheme costing £126 per annum covering pads (which required replacement every two years), replacement batteries (required every five years), replacement rescue kit and annual compliance checks.

A cheque for £126 (Cheque number 100263) was signed and passed to BL for payment to Community Heartbeat Trust, and BL confirmed that he would fit the replacement pads once these were received.

The VETs scheme was also mentioned, although it was agreed that a reminder and update about the costs of this scheme were needed before any final decision was considered, and it was requested that PL provide this information in time for the next meeting if possible.

With regard to cleaning and maintenance, MB confirmed that Pauline was ready to do the painting work once the weather improved, and JM offered to help as required.

2018.22 Financial Reports

2018.22.01 Monthly Financial Report & Invoices for Payment

TC presented the Monthly Financial Report and Accounts, which involved 13p interest accruing and a starting balance of £5,522.24 across both accounts, with a closing balance of £5,335.17 after taking account of cheques paid to CMH for £91.20 and the Village Hall for hire charges totalling £96.00 as well as the interest payment.

These cheque payments were unanimously approved, and the cheque for £96 was passed to DA to be sent to Ian Palfrey on behalf of the Village Hall Committee.

TC commented that the balance included £2,325.23 funding from the SCC and SCDC for the purpose of SID signs, although the figures quoted by suppliers amounted to approximately £2,800, meaning a shortfall of about £500 to be met from LPC funds.

MB referred to grants issued by Sizewell, although there were geographical requirements and limitations. Eligibility would be considered prior to the next meeting.

2018.22.02 Audit

TC referred to changes in the rules for Audits, which meant that it was no longer necessary for accounts to be submitted in the same way as before. For Smaller Authorities (with income less than £25,000) who met the relevant criteria, they would be considered as being Exempt Authorities, and only required to submit documents to designated Auditors appointed by the Smaller Authorities Appointments Authority (SAAA), with a deadline on the 2nd July 2018.

With DH's approval, it was proposed that he again be appointed as Internal Auditor, and this was agreed and resolved unanimously.

TC stated that he would present a detailed report at the next Meeting, once a response had been received from SALC and SAAA regarding the designated accountants.

2018.21 River Deben

It was agreed that DA would contact Emmett Klipalo of the Environment Agency to arrange his attendance at the next or an ad hoc LPC Meeting.

JM and DH confirmed that they had not received any further feedback in response to concerns raised previously, and TC commented that there was widespread flooding of fields following the recent snow-melt.

2018.22 Village Litter Pick

It was agreed that this should be arranged for the 21st April 2018, with DA to make the relevant arrangements, and MF commenting that the litter situation was particularly bad on Periwinkle Lane.

The meeting closed at 9.27pm

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

Next Meeting: Scheduled for the 21st May 2018 at 7.45 pm in the Village Hall

Appendices follow:

- A Financial Report as at 26th March 2018
- B: Letheringham Parish Accounts as at 26th March 2018
- C: External Audit 2017-18 – Summary of Amended Requirements

Letheringham Parish Council**Financial Report as 26th March 2018****Cheques presented for payment at this meeting**

village hall hire	26/03/2018	100262	£96.00
defib replacement pads	26/03/2018	100263	£91.20

Income received

interest on saver account	04/03/2018		£0.13
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Current position before cheques are paid

Community Account	£5,255.09
Business Premium Account	£267.15
TOTAL	£5,522.24

Current position after cheques are paid

Community Account	£5,067.89
Business Premium Account	£267.28
TOTAL	£5,335.17

Expenditure approved minute 2018.22.01 refers
Date 26/03/2018

Letheringham Parish Accounts - Statement of account as at 26th March 2018

COMMUNITY ACCOUNT #50571423			(2017-2018)						
	date	Cheque no	debit	credit	total	vat	account statement	statement date	
C/F from 2016-2017					£2,851.86				
SCDC precept	26/04/2017			£600.00	£3,451.86				
HMRC VAT rebate	21/04/2017			£500.02	£3,951.88		£3,951.88	27/04/2017	
SALC membership fees	12/06/2017	100256	£34.22		£3,917.66				
Community action Suffolk (web site)	12/06/2017	100257	£60.00		£3,857.66	£10.00			
Insurance (came & co)	25/09/2017	100258	£168.00		£3,689.66				
Village Hall contribution	25/09/2017	100259	£50.00		£3,639.66				
Locality fund grant	25/09/2017			£1,225.43	£4,865.09				
SCDC precept	29/09/2017			£600.00	£5,465.09				
BDO audit invoice	29/09/2017		£0.00		£5,465.09		£5,465.09	27/11/2017	
Community action Suffolk (web site)	27/11/2017	100260	£60.00		£5,405.09	£10.00			
churchyard fund	27/11/2017	100261	£150.00		£5,255.09		£5,255.09	26/03/2018	
village hall hire	26/03/2018	100262	£96.00		£5,159.09				
defib replacement pads	26/03/2018	100263	£91.20		£5,067.89				
YTD total debits/ credits									
		total grant funding received for SID signs £1100 +1225.23							
		total 2325.23							

BUSINESS SAVER ACCOUNT #50571431						
transaction	date	Payments	Receipts/ interest payments	Balance	Bank statement	statement date
c/f 01/04/2017				£267.10	£267.01	13/12/2016
	12/06/2017			£267.10	£267.10	09/06/2017
	25/07/2017			£267.10	£267.10	25/07/2017
	27/11/2017			£267.10	£267.10	27/06/2017
	12/12/2017		£0.05	£267.15	£267.15	12/12/2017
	04/03/2018		£0.13	£267.28	£267.28	26/03/2018

