

# **Letheringham Parish Council**

## **Notice of Meeting**

### **Monday 9<sup>th</sup> September 2024 at 7.00pm in Easton & Letheringham Village Hall**

To Members of Letheringham Parish Council:

*You are hereby summoned to attend a meeting of Letheringham Parish Council which will be held on Monday 9<sup>th</sup> September 2024, starting at 7 pm in Easton & Letheringham Village Hall.*

*Melanie Thurston CiLCA – Parish Clerk*

*Date 30<sup>th</sup> August 2024*

#### **Public Attendance**

Members of the public and press are welcome to attend. At item 1, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration for inclusion at future meetings. This item will be limited to 15 minutes duration with individual contributions limited to three minutes. It will be followed by any County/District Councillors' or Police reports.

#### **Agenda**

1. PUBLIC PARTICIPATION. An opportunity for residents to give their views/question the Parish Council on items on this agenda, or raise issues for future consideration at the discretion of the Chairman
2. APOLOGIES FOR ABSENCE  
To approve apologies
3. DECLARATION OF INTERESTS
  - a. To declare any pecuniary or non-pecuniary interests in items on the agenda
  - b. Consideration of Dispensation Requests
4. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 8<sup>th</sup> JULY 2024
5. MATTERS ARISING FROM THE MINUTES  
Updates on progress on actions agreed at and new matters arising since the last meeting (where item not individually listed as an agenda item below)
6. APPROVAL OF STATUTORY DOCUMENTS
  - a. Data Protection Risk Assessment
  - b. Privacy Notice
  - c. Parish Council Risk Assessment
  - d. Financial Regulations
7. REPORTS FROM REPRESENTATIVES
  - a. Highways & Rights of Way
  - b. Website
  - c. SALC
  - d. Community/Neighbourhood Watch

8. FINANCIAL REPORT
  - a. Current Financial Statement & Bank Reconciliation to 31<sup>st</sup> August 2024
  - b. Receipts & Payments Schedule for July & August
  - c. Current Financial Year Spend Against Budget
  - d. Approval of Outstanding Invoices to pay
  - e. Clerk's pay July, August & September & working from home allowance 50% due
  - g. Review current banking arrangements and reconsider online banking
  - h. To approve transfer of £7000 from current account into the deposit account
9. PLANNING & LICENSING APPLICATIONS  
To receive an update on current applications
10. DAVID FINDLEY OF DEBEN CLIMATE CENTRE will discuss his work on monitoring River Deben water quality and test results for June to August 2024.
11. DATES FOR FUTURE MEETINGS  
11<sup>th</sup> November 2024, 13<sup>th</sup> January & 10<sup>th</sup> March 2025

Please note that, although item 1 on the agenda offers members of the public an opportunity to raise issues and question councillors on items on this agenda, there will not be scope for significant discussion at this point. The whole item is limited to fifteen minutes with three minutes per speaker. You are encouraged to contact councillors directly in advance if you have issues you wish to discuss, thank you.  
Email - [letheringhamparishcouncil@gmail.com](mailto:letheringhamparishcouncil@gmail.com)

Website – <https://letheringham.onesuffolk.net/>

Signed: ***Melanie Thurston***  
Letheringham Parish Clerk

Date: 30<sup>th</sup> August 2024