

# Letheringham Parish Council

Minutes of the Parish Council Meeting held  
on Monday 26<sup>th</sup> November 2018 at Easton & Letheringham Village Hall

## In Attendance

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

David Allan (DA) (Clerk)

## Public Attendance:

Mike Lloyd and Jan McNeill

## Public Forum commenced at 7.50pm

JM raised issues regarding the recent planning application for the carport adjacent to Boatman's. TC confirmed that concerns had been raised with SCDC regarding the procedure adopted and that a complaint had been lodged regarding this.

JM queried whether her objection lodged prior to the application being considered had been taken into account as this did not appear in the relevant documentation nor on the planning portal entries. JM also raised an issue regarding drainage of runoff from the path constructed between Pips Cottage and Boatman's which was causing damp and flooding, and was constructed from the same material that required planning consent in the car-port area.

TC queried whether the drainage issue for the car-port had been addressed, as the permission granted required this to be addressed. If so, it may be sensible for the drainage issue from the path to be addressed at the same time. JM commented that a non-porous surface or proper drainage was required, but this was not something that she could implement without access. There was a two-inch fall from the path to the curtilage of Boatman's that provided access to water. MF and TC recommended instructing an expert to complete a report to confirm that the damp was caused by this run-off.

JM revisited the original application and her objection, and queried whether this had been received and considered. TC confirmed that this was a further issue that would be raised with the Planning Department and Carol Poulter. MB suggested that the Planning Department may be sympathetic but were understaffed, and that it may take an experts report plus the threat of further action to progress matters.

DA confirmed that the objections submitted included reference to the issue of drainage in the following terms:

No, or no adequate, drainage provision has been made to deal with water run-off and the Council heard evidence that the quantity and direction of the water run-off from the development is having a significant impact on the adjacent property, where it has caused problems with damp which are likely to be exacerbated once a separate development is completed on that land, for which a Planning Application has previously been submitted without issue (DC/18/0131/FUL)

JM agreed to provide a copy of all correspondence with the Planning Department so that this could be included in the ongoing complaint regarding procedural issues. TC referred to a



separate complaint lodged in similar terms by Middleton Parish Council, which was seeking to escalate matters to the Ombudsman.

### **The Public Forum closed and the Meeting opened at 8.15pm**

#### **2018.56 Apologies**

Apologies received from Richard Gooding but no response received from Robin Vickery, or Carol Poulter.

#### **2018.57 Declaration of Interests**

None.

#### **2018.58 Approval of Minutes & Matters Arising**

Minutes of LPC meeting on 24<sup>th</sup> September 2018 were approved unanimously and signed by TC

#### **2018.59 Matters of Report**

The issue of the recent burglary at Cherry Tree was raised and discussed. This was being investigated by PC Simon Green and DC Colbridge, although the leaflets he had promised for distribution had not materialised. MF referred to a 'Home Security Checklist' booklet that had been issued, but commented that the contents of this appeared to be rather dated.

DA raised the recent Electoral Report which placed Letheringham and Easton within a new two-councillor Framlingham ward.

The Council expressed its thanks to Pauline Bickerton for her efforts and organisation in producing the poppies for the WW1 centenary. It was agreed that these should remain in place for 100 days, and MB stated that he would upload photographs to the website.

The issue of the Churchyard was also discussed. This issue had been raised with NALC. DA advised that, while a PCC could give notice that the churchyard should be maintained at public expense, no such notice had been provided and the PCC appeared to have been disbanded. Similarly, when a churchyard became full and therefore unusable, it could be closed by Order of the Privy Council, in which case the LPC could become responsible, or pass on this responsibility to the District Council which could then recoup costs from council tax payers. None of these situations had arisen or were anticipated and, in the absence of such measures, there were divergent views between NALC and the Government regarding the propriety of Parish Councils providing contributions towards the cost of churches and churchyard.

It was agreed that a response from NALC would be awaited before considering matters further and then writing to Rev Stephen Brian for clarification regarding the Church's position and intentions.

## **2018.60 Planning & Licensing Applications and Issues**

The application for prior approval relating to Abbey Farm had been circulated and no objections had been received.

## **2018.61 Phone Box and Defibrillator**

Consideration of outstanding issues was put off until the next meeting.

## **2018.62 B1078**

TC advised that there had been no further progress and MB agreed to undertake further enquiries. TC reiterated the observation that no accidents had occurred since the installation of the new chevrons, road-markings and recommended speed limit, and whether this obviated the need for any speed indication devices in that location.