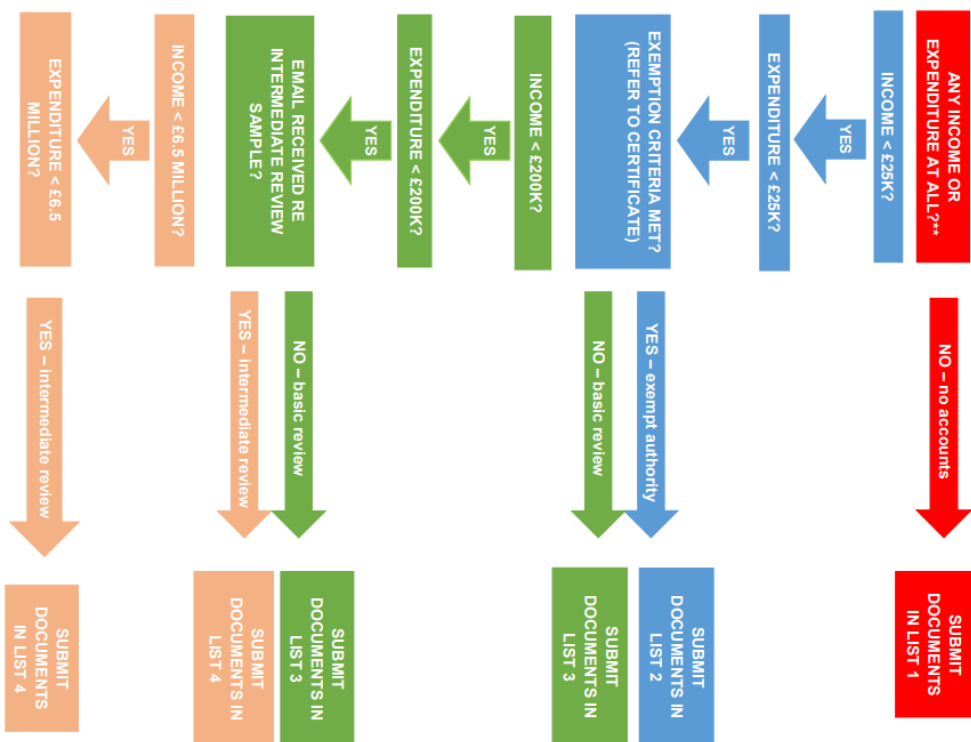
Total account balances			
date	Community Account	business premium account	Total funds available
21/05/2017	£3,951.88	£267.10	£4,218.98
12/06/2017	£3,857.66	£267.10	£4,124.76
25/09/2017	£4,865.09	£267.10	£5,132.19
27/11/2017	£5,255.09	£267.10	£5,522.19
29/12/2017	£5,255.09	£267.15	£5,522.24
26/03/2018	£5,067.89	£267.28	£5,335.17

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

External Audit 2017-18 – Summary of Amended Requirements

Which AGAR do I complete and which documents do I need to submit?

Consider the total gross income and expenditure for the period between 1 April 2017 and 31 March 2018 and answer the following questions. Please note that the document lists are on the next page.



List 1 – SMALLER AUTHORITY WITH NO ACCOUNTS

- 1. Completed and signed [AGAR Part 1](#) Exemption Certificate
- 2. Completed [contact details form](#)
- ** A financial transaction is any form of income or expenditure received or incurred by the smaller authority. This includes donations made to the smaller authority, fund raising income, interest earned or paid, purchase of services/assets, etc.

List 2 – EXEMPT AUTHORITY

- 1. Completed and signed [AGAR Part 2](#) Exemption Certificate
- 2. Completed [contact details form](#)

List 3 – BASIC LEVEL REVIEW

- 1. Completed and signed [AGAR Part 3](#) (Sections 1 & 2 and the Annual Internal Audit Report)
- 2. Completed confirmation of dates of the period for the provision of public rights form – see [pro forma](#)
- 3. Bank reconciliation – see [pro forma](#)
- 4. Explanation of any significant variances – see [pro forma](#)
- 5. Reconciliation between Section 2, Boxes 7 and 8 – see [pro forma](#) **ONLY** for those smaller authorities preparing Section 2 on an income and expenditure basis)
- 6. Copy of the separate internal audit report **ONLY** for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report)
- 7. Copy of the 2017/18 Section 48 notice, together with a reconciliation and explanations from the notice to the amount stated in Section 2, Box 2 if these two figures are not the same **ONLY** for those smaller authorities that are **Internal Drainage Boards**)
- 8. Completed [contact details form](#)

List 4 – INTERMEDIATE LEVEL REVIEW

- 1. Completed and signed [AGAR Part 3](#) (Sections 1 & 2 and the Annual Internal Audit Report)
- 2. Completed confirmation of dates of the period for the provision of public rights form – see [pro forma](#)
- 3. Bank reconciliation – see [pro forma](#)
- 4. Explanation of any significant variances – see [pro forma](#)
- 5. Reconciliation between Section 2, Boxes 7 and 8 – see [pro forma](#) **ONLY** for those smaller authorities preparing Section 2 on an income and expenditure basis)
- 6. Copies of any separate internal audit reports received in relation to 2017/18
- 7. Copy of the 2017/18 Section 48 notice, together with a reconciliation and explanations from the notice to the amount stated in Section 2, Box 2 if these two figures are not the same **ONLY** for those smaller authorities that are **Internal Drainage Boards**)
- 8. Copies of year end bank statements to support the bank reconciliation **ONLY** one page per account showing the balance as at the close of business on 30 March 2018)
- 9. Copies of minutes and any agreed plan showing the corrective action taken to address the prior year* except for matters **ONLY** for smaller authorities who received except for matters in the 2016/17 external auditor report)
- 10. Completed [contact details form](#)