

# Letheringham Parish Council

Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> May 2025, 8:50pm  
in Easton and Letheringham Village Hall

## Members of the council present:

Paul Clarke (PC) (Chairman)  
Trevor Gill (TG) (Vice Chairman)  
Jan McNeill (JM)  
Andrew Maskery (AM)  
Malcolm Ross (MR)

No members of the public were present.

The Chairman opened the meeting at 8.50 pm following the Annual Parish Meeting.

## 2025.11 ELECTIONS

### 2025.11.01 To elect councillors to the posts of Chairman and Vice Chairman for the coming year:

Chairman: Paul Clarke TG Proposed, MR Seconded. All agreed  
Vice Chairman: Trevor Gill PC Proposed, AM Seconded. All agreed

### 2025.11.02 To sign Declaration of Acceptance Forms for these posts:

Forms signed by PC and TG.

## 2025.12 CLERK & RFO

### 2025.12.1 To receive an update on the end of the previous clerk's contract

PC reported that the previous clerk had completed her 1 year's contract, and all outstanding monies owed had been paid in April. Access to LPC's bank accounts had been withdrawn and passwords to SALC and GMAIL had been updated. SALC Payroll service had been terminated and HMRC had been notified that LPC was no longer an employer for 2025/26. If anyone else were employed, this could easily be revised.

### 2025.12.01 To constitute the posts of Clerk and RFO as separate unremunerated posts under s.112(5) of the Local Government Act 1972

It was noted that it is not recognised as good practice to have councillors carrying out roles of Clerk and RFO, but all agreed that this is the most practical solution for LPC currently. The posts would be held separately by councillors who would not be entitled to any remuneration in line with the provisions of s.112(5) of the Local Government Act 1972. All agreed.

### 2025.12.02 To appoint Trevor Gill as Clerk

PC Proposed, AM Seconded. All agreed.

### 2025.12.03 To appoint Paul Clarke as RFO

AM Proposed, JM Seconded. All agreed.

- 2025.13 PUBLIC PARTICIPATION**  
None
- 2025.14 APOLOGIES AND APPROVAL OF ABSENCE**  
None
- 2025.15 DECLARATIONS OF INTEREST**
- 2025.15.01 To receive declarations of Disclosable Pecuniary Interests & Other Interests in items on the agenda**  
The chairman had sought advice from SALC and the ESC Monitoring Officer on how councillors should declare interests regarding the proposal for a solar array (item 2025.24.02). The advice had been passed on to councillors.  
All councillors declared DPI's, ORI's and potential Non-Registerable Interests (NRI's) in item 2025.24.02. All councillors submitted completed Application for Dispensation Forms, dated 12/05/25.
- 2025.15.02 To consider Dispensation Requests**  
The Applications were considered and it was agreed that dispensations be granted to all five councillors on the grounds of:  
a) The number of persons prohibited from participating in the business is so great a proportion of the Council as to impede the transaction of the business &  
b) Granting the dispensation is in the interests of persons living in the authority's area.
- 2025.15.03 To remind Councillors to review their entries on the Register of Interests**  
All given the link to log in to the ESC ROI page and certify.
- 2025.16 MINUTES**  
**To approve the minutes of the meeting held on February 10<sup>th</sup> 2025**  
Proposed AM, seconded JM. All councillors approved.
- 2025.17 MATTERS ARISING FROM THE MINUTES**
- 2025.17.01** Resilience coordinator was not invited owing to the long agenda
- 2025.17.02** Litter Pick was completed on Saturday March 1<sup>st</sup>
- 2025.17.03** Insurance was renewed at a cheaper price - £240 from £278
- 2025.17.04** No response had been submitted to ESC on the planning application for a disabled access WC in the churchyard as councillors held differing views.
- 2025.18 REPORTS FROM REPRESENTATIVES ON ACTIVITY SINCE LAST MEETING**
- 2025.18.01** Highways & Rights of Way (JM):
- 2025.18.01.1** Blocked drains done
- 2025.18.01.2** Easton footpath sign has not been reinstated
- 2025.18.01.3** Quiet Lanes – in discussions with Elaine Bryce & Keith Sampson. Traffic Survey £435 plus VAT quote. Proposal to get a formal letter written to Highways for Quiet Lanes  
**Action: JM to double check pricing. VLM to be asked for funding.**
- 2025.18.02** Website – Tracking now working (TG).  
**Action: TG to add link to ESC Planning Portal to facilitate access to Letheringham applications**
- 2025.18.03** Asset Register – Annual Report (MR).  
The notice board, millennium seat, village sign, grit/salt box, Darcy boom and telephone box with the defibrillator had all been inspected and found to be in good

repair with no maintenance required imminently. The phone box might need painting within the next couple of years. MR had cut the grass and the defibrillator had been cleaned, checked and confirmed as working. Salt box supplies good.

**Action: None required**

**2025.18.04**

SALC (PC)

Nothing to report

**Action: TG to go to SCC meeting for local parish councils on devolution - 2<sup>nd</sup> June in Brandeston.**

**2025.18.05**

Community/Neighbourhood Watch (AM)

No progress.

**Action: To be considered at a later date.**

**2025.19**

**TO APPOINT REPRESENTATIVES OF THE PARISH COUNCIL FOR 2025/2026**

**2025.19.01**

Planning: TG / AM

**2025.19.02**

Highways & Rights of Way: JM

**2025.19.03**

Website: TG

**2025.19.04**

Asset Register: MR

**2025.19.05**

SALC: PC

**2025.19.06**

Community/Neighbourhood Watch: AM / MR

**2025.19.07**

River, Flooding & Drainage: TG / JM

**2025.19.08**

Internal Audit (to be carried out twice a year by a parish councillor): MR

**2025.20**

**TO ADOPT UPDATED VERSIONS OF EXISTING LPC REGULATIONS**

The chairman explained that these were new versions issued in the last couple of months by NALC with updated clauses in them. He had adjusted each to the existing specifics of the versions currently in force.

**2025.20.01**

**Standing Orders 2025**

PC Proposed, TG Seconded, All agreed

**Action: TG to post updated version on website in place of existing.**

**2025.20.02**

**Financial Regulations 2025**

PC Proposed, TG Seconded, All agreed

**Action: TG to post updated version on website in place of existing.**

**2025.21**

**FINANCE**

**2025.21.01**

**To receive the Finance Report to 30.04.2025**

PC presented two Finance Reports, the first covering the period to 31<sup>st</sup> March 2025, the end of the 2024-25 year and the second for 1<sup>st</sup> to 30<sup>th</sup> April 2025. See Appendix 1 for both.

PC noted that the 2024-25 year ended with an apparent net under expenditure of £1,080. However, included in the total was unbudgeted grant of £1,000, received and not yet spent. On balance the year ended on budget.

**2025.21.02**

**To authorise payments since the last meeting.**

PC presented two Schedules of Payments and Receipts, the first covering the period to 31<sup>st</sup> March 2025, the end of the 2024-25 year and the second for 1<sup>st</sup> to 30<sup>th</sup> April 2025. See Appendix 1 for both.

PC proposed and TG seconded approval of the payments already made since the last meeting. All agreed.

Payment (yet to be made) to Internal Auditor approved subject to receipt of report and fee reduction due to failings of report.

**2025.22 INTERNAL AUDIT FOR THE YEAR 2024/25**

**2025.22.01 To consider the report and agree any actions**

PC reported that the Internal Auditor had assumed that the closing balance at year end on 31.03.25 was the same as the end balance on the bank statement ending on 26.03.25 supplied by the previous clerk. However, two further payments had been made on 31.03.25. Consequently, the report misrepresented the end balance. PC highlighted this to the IA who amended her report. However, on checking the amended report PC found the reserves figures had not been adjusted accordingly. He had therefore returned the report over a week ago and contacted the IA twice to chase an amended report for this meeting but received no response as yet. It was agreed that payment would not be made until the report was received and left to PC to negotiate a reduction in the cost.

**Action:** PC to circulate amended report when received.  
PC to negotiate and make reduced payment once report received.

**2025.23 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/25**

The completed AGAR and Finance Report to 31.03.25 with all relevant financial information had been circulated to councillors ahead of the meeting.

**2025.23.01 To approve the Annual Governance Statement**

Proposed PC, seconded TG. All agreed. Signed off by Chair and Clerk.

**2025.23.02 To approve the Accounting Statements**

Proposed MR, seconded AM. All agreed. Signed off by Chair and Clerk.

**2025.23.03 To approve the Certificate of Exemption**

Proposed MR, seconded AM. All agreed. Signed off by RFO and Chair.

**2025.24 PLANNING & LICENSING APPLICATIONS**

**2025.24.01 DC/24/0820/FUL: Wheelchair accessible WC within the church yard of Letheringham Church**

PC stated that he had not submitted any response to ESC as councillors had not reached an agreed response following the last meeting.

**Action:** MR will get an update soon to inform LPC.

**2025.24.02 DC/25/0693/EIA: EIA screening opinion on installation & operation of a solar development & BESS on land in Letheringham & Easton**

Only negative opinions, complaints and concerns had been received from the residents of both Letheringham and Easton. PC had written to ESC case officer on behalf of residents voicing concerns over the shortcomings of the information supplied by the applicant. ESC's decision notice stated no EIA required. PC had written to the Director of Planning questioning the process but received no response. PC has been engaging with the ESC case officer. The planning application is still expected during May.

**Action(s):** Chair to chase for response to questions asked. JR, AM & TG to

continue to pursue answers in relation to the many questions, omissions and errors in the EIA screening opinion process.

- 2025.24.03 DC/25/1051/VOC: Variation of condition 2 on consent DC/20/3495/FUL for cart lodge and store at Pike Cottage**  
PC reported that LPC & ESC had received many objections from residents relating to 1) the increased impact the larger than consented structure as built had on its setting and 2) the breaches in planning permission conditions. LPC had therefore objected to the application. ESC Cllr VLM had met PC on site and agreed to support LPC's stance. It is understood to be going to referral committee as the case officer disagreed with the Parish Council. VLM will continue to support objections.  
**Action: No further action. Awaiting ESC.**
- 2025.24.04 DC/25/1540/FUL: Demolition of existing barns and four new-build dwellings at Abbey Farm**  
Application to replace the class Q permission with 4 new properties. TG/MR/PC/AM in support of the application. AM /PC suggested that the affordability will be an issue. Question about maintaining the grounds and the pond which do not appear to be within the curtilage of any individual property.  
**Actions: TG to ask Nest Developments about the maintenance of the common areas of the site and the pond area. LPC to write to ESC to support and commend the thoughtful approach to the design in relation to heritage and the sensitive setting.**
- 2025.25 MEMBERSHIPS & AFFILIATIONS FOR 2025/2026**
- 2025.25.01 SALC**  
Agreed and membership already renewed
- 2025.25.02 Suffolk Preservation Society**  
£30 annual membership fee for parish councils. All councillors in favour of joining.  
**Action: PC to enrol LPC as members**
- 2025.25.03 East Suffolk Planning Alliance**  
No cost. All councillors in favour of affiliating.  
**Action: TG to pursue affiliation with ESPA**
- 2025.26 DATES FOR SCHEDULED MEETINGS**  
September 8<sup>th</sup>, December 8<sup>th</sup>

The meeting closed at 10.48pm

*Paul Clarke*

*11/08/2025*

Signed: .....

Date: .....

