

Letheringham Parish Council

Minutes of the Parish Council Meeting held on Monday 22nd January 2024 at 7pm in Easton and Letheringham Village Hall

Pre-Meeting presentation by Nick Glendening of Nest Development Corporation Ltd re the Abbey Farm housing development. Well received by all councillors. Action points:

To enquire about a limit on “second homes” as a covenant.

To enquire about the potential for the planned mast.

To enquire about the upkeep of the church track if the main road entrance is used.

The meeting opened at 7:45pm

2024.01 Members of the council present

Paul Clarke (PC) (chairman)

Trevor Gill (TG) (vice chairman & clerk)

Andrew Maskery (AM)

Malcolm Ross (MR)

Jan McNeill (JM)

2024.02 Members of the public present

1 parish resident

ESC Councillor Langdon-Morris

2024.03 Public participation

Sandy Lane potholes becoming an issue – a Highways matter.

Vince Langdon Morris introduced himself and spoke about a public meeting in Framlingham 21st Jan, regarding the rivers Alde & Deben catchment. There is much discussion happening locally in all parishes about planning and the point was made that more needs to be done to link planning applications with the need for infrastructure to support expansion and with climate change related issues such as flooding. Vince made us aware that there is now a **Flood Consultant available to help map the issues within local areas.**

Action Point: TG to send VL-M a copy of the report submitted to Highways following Storm Babet highlighting the flood issues we as a parish experienced and that Letheringham can be cut off during periods of high rainfall.

2024.04 Apologies for absence

Cllr Owen Grey

2024.05 Declarations of interest

MR declared an interest in item 9.2. He said he would not participate in its discussion.

2024.06 Consideration of dispensation requests

None

2024.07 Minutes

Minutes of the Meeting on 27th November 2023 were considered as a fair and accurate reflection, and therefore **approved and signed**.

2024.08 Matters of report

2024.08.01 Grit box. JM monitoring supplies. Highways will no longer put grit piles on verges, only re-stock grit boxes. Further standard boxes cost £400 each or we can provide our own. It was agreed to leave as it is.

2024.08.02 Request for slow down horse signs: JM spoke with Josh White (Highways Community Liaison Officer) who provided a rough quote of £1200 each.

2024.08.03 Old Park Farm: AM has been looking into the planning and so far the only permitted development is for Storage only.

2024.08.04 Defibrillator: MR looking into training in the spring survey for villagers. VL-M suggested it might be a good idea to tie up with Fram also. **Action Point: MR to draft an email to be sent out to residents.**

2024.08.05 ICO: TG investigated the need for LPC to register with the ICO. The online test states we do not need to register and so we opted to save the £40 fee.

2024.08.06 Poppies: AM said he will store them.

2024.08.07 Insurance: PC got a quote back, Ansvar (community action Suffolk) @£191. **Action point: PC will send it around and asked for input of the other councillors to review.**

2024.09 Finance

2024.09.01 To receive the finance report dated 15/01/2024 – Done

Transaction Summary:

Balances at bank at 01.04.2023:

Community Account 8,243.16

Business Premium Account 269.03

Cumulative Total at Bank at 01.04.2023: 8,512.19

Less unrepresented cheques: -

Cash Book Balance at 01.04.2023 8,512.19

2023/24 Transaction Summary to 15.01.2024:

Receipts to date 1,401.28

Payments to date 1,002.00

Cash Book balance as at 15.01.2024: 8,912.41

Finance report summary continued:

Bank Reconciliation:

Plus unpresented payments at 15.01.2024:	-
Cashbook Balance adjusted for unpresented cheques:	8,912.41
Represented by Balances at bank at 15.01.2024:	
Community Account	8,641.16
Business Premium Account	271.25
Cumulative Total at Bank at 15.01.2024:	8,912.41

2024.09.02 To consider a request from Letheringham PCC for a grant towards churchyard maintenance: PC mentioned that previously the request came in and it was paid. The Levelling Up Act now allows local councils to make payments to the Church. All councillors agreed in favour in principle but that we cannot sign off until we know what the grant is for and whether parish residents volunteering would also be helpful. **Action Point: TG to follow up with an email to ask before the 1st Feb** (The next Letheringham PCC meeting).

2024.09.03 To authorise payments listed in the finance report.

Payment of £26.50 had already been made to Easton & Letheringham Village Hall for the November LPC meeting. **Approved**

2024.10 Budget 2024/25

2024.10.01 To consider the financial requirements of LPC for the financial year 2024/25 and set a budget. PC put forward a budgeted expenditure of £3,155 to include the cost of a clerk (see Appendix 1). It was agreed that it looked sensible. PC proposed that the budget be set at £3,155 and this be financed partly from precept income and partly from reserves. **All agreed.**

2024.10.02 To agree the sum of the precept to be requested from East Suffolk Council for 2024/25. All agreed that the precept should be increased to help to fund a clerk. A move to £2,000 for 2024/25 was deemed a sensible first step with the budget shortfall of £1,155 funded out of reserves. PC proposed setting a precept of £2,000 for 2024/25. **All agreed.**

Action Point: TG to send precept form into ESC.

2024.11 Drainage & Flooding:

2024.11.01 TG will continue to remind Highways of our access issues. All councillors agree that we have a major issue on roads now. **Action Point: TG to investigate having the area properly mapped by a consultant.**

2024.11.02 VL-M mentioned ESPA (East Suffolk Planning Alliance) with Lord Deben, Michael Cole, Julian Cusack on the panel who are looking to invite all parish councils to the next meeting about levelling up and Flooding.

2024.11.03 Fairfield track debris, PC spoke with Bruce Kerr about the debris on the road off the field. It was suggested that perhaps we could invite Bruce Kerr to the next meeting to

share his knowledge on the topic and discuss how we can move forward as a community.

Action Point: Left with PC to discuss with Bruce Kerr.

2024.11.03 JM spoke with Emmet Klipalo of the Environment Agency, regarding sluice gates operations. He stated that all are operating as expected.

2024.12 Matters for Next Meeting

- 1. Recruitment of a Clerk
- 2. Email on precept
- 3. Next meeting is the Annual Parish Meeting – Suggestion to invite LCC and bring more neighbours into the meeting.

The meeting closed at 9:30pm.

Paul Clarke

11th March 2024

Signed:

Date:

Appendix 1

2024/25 Budgeted Expenditure		
Clerk & RFO:		£1,598
2 hrs/wk @ £15/hr = 52 x £30	£1,560	
Payroll by SALC 7.50/time min £38 p.a.	£38	
Training:		£360
SALC courses for councillors & clerk		
1 online course @ £60 each p.a.	£360	
Village Hall hire:		£212
8 x 2 hr mtgs p.a @ £13.25/hr	£212	
Insurance:		£300
Employer's liability		
Public Liability		
Material Damage		
Fiduciary Duty		
Website:		£200
Annual hosting fee to CAS	£60	
ICO annual registration	£40	
Technical support	£100	
Fees & Subs:		£165
SALC	£75	
Internal audit	£90	
Election costs:		£100
Allow £100 p.a. towards a reserve	£100	
Asset maintenance:		£200
Noticeboard	£50	
Village sign		
Millenium seat		
Phonebox		
Gritbox		
Defibrillator - contract	£150	
Admin.		£20
Copying, postage	£20	
Total:		£3,155