

Letheringham Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 6th May 2024,
7.00pm in Easton and Letheringham Village Hall

Members of the council present: Paul Clarke (PC) (Chairman), Trevor Gill (TG) (Vice Chairman), Andrew Maskery (AM), Malcolm Ross (MR), Jan McNeill (JM)

Also present: ESC Councillor Owen Grey and the new Clerk Melanie Thurston. No members of the public.

2024.24 ELECTIONS

2024.24.01 Chairman

MR proposed Paul Clarke to continue, JM seconded, all in favour. PC accepted.

2024.24.02 Vice Chairman

MR proposed Trevor Gill to continue, JM seconded, all in favour. TG accepted

2024.24.03 Declaration of acceptance of office

The Chairman and Vice Chairman completed and signed the forms.

2024.25 TO APPOINT THE NEW CLERK & RFO TO LETHERINGHAM PARISH COUNCIL

PC introduced and welcomed Melanie Thurston. She was appointed on 15th April 2024 as Clerk and RFO subject to approval at this meeting. **PC proposed approval of the appointment, TG seconded. All in favour.**

2024.26 PUBLIC PARTICIPATION

ESC Owen Grey had looked at the priority flooding areas in Letheringham with TG soon after Storm Babet and is pushing for more investment for flood defences. If anyone has issues with flooding, contact him and he will point them in the right direction at the Environment Agency.

He and ESC Vince Langdon-Morris each have £7,500 Enabling Communities Budget for the forthcoming financial year. OG is willing to help Letheringham with any projects they may like funding for.

In response to a query from PC he confirmed that the parish council could expect the case officer to engage directly with them on applications.

2024.27 APOLOGIES FOR ABSENCE None

2024.28 DECLARATION OF INTERESTS

2024.28.01 To declare any pecuniary or non-pecuniary interests in items on the agenda None

2024.28.02 Consideration of Dispensation Requests None

2024.28.03 To remind Councillors to review their Register of Interests (to be done annually)

The Clerk advised the Councillors to log on to the ESC portal and review and update their entry in the register of interests as necessary.

2024.29 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 11th MARCH 2024

The minutes were considered as a fair and accurate reflection, and therefore approved and signed by the Chairman.

2024.30 MATTERS ARISING FROM THE MINUTES

2024.30.01 Poppies Action JM to pursue options for repair/making more.

2024.30.02 Neighbourhood Watch. Action MR still to speak to Neighbourhood Watch and investigate what running a Letheringham scheme would entail.

2024.31 REPORTS FROM REPRESENTATIVES

2024.31.01 Highways & Rights of Way

TG & PC had met Joshua White SCC Highways and looked at various sites where drainage of water off the highway was an issue. Joshua had subsequently confirmed action was being taken with jetting and investigation of gullies.

Fingerposts: PC informed that Josh had estimated that the fingerpost signs on the B1078 and the sign near Sanctuary Hoo/Easton Road would cost in the region of £7-900 each to replace like for like (versus over £2,000 each for 'heritage' type signs). ESC Cllr Owen Grey would be a happy to contribute £700 and will ask ESC Cllr Vince Langdon-Morris to pay half. SCC Elaine Bryce may also be able to give funding.

PC proposed replacing the signs like for like rather than with the 'heritage' type signs. **All agreed.**
Action: Clerk to complete an ESC Locality Budget application form which OG will supply.

B1078: Josh White had informed LPC by email that, from a highways perspective, they had significant concerns about horses being used on a national speed limit road that is a classified B road. He feared that warning sign for horses on the B1078 would make little difference to driver behaviour, and the ideal solution would be to get horses off this road. He had suggested that the parish council investigate alternative routes for horses, keeping them off such a busy road. JM was keen to pursue this.

TG raised a concern that the Old Park Farm site had been on the market and any changes in the use of the site could have a significant impact on traffic locally.

It was agreed that consideration should be given to managing traffic and access around the village.

Action: Clerk to include this on the agenda for the next meeting

2024.31.02 Website

TG informed that all is working as it should.

2024.31.03 Asset Register

MR informed that defibrillator training had taken place jointly with Kettleburgh, at Easton & Letheringham village hall. Community Heartbeat Trust had carried out the training. 20 members of the public were in attendance. The event was well received and went very well.

Action MR to write up some basic instructions along with the code for the defibrillator. Clerk to invoice Kettleburgh PC for half the costs once invoices received.

2024.32 TO APPOINT REPRESENTATIVES OF THE PARISH COUNCIL 2024/2025

2024.32.01 Planning TG is happy to continue

2024.32.02 Highways & Rights of Way JM is happy to continue

2024.32.03 Asset Register MR is happy to continue

2024.32.04 Website TG is happy to continue

2024.32.05 Internal Audit of Parish Council Accounts (To be carried out twice a year by a parish councillor) The Clerk outlined what this will entail. MR agreed to do this.