**Appendix 1 follows, containing:**

**Finance Report to 31/03/2025**

**Finance Report to 30/04/2025**

**Schedules of Payments and Receipts to 31/03/2025 for 2024-25**

**Schedules of Payments and Receipts to 30/04/2025 for 2025-26**

# Letheringham Parish Council

## Finance Report at 31st March 2025

### Bank

31/03/2025 Total balance at bank: £8526.32

### Payments Schedule

**0.00**

### 2024-25 Variance to Budget

Budget		Actual to date		Variance	Comments
2,000.00	Precept	2,000.00		-	
	- Bank Interest	52.19		52.19	
	- Grants	1,000.00		1,000.00	
	- Misc	218.25		218.25	
	- VAT Reclaim	166.30		166.30	
	- Not in Use	-		-	
	- CIL	-		-	
	- -	-		-	
<b>2,000.00</b>	<b>TOTAL RECEIPTS</b>	<b>3,436.74</b>	-	-	<b>1,436.74</b>
1,560.00	Salaries	2,114.39		(554.39)	
138.00	Admin	19.00		119.00	
300.00	Insurance	240.92		59.08	
	- Capital	-		-	
200.00	Asset Maint.	344.45		(144.45)	
360.00	Training	175.00		185.00	
200.00	Website	123.06		76.94	
	- Misc.	-		-	
90.00	Audit	85.00		5.00	
212.00	Hall Hire	159.00		53.00	
20.00	Clerk's Expenses	54.85		(34.85)	
75.00	Subscriptions	63.74		11.26	
	- Burial Ground	-		-	
	- LGAs142	-		-	
	- Not in Use	-		-	
	- VAT	132.30		(132.30)	
<b>3,155.00</b>	<b>TOTAL PAYMENTS</b>	<b>3,511.71</b>			<b>(356.71)</b>
<b>(1,155.00)</b>	<b>Net Under/(Over) expenditure</b>	<b>(74.97)</b>			<b>1,080.03</b>

## Summary and Bank Reconciliation

### RECEIPTS & PAYMENTS SUMMARY

Balance as at 1st April	8,601.29
Total Receipts	3,436.74
Less Payments	3,511.71
<b>Balance</b>	<b>8,526.32</b>

### CUMULATIVE FUNDS REPRESENTED BY

Community Account	1,201.87
Business Premium Account	7,324.45
Add Unpresented Income	-
Less Unpresented Cheques	-
<b>Balance c/f</b>	<b>8,526.32</b>

Trial -

### Unpresented Cheques

0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
<b>Total</b>	<b>-</b>

## Statement of Reserves 2024-25

	Reserves as at	Transaction Summary		Balance C/F
		Receipts	Payments (Net of VAT)	
	<b>01/04/2024</b>			
General/Precept Reserve (100% c	2,000.00	-	-	2,000.00
Speed reduction measures on B10	2,325.43	-	-	2,500.00
Election Expenses Reserve	500.00	-	-	500.00
Deficit in 2024/25 - funds to cover	1,150.00	-	1,150.00	-
Churchyard maintenance 2025/26	400.00	-	-	200.00
Deficit in 2025/26 - funds to cover	1,000.00	50.00	-	1,050.00
Drainage & Flooding Advice & Sup	500.00	-	-	500.00
Asset Maintenance Reserve	500.00	-	-	500.00
ECB Grant from ESC - for fingerp	-	-	-	1,000.00
	-	-	-	1,000.00
	-	-	-	-
	-	-	-	-
<b>Total earmarked reserves</b>	<b>8,375.43</b>	<b>1,050.00</b>	<b>1,150.00</b>	<b>9,250.00</b>
Unallocated balance at bank less unpresented cheques				<b>(723.68)</b>
<b>Total Cumulative Funds</b>				<b>8,526.32</b>

