

# Letheringham Parish Council

## Notice of the Annual Parish Council Meeting Monday May 12<sup>th</sup> 2025 at 7.00pm Easton & Letheringham Village Hall

To Members of Letheringham Parish Council:

*You are hereby summoned to attend the annual meeting of Letheringham Parish Council on Monday May 12<sup>th</sup>, 2025 starting at 7 pm in Easton & Letheringham Village Hall.*

*Trevor Gill, Clerk*

*6<sup>th</sup> May, 2025*

### 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 and will be followed by any County/District Councillors' or Police reports.

## Agenda

### 1. Elections

- a. To elect councillors to the posts of Chairman and Vice Chairman for the coming year
- b. To sign Declaration of Acceptance Forms for these posts

### 2. Clerk & RFO

- a. To receive an update on the end of the previous clerk's contract
- b. To constitute the posts of Clerk and RFO as separate unremunerated posts under s.112(5) of the Local Government Act 1972
- c. To appoint Trevor Gill as Clerk
- d. To appoint Paul Clarke as RFO

### 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 and Approval of Absence

### 5. Declaration of Interests

- a. To receive declarations of Disclosable Pecuniary Interests & other Interests in items on the agenda
- b. To consider Dispensation Requests
- c. To remind Councillors to review their entries on the Register of Interests (to be done annually)

### 6. Minutes

To approve the minutes of the meeting held on February 10<sup>th</sup> 2025

## 7. Matters Arising from the Minutes

Updates on progress on actions in the minutes of the last meeting (where item not individually listed as an agenda item below)

## 8. Reports from representatives on activity since the last meeting

- a. Highways & Rights of Way
- b. Website
- c. Asset Register – Annual Report
- d. SALC
- e. Community/Neighbourhood Watch

## 9. To appoint representatives of the parish council for 2025/26

- a. Planning
- b. Highways & Rights of Way
- c. Website
- d. Asset Register
- e. SALC
- f. Community/Neighbourhood Watch
- g. River, Flooding & Drainage
- h. Internal Audit (to be carried out twice a year by a parish councillor)

## 10. To adopt updated versions of existing LPC regulations:

- a. Standing Orders 2025
- b. Financial Regulations 2025

## 11. Finance

- a. To receive the Finance Report to 30/04/2025
  - i. Bank Reconciliation
  - ii. Budget to Actual
  - iii. Receipts & Payments since last meeting
- b. To authorise payments since last meeting as follows:

|  |                 |
|--|-----------------|
| CAS Insurance 07/03/25-06/03/26                  | £240.92 – paid  |
| Community Heartbeat Trust – defibrillator pads   | £146.34 – paid  |
| Easton & Letheringham Village Hall               | £26.50 – paid   |
| Clerk's pay 01/01-31/03/25                       | £480.60 – paid  |
| Clerk's allowance 01/10/24-31/03/25              | £100.00 – paid  |
| SALC Payroll October 24 - March 25               | £22.80 – paid   |
| SALC Membership 2025/26                          | £63.86 – paid   |
| Clerk's pay in lieu of holiday 14.04.24-14.04.25 | £238.00 – paid  |
| Clerk's expenses                                 | £6.30 – paid    |
| Heelis & Lodge Internal Audit Report 2024/25     | £85.00 – to pay |

## 12. Internal Audit Report for the year 2024/25

- a. To consider the report and agree any actions

## 13. Annual Governance & Accountability Return 2024/25

- a. To approve the Annual Governance Statement
- b. To approve the Accounting Statements
- c. To approve the Certificate of Exemption

## 14. Planning & Licensing Applications

To receive updates and consider any response to be made to the following applications and related matters:

- a. DC/24/0820/FUL Wheelchair accessible WC within the church yard of Letheringham Church
- b. DC/25/0693/EIA EIA screening opinion on installation & operation of a solar development & BESS on land in Letheringham & Easton
- c. DC/25/1051/VOC Variation of condition 2 on consent DC/20/3495/FUL for cart lodge and store at Pike Cottage
- d. DC/25/1540/FUL Demolition of existing barns and four new-build dwellings at Abbey Farm

## 15. Memberships & Affiliations for 2025/26

To consider subscribing/affiliating to the following:

- a. SALC – already renewed
- b. Suffolk Preservation Society
- c. East Suffolk Planning Alliance

## 16. Dates of scheduled meetings in 2025:

September 8<sup>th</sup>, December 8<sup>th</sup>

*Trevor Gill*

*6<sup>th</sup> May 2025*

Signed: .....  
Letheringham Parish Clerk

Date: .....

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.

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