## **2018.63 Financial Report**

### **2018.63.01 Invoices for Payment**

A cheque for £24 for hire of the Village Hall for the November meeting was unanimously approved, and a cheque (# 271) in that sum was completed and counter signed by MB and MF.

Payment for the CAS Invoice for the website hosting had previously been approved in July 2018 but no cheque had in fact been issued. A cheque (# 272) in that amount was completed and countersigned by MB and MF.

TC observed that no amended Invoice had been received from Came & Co following their agreement to waive the administration fee of £50. DA to chase up this revised Invoice, which had previously been paid.

### **2018.63.02 Monthly Report**

TC presented the bi-monthly Accounts and Financial Statement [Attached as Annex A and B herewith], A £600 precept payment had been received, along with 13p in interest. Taking into account the cheques issued, this resulted in a closing balance across both accounts of £6,098.20.

The issue regarding amalgamation of the accounts, which had been agreed previously, would be actioned in due course.

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.

### **2018.63.03 Precept & Election Costs Estimatet**



The Precept had previously been agreed at £1,200 and no amendment was required or sought. An Estimated Election Fees document had been provided by SCDC which, although specifically referring to Letheringham, appeared to contain figures that were wholly unrealistic. It was understood that this related to contested elections, and that no such situation or expense was anticipated.

TC observed that a bank reconciliation for Audit purposes would be required at the next meeting.

**2018.64      Dates for Meetings in 2019**

The proposed dates for meeting for 2019 were agreed unanimously, subject to confirmation of availability:

- Monday, January 28th                      Parish Council Meeting
- Monday, March 25th                        Parish Council Meeting
- Monday, May 20th                          Annual Parish Council Meeting
- Monday, July 22nd                          Parish Council Meeting
- Monday, September 30th                  Parish Council Meeting
- Monday, November 25th                  Parish Council Meeting

**The meeting closed at 9.25pm**

Signed.......... Date..... 28/1/2019.....

**Next Meeting: Scheduled for the 28<sup>th</sup> January 2019 at 7.45 pm in the Village Hall**

**Appendices follow:**

- A                      Financial report as at 26<sup>th</sup> November 2018
- B:                     Letheringham Parish Accounts as at 26<sup>th</sup> November 2018

**Letheringham Parish Council****Financial Report as 26<sup>th</sup> November 2018****Cheques presented for payment at this meeting**

Village Hall	26/11/2018	Cheque #	£24.00
Community Action Suffolk ( web site)	26/11/2018	100272	£60.00
Village Hall	23/07/2018	100268	£24.00

**Income received**

SCDC precept	28/09/2018	£600.00
bank interest	26/09/2018	£00.13

**Current position before cheques are paid**

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

**Current position after cheques are paid**

Community Account	£5,830.66
Business Premium Account	£267.54
<b>TOTAL</b>	<b>£6,098.20</b>

Expenditure approved: Minute 2018.63.02 refers  
Date 26/11/2018

## Letheringham Parish Accounts

Statement of account as at November 26<sup>th</sup> 2018

COMMUNITY ACCOUNT #50571423			(2018-2019)					
	date	Cheque no	debit	credit	total	vat	account statement	statement date
C/F from 2017-2018	05/04/2018				£5,067.89			
SCDC precept	27/04/2018				£600.00		£5,667.89	21/05/2018
village hall (march)	21/05/2018	100264	£24.00					
village hall	21/05/2018	100265	£24.00					
community heart beat trust	21/05/2018	100266	£54.00				£5,619.89	23/07/2018
SALC membership fees	23/07/2018	100267	£35.23				£5,584.66	24/09/2018
Insurance (came & co)	24/09/2018	100269	£168.00					
village Hall invoice	24/09/2018	100270	£24.00					
SCDC precept	30/09/2018				£600.00			
village hall	26/11/2018		£24.00					
Community action Suffolk ( web site)	26/11/2018	100272	£60.00			£10.00		
Village hall	23/07/2018	100268	£24.00					
churchyard fund								
YTD total debits/ credits								

Think:  
cheque issued and approved at July meeting but not recorded

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
26/11/2018			£0.13	£267.54	£267.54	26/11/2018

## 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
26/11/2018	£5,830.66	£267.54	£6,098.20

## 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

Approved Minute Reference 2018.63.02