2024.32.06 SALC PC volunteered to carry this out.

2024.32.07 Community/Neighbourhood Watch AM happy to take on this new role. He advised that he had co-ordinated the recent litter pick. The B1078 from the Letheringham junction to Border Cott Lane is in the system to be cleared regularly of rubbish by ESC. ESC Owen Grey will chase this up if need be.

2024.33 TO ADOPT AND APPROVE THE INTERNAL CONTROL STATEMENT
Action PC & the Clerk still to finalise and will present at the next meeting.

2024.34 FINANCIAL REPORT

2024.34.01 Current Financial Statement – Bank Reconciliation at 30th April 2024.
Community Account £10,269.03
Business Premium Account £272.26
PC signed the bank reconciliation.

2024.34.02 Receipts & Payments Schedule for March & April.

	Total Payments	Total Receipts
March	£240.75	£1.01
April	£0.00	£2,000.00

PC signed both schedules. PC advised that cheque 100293, £60.00 had been cashed by Barclays. The previous RFO had deleted it in the Parish Council cashbook as over three months had elapsed since it was written and he had advised PC that it was no longer valid for the bank to cash. Now that it had been cashed, it would need to be re-entered in the LPC cashbook.

Action AM was due to meet with Barclays and agreed to raise the issue of a cheque being cashed over three months since date of issue.

2024.34.03 To Appoint Heelis and Lodge as Internal Auditor for 2023/2024.

Proposed PC seconded TG. All agreed.

Action Clerk to take the end of year accounts to the internal auditor.

2024.34.04 Approval of End of Year Accounts to 31st March 2024.

The Annual Governance Statement was read out and approved by the Parish Council, proposed MR, seconded JM signed by the Chairman and the Clerk. The Accounting Statements were read out and approved by all, proposed TG seconded MR, signed by the Chairman & the Clerk. PC explained the reasons for variances over £100.

2024.34.05 Audit Exemption Certificate

As neither the expenditure nor income exceeded £25,000 in the year 2023/24, the council can be exempt from an external audit. It was agreed by all, that the Parish Council is happy that the accounts have been prepared effectively. Therefore. Proposed TG seconded MR, signed by the Chairman & the Clerk.

**Action Certificate of Exemption to be sent by Clerk to the external auditors PKF Littlejohn
TG to upload all of the end of year documents on LPC website
PC to post Exemption Certificate & Public Rights Notification on noticeboard**

2024.34.07 Approval of Outstanding Invoices to pay.

Payee	Amount	Detail
Community Heartbeat Trust	£267.00	New battery & pads for the defibrillator
Easton & Letheringham Village Hall	£26.50	Hall hire for March Parish Council meeting
Easton & Letheringham Village Hall	£26.50	Hall hire for defibrillator training April 29 th

March hall hire already paid. Training cost to be shared 50:50 with Kettleburgh PC

Approval proposed PC seconded TG. All agreed

**Action Cheques signed at meeting.
Clerk to invoice Kettleburgh PC**

2024.34.08 To appoint SALC for payroll service.

Subject to approval at this meeting, PC had agreed with SALC's payroll co-ordinator to appoint SALC to carry out the payroll for the new Clerk's wages on a quarterly basis. This ensures all PAYE and legal requirements are met. On this understanding SALC had registered LPC with HMRC as an employer. PC proposed approval. Seconded TG. All agreed

Action PC and Clerk to complete the Payroll Agreement and return to SALC.

ESC Cllr Owen Grey left the meeting at 8.20pm

2024.35 PLANNING & LICENSING APPLICATIONS

To receive an update on current applications:

2024.35.01 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. Threshing barn to be converted into a dwelling, PC opposed the reinstatement of the window in dwelling one. He said this would look directly into the churchyard if reinstated and this was not appropriate. Overlooking was a material consideration for planning applications. He asked MR if the PCC had been consulted as a direct neighbour responsible for the churchyard which would be overlooked. MR did not think it had and would consult members. PC also proposed that the screen with horizontal slats proposed to block off the doorway in the south wall of dwelling one be replaced with the current door fixed in place or a new door fixed so that

the building retained its appearance as a vernacular building with a door, rather than a panel of horizontal slats. PC proposed LPC responded as a consultee making the above points. MR seconded. All agreed.

Action **TG to inform the case officer that the Parish Council supports the application as long as the window is removed and the look of the door retained.**

2024.35.02 **DC/24/1136/LBC - Listed Building Consent, Conversion of barn to 6 bedroom dwelling, Abbey Farm, Pit Road, Letheringham. No objection.**

2024.36 **DATES FOR FUTURE MEETINGS**

8th July, 9th September, 11th November 2024, 13th January & 10th March 2025

The meeting closed at 8.42pm.

Paul Clarke

8th July 2024

Signed:

Date: