

Letheringham Parish Council

Minutes of the Parish Council Meeting held on Monday 11th March 2024 at 7:45pm in Easton and Letheringham Village Hall

The meeting opened at 7:45pm following the Annual Parish Meeting

2024.13 Members of the council present

Paul Clarke (PC) (chairman)
Trevor Gill (TG) (vice chairman & clerk)
Andrew Maskery (AM)
Malcolm Ross (MR)
Jan McNeill (JM)

2024.14 Members of the public present

None

2024.15 Public participation

None

2024.16 Apologies for absence

ESC District Cllr Vince Langdon-Morris (V L-M)

2024.17 Declarations of interest

None

2024.18 Consideration of dispensation requests

None

2024.19 Minutes

Minutes of the Meeting on 22nd January 2024 were considered as a fair and accurate reflection, and therefore **approved and signed**.

2024.20 Matters of report

2024.20.01 Insurance: PC reported that he had accepted the quote from Ansvar Insurance (through Business Services at CAS) on March 7th. Thus, cover started then but the cooling off period lasted 14 days and the policy could therefore be cancelled if the council did not support it. PC proposed approval.

Decision: All agreed the quote was fair and could be paid.

Action Point: TG to follow up with agent CAS on additional clause costs.

2024.20.02 Highways Flooding & Long-Term flood management for Letheringham:

TG provided an update on his discussion with Joshua White (Highways liaison officer). TG was asked to use the reporting tool again as previous reports were unlikely to be

dealt with due to sheer volume. In addition, Josh asked for interim suggestions whilst a broader flood management report was carried out.

Decision: All agreed it was time to re-engage with District Councillors on the matter.

Action Points: TG to write to Cllr's Elaine Bryce, Owen Grey, Vince Langdon-Morris to stress the need for some action, enquire about funding for a LT plan, and to enquire as to whose liability it is for accidents at the reported Letheringham risk areas.

2024.20.03 Poppies: All have been removed from the triangle and stored. It was noted that c.4 of them needed repair.

Decision: To pursue options for repair/making more.

Action Point: JM to ask PB about hosting a workshop to include resident children.

2024.20.04 Domain names: PC informed the council of the potential to change to a ".GOV.UK" web and email address (at an additional cost of c.£70 per annum for the website and £2 per month per email address). This was recommended as good practice to reassure users of authenticity as higher standards of security were required for GOV.UK domains.

Decision: Its was agreed the extra spend was not justified at this stage.

Action Point: None.

2024.20.05 Suffolk County Council Devolution: PC had attended a webinar briefing on gov't proposals for SCC devolution. The proposals would devolve extra spending powers to SCC from central government and the council leader would become directly elected like a metro mayor.

Decision: None

Action Point: None

2024.20.06 Neighbourhood Watch. PC reported that, as the nominal contact for Letheringham, he had been contacted by the NW Area Co-ordinator to check that the scheme was active. PC suggested this should now come under the remit of the Parish Council.

Decision: All agreed in favour.

Action Points: MR to speak to Neighbourhood Watch and investigate what running a Letheringham scheme would entail, including getting 3-4 large signs for the Letheringham access points.

2024.21 Finance

2024.21.01 To receive the finance report dated 08/03/2024

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 08.03.2024:

Receipts to date 1,403.23

Payments to date 1,287.63

Cash Book balance as at 08.03.2024: 8,627.79

Bank Reconciliation:

Plus unrepresented payments at 08.03.2024:	-
Cashbook Balance adjusted for unrepresented cheques:	8,627.79
Represented by Balances at bank at 08.03.2024:	
Community Account	8,569.78
Business Premium Account	272.26
Cumulative Total at Bank at 08.03.2024:	8,627.79

Decision: Agreed.

2024.21.02 To authorise the following payments listed in the finance report

25.01.24	ESC – Uncontested Election Expenses	44.88
01.02.24	ELVH – Meeting Room Hire 22/01/24	26.50
07.03.24	CAS – Insurance Premium 2024/25	214.25

Decision: Authorised.

2024.21.02 To agree allocation of the financial reserve –. Prior to the meeting PC had circulated a report outlining guidelines for the use and allocation of reserves and including a proposal for the allocation of the financial reserve – extract at **Appendix 1**. PC proposed adoption and TG Seconded.

Decision: Agreed unanimously.

2024.21.04 To consider Letheringham PCC’s application for churchyard maintenance support.

Decision: All agreed that reasonable costs for expenses such as fuel for mowing and strimming could be covered retrospectively on receipt of invoices via MR.

Action Point: Call for resident help when needed or requested.

2024.22 Recruitment of a Clerk

2024.22.01 To consider the requirements and approve a job description.

Decision: All approved the job description circulated by PC ahead of the meeting.

2024.22.02 To agree a draft text for an advertisement to recruit a clerk.

Decision: After discussion, it was agreed that the text circulated by PC ahead of the meeting would be sent to SALC for their Vacancies webpage and a very simple text would be submitted to the Mid Loes Benefice Magazine

Action Point: JM and MR to draft an advertisement for the next edition of the benefice magazine.

PC to submit his text to SALC for immediate posting.

MR to speak to Kettleburgh PC Clerk.

PC to speak to Al Besly in case he were now available.

PC to give TG access to SALC website.

2024.23 Defibrillator

2024.22.01 MR detailed the costs for battery, pads, rescue kits at £357 plus VAT plus postage from Community Heartbeat Trust. The budgeted allowance of £150 each year should cover the costs over the lifetime of the items.

Decision: None.

Action Point: MR to find dates for when these parts are required.

2024.22.02 MR said that the training session was booked for April 29th in ELVH. It would be shared with Kettleburgh who would share the costs. It would be charged by CHT at up to £175 as LPC had previously (in 2017) received an initial free training session. There would also be the cost of the hall hire. The session can accommodate up to 50 people, aiming for 10 from Letheringham.

Decision: None.

Action Points: MR to put together an email to send out to residents to attend training. TG to send out email as soon as its ready. MR to put it in the parish magazine.

The meeting closed at 9:45pm.

Paul Clarke

6th May 2024

Signed:

Date:

Extract from report to Councillors on the Financial Reserve and its use:

Proposed Allocation of LPC Reserves at 08.03.2024:

General	2,000.00
Guidance recommends holding 25-100% of annual income in case income not received so that council can continue to function for a significant period.	
Grants received for speed reduction measures on B1078	2,325.43
These monies were received for a specific purpose and should be set aside as such.	
Election Expenses	500.00
If Letheringham has a situation where an election or poll is required, the cost in 2023 would have been c. £650. It is good practice to have a sum set aside to cover a significant part of this.	
Deficit 2024/25	1,150.00
The council has voted to spend part of the reserve to finance expenditure in 2024/25.	
Deficit 2025/26	1,000.00
It is likely the council will also need to spend some money from reserves in 2025/26 to finance activity while keeping council tax rises down.	
Churchyard Maintenance 2023/24 & 2024/25	400.00
The council has agreed in principle to contribute to the cost of churchyard maintenance but this has not been itemised in the 2024/25 budget and there was no budget in 2023/24.	
Advice & Support to address drainage & flooding	500.00
The council intends to press for improvements in drainage and reduction in flooding of properties and roads. This may require engagement of specialist advice and guidance	
Asset Maintenance Repair & Renewal	500.00
A fund which is paid into each year from the budget and ensures funds are available as repairs and replacements are needed.	
Unallocated	252.36
Total:	8,627.79