

# Letheringham Parish Council

Minutes of the Parish Council Meeting held  
on Monday 13<sup>th</sup> May 2019 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 (ML), Jan McNeill (JM), Malcolm Ross (MR) and Janet Ross (JR)

**The Meeting opened at 8.23pm following the conclusion of the APM**

## 2019.22 Apologies

Apologies received from Carol Poulter on behalf of the newly-elected East Suffolk Councillors for Framlingham Wards, Maurice Cook and William Taylor.

## 2019.23 Co-Option

Following the uncontested election, three councillors were elected but the nomination paperwork was incomplete for JB and MB. It was therefore proposed by TC and seconded by MF that JB and MB be co-opted back onto the Parish Council. This was unanimously approved and both JB and MB were thereby co-opted back onto the Parish Council, subject to the completion of the relevant Declaration of Acceptance of Office, along with the requisite Register of Interests, by or prior to the LPC Meeting in July 2019 at which this appointment would be formally ratified.

TC was unanimously appointed as Chairman of the LPC.

## 2019.24 Declaration of Interests

None.

## 2019.25 Approval of Minutes & Matters Arising

Minutes of LPC meeting on 25<sup>th</sup> March 2019 were approved unanimously and signed by TC

## 2019.26 Planning & Licensing Applications

None, save that TC noted that the previously considered planning application for two five-bedroomed dwellings at Abbey Farm appeared to have been withdrawn.

## 2019.27 Matters of Report

None.

## 2019.28 Deben River & Environment Agency Issues

The Environment Agency had recently attended and experimented with methods of addressing the issue of algae and duckweed on the River.

An email had been received from David Holborrow regarding this and was read out to the Meeting:

The Environment Agency spent about 4 hours trialling different equipment in the river using our garden as a base. Pump systems were tried and found to be ineffective- larger bore pumps would be needed. Most effective clearance was achieved using floating DARCY fence booms. These were dragged down river by two of the EA team who donned dry suits and got into the river. I attach a couple of photos which shows the river after the boom was used, and a photo of the boom used.

They were able to clear about a 50m stretch, but it is a problem dumping the dragged weed out of the river. Of course, having cleared the weed upstream, weed drifted back down river and filled the gap created by this morning.

A regular programme of clearing might achieve some more long-lasting relief, but this would mean that it would need a team of villagers who don't mind getting their feet wet to get on top of the weed problem.

I expect that the EA will send a report to us shortly.

I have made enquiries as to the cost of the DARCY booms although the EA may be persuaded to provide this equipment - at what cost I know not.

Still it is a start, and we appreciate the efforts made by the EA team on Friday.

Happy if you want to share this email and attachment.

MR commented that he had also been present and had video'd the Environment Agency at work. He confirmed that the filtering or pumping option was not effective, but that the manual use of the boom worked very well, with the EA staff trying different methods for this over about 1½ hours. A solution was required for the disposal of duckweed and would need some voluntary commitment by residents in order to be effective.

An email addressing this and other issues had been received from Paul Clarke, and this was also read out to the meeting as requested in the following abridged terms:

As regards a technique for removing the duckweed, I removed a lot of duckweed from the moat last summer. I found quite a lot of options on Youtube! The one that was cheapest and worked best for me was floating an 8 m length of 4 x 2" timber on the surface of the water and pushing it as I walked along the moat bed. It worked like a windscreen wiper! I got the weed to the edge like that and then used a net intended for removing debris from a swimming pool (which we bought on e-Bay) to get the weed out of the water into heaps on the bank. I found that, by doing the job on days when there was a stiff breeze blowing in the right direction, I could take advantage of the wind to condense the weed and I then had less distance to push it. Once in heaps on the bank, I left it for a couple of days to drain and for creatures to escape and then cleared it away to compost, mixed with other material. The worst part was the carting away of the weed once removed. However, if left, it very quickly dried to a crust on the surface but started to heat and rot within the heap and became a disgusting and smelly gunge. This could also be a source of toxic liquor running back into the water if heaps are left on the river bank.

Any intervention to remove duckweed from the river surface needs to be carefully thought through. There will be a significant volume of arisings if any length of the river surface is to be kept clear throughout the summer. However, if each owner took the weed from their own length of river on to their own land and

composted it, mixing with other material as one would lawn clippings, it should be feasible. It is important the weed is not dumped on to others' land without their consent.

MF commented that, when the Rivers Authority cut the lily-pads, there was no problem as the duckweed had nothing to stick to. However, once the lily pads were up, the boom would not be usable and the only real solution would be for these to be cut as they were previously, which would mean that a boom would not be required.

TC referred to Paul Clarke's longer email and the complaint about duckweed being left on his land, as well as his comments regarding disposal. MF endorsed PC's comments that the duckweed 'arisings' could not be removed immediately due to the insects and other animals that lived in it.

JM referred to the possibility of getting an external contractor with appropriate equipment to cut the lily-pads. This had been raised previously, with the Gipping Fishing Club being identified as a potential contractor. DA advised that enquiries had been made with another party believed to own the relevant boats, but they had advised that the work was only undertaken at the request of the Environment Agency.

MF reiterated his point that it was not the duckweed that was the main problem but the lily-pads, and that this had not become apparent yet this year due to delayed growth as a result of late rain and a delay in the river warming up. Once the lily pads started to grow, they would do so very quickly. MF agreed to make enquiries with GAPS / the Gipping group regarding the undertaking of work.

TC also referred to David Holborrow's observations and the problems caused by the restricted flow of water due to a tree that had fallen into the river and not removed. MF observed that the EA encouraged detritus for the purpose of restricting flow. JM referred to Fiona at Easton Farm Park clearing fallen trees promptly, but that this was not done by some others, apparently despite the EA writing to landowners whose fallen trees remained an obstruction in the river, and enquired about the Parish Council contacting residents.

TC recalled Emmett Klipalo stating that the EA would take enforcement action if required, although JM wondered whether this was only where fallen trees presented a risk to navigation or of flooding. It was proposed and agreed that a letter would be written to the resident concerned regarding this issue, in particular as the obstruction would prevent access by any boat hired to clear the lily-pads.

There was a general discussion regarding the use and potential purchase of an inflatable boom, and MR agreed to make enquiries regarding this, the potential cost and storage issues.

## **2019.29      Sizewell C & Wickham Market Park & Ride Issues**

No further update had been received to date beyond the matters discussed previously, which was revisited in terms of the potential arrangements for car parking and traffic flow in and around Wickham Market, and it was proposed that the matter would be raised with Robin Vickery.

## **2019.30      St. Mary's Church**

TC referred to the Eastertide Music and Verse event, which had been very well attended, and advised that a similar event was scheduled for the 20<sup>th</sup> July 2019, with music by Musica Antica Rotherhithe. Further details will be sent to residents in due course.

Efforts were being made to secure a sculpture exhibition for the 4<sup>th</sup> July 2019 during the Maverick Festival weekend, with the possibility of pieces by Lawrence Edwards as well as some music, and a Pianofield event in September 2019.

The Church building has now been designated as a Festival Church, meaning that there are six religious services per year.

A Parish Giving Scheme was being established, with monthly contributions of £20 sought from interested parties, with a target of 15 to 18 signatories. These funds were urgently required to pay for interim roof repairs, and additional funding sources from heritage organisations and the Lottery Fund were being investigated

## **2019.31 Financial Report**

### **2019.31.1 Monthly Financial Report**

The Monthly Reports were presented (copies attached at Annex A and B) and agreed, with the latest precept payment having been received, and closing balances of £6450.46 over the two accounts.

13p interest accruing and expenditure noted as already authorised (Reports attached at Annex A and B)

Payment of £24 for the Village Hall Hire for the March Meeting was unanimously agreed.

### **2019.31.2 Invoices Received**

Invoices had been received for the Village Hall hire and the annual SALC subscription. Cheques for £24 and £35.09 in payment of these invoices was agreed unanimously, and cheques were completed and countersigned accordingly, with the expenditure for the SALC subscription to be included in the accounts presented to the meeting in July.

## **2019.32 Audit**

### **2018.32.01 Audit Return – Section 1: Annual Governance Statement [page 5]**

Document gone through and the nine itemised requirements considered and unanimously agreed. Document signed by TC and DA (attached Annex C) (Document set out at Annex C.)

### **2018.32.02 Audit Return – Section 2: Accounting Statements [Page 6]**

Document considered and figures agreed, with the Balance Carried Forward for year ending 31 March 2019 confirmed as £5,850. Signed by TC as RFO. (Document set out at Annex D.)

### **2018.32.03 Certificate of Exemption [page 3]**

Document considered and unanimously agreed, with gross income totalling £1,200, well within the statutory threshold of £25,000. Signed by TC.  
(Document set out at Annex E)

#### **2018.32.04 Account Reconciliation**

LPC Account Reconciliation considered, approved and agreed unanimously, with reference to relevant Bank Statements to confirm relevant balances. Cheques 100275 for the Churchyard Fund and 100274 for the Village Hall Hire in March 2019 issued but not yet cashed, giving a variance of £244. Closing balance for end of year confirmed as £5,850.46.  
(Document set out at Annex F)

DA to forward relevant documents to appointed Auditors.

#### **2019.33 Village Litter Pick**

Arrangements confirmed for Sunday the 19<sup>th</sup> May 2019.

#### **2019.34 Village BBQ**

Arrangements confirmed for Sunday the 30<sup>th</sup> June 2019 at Letheringham Mill from 1.30pm with food served from 2.00pm. Email reminders will be sent to all residents.

**The meeting closed at 9.45pm**

Signed.....

Date.....*26<sup>th</sup> June 2019*.....

**Next Meeting: Scheduled for the 22<sup>nd</sup> July 2019 at 7.45 pm in the Village Hall**

#### **Appendices follow:**

- A Financial report as at 13<sup>th</sup> May 2019
- B: Letheringham Parish Accounts as at 13<sup>th</sup> May 2019
- C: Audit Return – Section 1: Annual Governance Statement
- D: Audit Return – Section 2: Accounting Statements
- E: Audit Return – Certificate of Exemption
- F: Audit Return - Account Reconciliation

**Letheringham Parish Council****Financial Report as 13/05/ 2019****Cheques presented for payment at this meeting**

	Date	Cheque	debit
village hall may	13/05/2019	100276	£24.00

**Income received**

	Date	Credit
SCDC Precept	30/04/2019	£600.00

**Current position before cheques are paid**

Community Account	£5,582.66
Business Premium Account	£267. 80
<b>TOTAL</b>	<b>£5,850.46</b>

**Current position after cheques are paid**

Community Account	£ 6,182.66
Business Premium Account	£267. 80
<b>TOTAL</b>	<b>£ 6,450.46</b>

expenditure approved minute 2019.31.1 refers  
Date 13/05/2019

Letheringham Parish Accounts

Statement of account as at 13/05/ 2019

COMMUNITY ACCOUNT #50571423		(2019-2020)				account statement	statement date
	date	Cheque no	debit	credit	total	vat	
C/F from 2018 2019	07/04/2019				£5,582.66		
SCDC precept	30/04/2019			£600.00	£6,182.66		£6,206.66 <sup>a</sup>
village hall may	13/05/2019	100276	£24.00		£6,158.66		12/05/2019
village hall							
community heart beat trust							
SALC membership fees							
				Terence: cheque 100274 not cashed			

BUSINESS SAVER ACCOUNT #50571431		Payments	Receipts/ interest payments	Balance	Bank statement	statement date
	date					
C/F	06/04/2019			£267.80	£267.80	
	12/05/2020			£267.80	£267.80	12/05/2019

Total account balances

date	Community Account	business premium account	Total funds available
29/03/2019	£5,582.66	£267.80	£5,850.46
13/05/2019	£6,182.66	£267.80	£6,450.46

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 2019.31.1

**Audit Return – Section 1: Annual Governance Statement**

**Section 1 – Annual Governance Statement 2018/19**

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2019

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



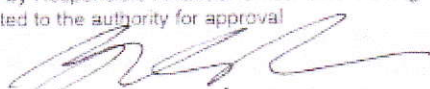
**Audit Return – Section 2: Accounting Statements**

Section 2 – Accounting Statements 2018/19 for


LEATHERINGHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	3118	5335	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year
2. (+) Precept or Rates and Levies	1200	1200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1726	0	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	709	685	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	5335	5850	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	5335	5850	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4652	4652	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets  N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 13/05/2019.

I confirm that these Accounting Statements were approved by this authority on this date:

 13/05/2019  
as recorded in minute reference

Signed by Chairman of the meeting where the Accounting Statements were approved



## Audit Return – Certificate of Exemption

### Certificate of Exemption – AGAR 2018/19 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

LEATHERINGHAM PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

£ 1200

Annual gross expenditure for the authority 2018/19:

£ 685

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date



10/05/2019

Signed by Chairman

Date



10/05/2019

Email

letheringham@btinternet.com

Telephone number

01728 746659

\*Published web address

letheringham.ocsuffolk.net

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.**

Annual Governance and Accountability Return 2018/19 Part 2  
Local Councils, Internal Drainage Boards and other Smaller Authorities

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**Audit Return - Account Reconciliation**

LPC Account reconciliation 6 th April 2019

	Bank statement 6th April 2019	LPC Accounts as at 25th March 2019	Difference between bank statement and cash accounts
<b>COMMUNITY ACCOUNT #50571423</b>	£5,806.66	5582.66	£224.00
<b>BUSINESS SAVER ACCOUNT #50571431</b>	£267.80	267.8	£0.00
	£6,074.46	5850.46	£224.00

The £224 difference between cash account and bank statement for COMMUNITY ACCOUNT #50571423 is the result of the following issued Cheques have not been presented at the time of the bank statement issue. date

cheque 100275 £200 churchyard fund dated 25th march 2019 cashed 26th april 2019  
 cheque 100274 £24 Village Hall dated 25th march 2019 cheque not cashed as at 10th May 2019