## LEATHERINGHAM PARISH COUNCIL

### Schedule of Payments for year to date 01/04/2024 – 31/03/2025

Brought forward amount		£8,601.20		In deposit & current accounts					
DATE	CH. NO.	NET	VAT	GROSS	PAID TO	DESCRIPTION	ANALYSIS		
22/11/2023	100293	£60.00		£60.00	CAS via T. Carlin	Website fee 2024 thought chq canx.	website		
06/05/2024	100304	£26.50		£26.50	Easton & Letheringham Village Hall	Hire for defib training (Kettleburgh 50%)	hall hire		
06/05/2024	100305	£222.50	£44.50	£267.00	Community Heartbeat	Battery for the defibrillator	Misc		
25/06/2024	100306	£26.50		£26.50	Easton & Letheringham Village Hall	Hire of hall for May PC meeting	hall hire		
24/06/2024	100307	£175.00	£35.00	£210.00	Community Heartbeat	Defibrillator training (Kettleburgh 50%)	training		
08/06/2024	100308	£85.00		£85.00	Heelis & Lodge	Internal Audit	Audit		
08/07/2024	100309	£472.59		£472.59	Mrs M Thurston	Clerks pay (quarter ending 30 June)	Salaries		
08/07/2024	100310	£15.30		£15.30	Mrs M Thurston	Clerks expenses to 30 June	Clerks expenses		
20/08/2024	100311	£23.06	£4.61	£27.67	Community Action Suffolk	Website Hosting	website		
30/09/2024	BACS	£555.60		£555.60	Mrs M Thurston	Clerks pay (quarter ending 30 September)	Salaries		
26/09/2024	BACS	£26.50		£26.50	Easton & Letheringham Village Hall	Hire of hall for July PC meeting	hall hire		
28/10/2024	BACS	£50.00	£10.00	£60.00	Community Action Suffolk	Website Hosting	website		
28/10/2024	BACS	£26.50		£26.50	Easton & Letheringham Village Hall	Hire of hall for September meeting	hall hire		
28/10/2024	BACS	£19.00	£3.80	£22.80	SALC	6 month payroll service to 30 September	Admin		
14/11/2024	BACS	£30.55		£30.55	Mrs M Thurston	Clerks expenses to 11 November	Clerks expenses		
14/11/2024	BACS	£63.74		£63.74	SALC	Subscription	Admin		
11/12/2024	BACS	£26.50		£26.50	Easton & Letheringham Village Hall	Hire of hall for November meeting	Admin		
30/12/2024	BACS	£480.60		£480.60	Mrs M Thurston	Clerks pay (quarter ending December)	Salaries		
11/02/2025	BACS	£34.00		£34.00	Mrs M Thurston	Clerks expenses to 10 February	Clerks expenses		
10/03/2025	BACS	£215.09	£25.83	£240.92	Community Action Suffolk	Parish Council insurance	Admin		
11/03/2025	BACS	£121.95	£24.39	£146.34	Community Heartbeat	Defibrillator pads	Misc		
14/03/2025	BACS	£26.50		£26.50	Easton & Letheringham Village Hall	hall hire for February meeting	Admin		
31/03/2025	BACS	£480.60		£480.60	Mrs M Thurston	Clerks pay (quarter ending March)	Salaries		
31/03/2025	BACS	£100.00		£100.00	Mrs M Thurston	Clerks expenses (working from home)	Admin		
				<b>£3,511.71</b>					

Signed:

*Paul Clarke*

Date:

*12/05/25*

## LEATHERINGHAM PARISH COUNCIL

### Schedule of Receipts for year to date 01/04/2024 – 31/03/2025

Brought forward amount		£8,601.20 in current & deposit accounts				
DATE	ACCOUNT	RECEIVED FROM	DESCRIPTION	AMOUNT	ANALYSIS	RECONCILED
30/04/2024	CA	East Suffolk Council	Precept	£2,000.00	precept	*
03/06/2024	D	Barclays Bank	Interest	£1.02	interest	*
16/07/2024	CA	Kettleburgh Parish Council	Half the cost to hire Easton hall for defib training	£13.25	Admin	*
16/07/2024	CA	Kettleburgh Parish Council	Half the cost of Defibrillator training	£105.00	Admin	*
25/07/2024	CA	East Suffolk Council	Locality funding towards new road signs	£1,000.00	grant	*
14/10/2024	CA	HMRC	VAT refund	£166.30	VAT	*
02/09/2024	D	Barclays Bank	Interest	£1.07	interest	*
11/11/2024	CA	Barclays Bank	Goodwill Gesture for bad service	£100.00	Admin	*
02/12/2024	D	Barclays Bank	Interest	£24.33	interest	*
03/03/2025	D	Barclays Bank	Interest	£25.82	interest	*
<b>Total Receipts</b>				<b>£3,436.79</b>		

Signed:

*Paul Clarke*

Date:

*12/05/25*

# Letheringham Parish Council

## Finance Report at 30th April 2025

### Bank

30/04/2025 Total balance at bank: £10,175.36

### Payments Schedule

Heelis & Lodge - internal audit report 2024/25 85.00

**85.00**

## 2025-26 Variance to Budget

Budget		Actual to date		Variance	Comments
2,000.00	Precept	2,000.00		-	
50.00	Bank Interest	-		(50.00)	
	- Grants	-		-	
	- Misc	-		-	
145.11	VAT Reclaim	-		(145.11)	
	- Not in Use	-		-	
	- CIL	-		-	
	-	-		-	
<b>2,195.11</b>	<b>TOTAL RECEIPTS</b>	<b>2,000.00</b>	-	<b>(195.11)</b>	
2,120.00	Salaries	258.00		1,862.00	
38.00	Admin	19.00		19.00	
310.00	Insurance	-		310.00	
	- Capital	-		-	
	- Asset Maint.	-		-	
	- Training	-		-	
100.00	Website	-		100.00	
	- Misc.	-		-	
85.00	Audit	-		85.00	
132.50	Hall Hire	-		132.50	
70.00	Clerk's Expenses	6.30		63.70	
75.00	Subscriptions	63.86		11.14	
50.00	Burial Ground	-		50.00	
	- LGAs142	-		-	
100.00	River Maintenance	-		100.00	
150.00	VAT	3.80		146.20	
<b>3,230.50</b>	<b>TOTAL PAYMENTS</b>	<b>350.96</b>		<b>2,879.54</b>	
<b>(1,035.39)</b>	<b>Net Under/(Over) expenditure</b>	<b>1,649.04</b>		<b>2,684.43</b>	

## Summary and Bank Reconciliation

### RECEIPTS & PAYMENTS SUMMARY

Balance as at 1st April	8,526.32
Total Receipts	2,000.00
Less Payments	350.96
<b>Balance</b>	<b>10,175.36</b>

### CUMULATIVE FUNDS REPRESENTED BY

Community Account	2,850.91
Business Premium Account	7,324.45
Add Unpresented Income	-
Less Unpresented Cheques	-
<b>Balance c/f</b>	<b>10,175.36</b>

Trial -

### Unpresented Cheques

0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
<b>Total</b>	<b>-</b>

## Statement of Reserves 2025-26

	Reserves as at	Transaction Summary		Balance C/F
		Receipts	Payments (Net of VAT)	
	<b>01/04/2025</b>			
General/Precept Reserve (100% c	2,000.00	-	-	2,000.00
Quiet Lane signage & implementa	2,500.00	-	-	2,500.00
Election Expenses Reserve	500.00	-	-	500.00
Deficit in 2025/26 - funds to cover	1,050.00	-	-	1,050.00
Churchyard maintenance 2025/26	200.00	-	-	200.00
Deficit in 2026/27 - funds to cover	1,000.00	-	-	1,000.00
Drainage & Flooding Advice & Sup	500.00	-	-	500.00
Asset Maintenance Reserve	500.00	-	-	500.00
ECB Grant from ESC - for fingerp	1,000.00			1,000.00
	-			-
	-			-
	-			-
<b>Total earmarked reserves</b>	<b>9,250.00</b>	<b>-</b>	<b>-</b>	<b>9,250.00</b>
Unallocated balance at bank less unpresented cheques				925.36
<b>Total Cumulative Funds</b>				<b>10,175.36</b>

# Letheringham Parish Council

## Schedule of Payments & Receipts for year to date 01/04/2025 – 31/03/2026

### Payments:

Date of invoice	Invoice No	Minute	Date payment made	Supplier	Description	Chq No	Net	VAT	Total
31.03.25	29566		07.04.25	SALC	Payroll Service 01/10/24-31/03/25	BACS	19.00	3.80	<b>22.80</b>
01.04.25	29793		07.04.25	SALC	Subscription 01/04/25-31/03/26	BACS	63.86	-	<b>63.86</b>
N/A	N/A		17.04.25	Mrs M Thurston - clerk	Pay 01-14/04/15 & holiday pay for year	BACS	258.00	-	<b>258.00</b>
14.04.25	N/A		17.04.25	Mrs M Thurston - clerk	Expenses 01-14/04/25	BACS	6.30		<b>6.30</b>
<b>Payments made to 30/04/2025:</b>						<b>Total</b>			<b>£350.96</b>

Signed: *Paul Clarke*

Date: *12/05/25*

### Receipts:

Date	Payer	Details	R	Amount
30.04.25	East Suffolk Council	Precept 2025/26		2,000.00

Signed: *Paul Clarke*

Date: *12/05/25*