

Letheringham Parish Council

To members of Letheringham Parish Council, you are duly required to attend the Annual General Meeting of the Parish Council on Monday 6th May 2024, 7.00pm at Easton & Letheringham Village Hall.

Public Attendance

Members of the public and press are welcome to attend. At item 3, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of 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. a. ELECTION OF CHAIRMAN
b. ELECTION OF VICE-CHAIRMAN
c. DECLARATION OF ACCEPTANCE TO OFFICE FORMS TO SIGN
2. TO APPOINT THE NEW CLERK OF LETHERINGHAM PARISH COUNCIL
3. 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
4. APOLOGIES FOR ABSENCE To approve apologies
5. DECLARATION OF INTERESTS
 - a. To declare any pecuniary or non-pecuniary interests in items on the agenda
 - b. Consideration of Dispensation Requests
 - c. To remind Councillors to review their Register of Interests (to be done annually)
6. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 11TH MARCH 2024
7. 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)
8. REPORTS FROM REPRESENTATIVES
 - a. Highways & Rights of Way
 - b. Website
 - c. Asset Register
9. TO APPOINT REPRESENTATIVES OF THE PARISH COUNCIL 2024/2025
 - a. Planning
 - b. Highways & Rights of Way
 - c. Asset Register

- d. Website
 - e. Internal Audit of Parish Council Accounts (To be carried out twice a year by a parish councillor).
 - f. SALC
 - g. Community/Neighbourhood Watch
10. TO ADOPT AND APPROVE THE INTERNAL CONTROL STATEMENT
11. FINANCIAL REPORT
- a. Current Financial Statement – Bank Reconciliation to 30th April 2024
 - b. Receipts & Payments Schedule for March & April
 - c. To Appoint Heelis and Lodge as Internal Auditor for the End of Year Accounts 31st March 2024
 - d. Approval of End of Year Accounts to 31st March 2024
 - e. Audit Exemption Certificate
 - f. Approval of Outstanding Invoices to pay
 - g. To appoint SALC for payroll service
12. PLANNING & LICENSING APPLICATIONS
- To receive an update on current applications to include:
- a. DC/24/1135/FUL - Conversion of a Grade II listed barn into a 6 bedroom dwelling (Dwelling 1). A threshing barn conversion into a 6 bedroom dwelling (Dwelling 2), Abbey Farm, Pit Road, Letheringham
 - b. DC/24/1136/LBC - Listed Building Consent, Conversion of barn to 6 bedroom dwelling, Abbey Farm, Pit Road, Letheringham
13. DATES FOR FUTURE MEETINGS
- 8th July, 9th September, 11th November 2024, 13th January & 10th March 2025

Please note that, although item 3 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. You are encouraged to contact councillors directly in advance if you have issues you wish to discuss, thank you. Or email letheringhamparishcouncil@gmail.com
Website – <https://letheringham.onesuffolk.net/>

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

Date: 30th April 2024