

Letheringham Parish Council

Minutes of a Meeting held on Monday December 8th 2025 at 7.00pm in Easton & Letheringham Village Hall

Members of the Council present:

Paul Clarke (PC) (Chair & RFO)
Trevor Gill (TG) (Vice Chair & Clerk)
Jan McNeill (JM)
Andrew Maskery (AM)

District and County Councillors present:

None

Members of the Public present:

1 present

2025.54 APOLOGIES AND APPROVAL OF ABSENCES

Vince Langdon-Morris

2025.55 DECLARATIONS OF INTERESTS

Following advice from ESC Monitoring Officer and SALC, all councillors had previously declared Interests relating to the solar array on land included in DC/25/0693/EIA – subsequently covered by planning application DC/25/2733/FUL. Dispensations were granted at the meeting on 08/05/2025 on grounds a) to bar all those with Interests would impede the transaction of the council's business, and b) in the interests of representing the community. The dispensations were granted for four years.

2025.56 PUBLIC PARTICIPATION

A concern was raised about the works proposed under planning application DC/25/4249/FUL and their impacts on users of footpath 11, both during construction and once completed. PC said that SCC PROW had put in a holding objection on the application and he had called the case officer to ask about the application and left a voicemail but not heard back.

2025.57 MINUTES

The minutes of the Parish Council Meeting held on October 9th, 2025, were **unanimously approved and signed**.

2025.58 MATTERS ARISING FROM THE MINUTES

The cumulative effect of all energy applications was discussed. It was decided that this would be brought up in the meeting with Cllr Paul West.

2025.59 VACANCY

The resignation of Councillor Malcolm Ross was noted. The chairman expressed his thanks for Malcolm's contribution since May 2023.

The clerk had notified East Suffolk Council of the resignation and resulting vacancy. ESC had issued a Notice of Vacancy which had been posted on the notice board and ESC & LPC

websites. The expiry date was December 18th 2025 after which the vacancy could be filled by co-option. One expression of interest had been received to date.

It was agreed that an email be sent inviting expressions of interest and an extraordinary meeting set up in January to co-opt.

AM agreed to take on responsibility for the Asset Register from Malcolm Ross.

Action: To email residents seeking expressions of interest.
To call an extraordinary meeting in January to co-opt

2025.60 REPORTS FROM REPRESENTATIVES

2025.60.01 Highways: JM reported that SCC Highways Liaison Officer Josh White had offered to meet on site to review progress on Highways issues reported after Storm Babet. JM proposed delaying this until after SCC Cllr Paul West had been out.

2025.60.02 PROW: JM reported that footpaths works had now been completed.

2025.60.03 Website: TG said that the LPC website was now operating on the new GOV.UK domain but could still be accessed via the previous URL. He said that individual GOV.UK email addresses appeared to be the only way to satisfy stricter regulations. He confirmed that the accessibility review had been carried out and the website was compliant to the required standard.

Action: TG to enable cookies on website, IT policy needs to be commenced. Review individual email addresses for each councillor for all LPC work.

2025.60.04 SALC: PC had attended SALC webinars and reported that the process of Devolution had been delayed to give more preparation time. Elections would take place in May 2026 for county councillors. The election of a Norfolk & Suffolk Mayor would now be delayed until May 2028 with more preparation work being done in advance of the election, rather than with a Mayor in post.

The consultation on Local Government Reorganisation was ongoing, due to close January 11th. SCC proposed a single unitary authority to cover the whole of the county whilst the district councils favoured three separate unitary authorities. National government would consider responses and choose between the options in the spring. The re-organisation would impact all services including planning.

PC did not feel it was necessary to communicate anything to residents as information was readily available online for those who were interested.

2025.60.05 NHW: AM was concerned that local break-ins were not being reported on "Police Connect" and Neighbourhood Watch was not passing on information either. It was suggested that an arrangement was set up with other local parish councils to email each other to report break ins and spread the word that way.

PC reported that three Neighbourhood Watch signs had been purchased. One had been installed on Park Road footpath sign, one was due to be installed

near the road bridge over the river on Hall Road and one was to go on The Street.

2025.61 REVIEW AND APPROVAL OF STATUTORY DOCUMENTS

The following documents had been reviewed and all found to be up to date without change. **Each was approved individually and unanimously.** Proposer PC seconder TG

2025.61.01 Retention of Documents Policy (adopted November 2024)

2025.61.02 Councillor Code of Conduct (adopted November 2023)

2025.61.03 Freedom of Information (adopted November 2023)

Next review due for all December 2026.

2025.62 FINANCIAL REPORT

See appendix 1 for Financial Statement, Bank Reconciliation and Schedule of Payments & Receipts.

2025.62.01 PC presented the Financial Statement & Bank Reconciliation at December 1st 2025

2025.62.02 The Receipts & Payments Schedule for April 1st to December 1st 2025 was noted

2025.62.03 Payments made September 1st to December 1st 2025 were approved

2025.62.04 Bank balances at December 1st 2025 were noted:

Community Account: £336.10 Deposit Account: £9,373.17

2025.62.05 PC proposed a transfer £1,000 from the deposit to the community account to fund expenditure – **agreed unanimously.**

Action: PC to transfer £1,000 from deposit to community account.

2025.63 BUDGET 2026/27 & PRECEPT REQUEST

See appendix 2 for Budget 2026-27 and supporting documents.

2025.63.01 PC presented the budget for April 1st 2026 to March 31st 2027. It was supported by information explaining how sums were calculated and year to date and projected year end expenditure for 2025-26. The latter showed a significant underspend mainly due to the absence of a clerk since April 2025. The 2026-27 budget included provision for a clerk and increased website expenditure to cover the GOV.UK domain and email address as previously agreed to comply with AGAR Assertion 10.

The budget showed a total expenditure of £3,946.00, including clerk costs of £2,350.00, against non-precept income of £170 – a net deficit of £3,776.00, financed by precept and reserves as previously.

It was unanimously agreed that a clerk was needed if the council was to operate effectively and provision for salary and costs should be included in the budget. PC proposed the budget and TG seconded. **Agreed unanimously.**

2025.63.02 The precept for 2026/27 was discussed. The precept request letter of 03/11/2025 from East Suffolk Council (ESC) showed a tax base of 48.62 band D equivalent properties in Letheringham. It stated that the 2025/26 tax charge agreed by the parish council was £46.81 for a band D property. Maintaining the same tax charge for 2026/27 would yield a precept of £2,275.90 whilst maintaining the precept at £2,000.00 would result in a reduction of the tax charge to £41.14.

PC proposed maintaining the tax charge at £46.81 and requesting a precept of £2,275.90. AM Seconded. **Agreed unanimously.**

2025.64 PLANNING AND LICENSING APPLICATIONS

The parish council had been consulted on the following applications.

DC/25/4249/FUL: Single storey rear & side extensions The Lodge Old Park Farm, Letheringham

See item 2025.52 Public Participation above. It was agreed to respond to ESC case officer Becky Taylor expressing concern that due regard be paid to the safety and unhindered passage of users of the footpath both during construction work and thereafter.

Action: PC to follow up.

DC/25/3884/VOC: Variation of conditions on DC/25/1540/FUL for demolition and construction of four new dwellings at Abbey Farm, Letheringham.

The application had been circulated among councillors and TG had contacted the developer who said the variations were primarily internal layout adjustments. No concerns had been raised by councillors and no response made to ESC.

In recent days PC had seen extensive excavations on site in the pond area and checked the site drainage plans which showed the sewage treatment plants all discharging into this area.

Action: TG to contact the developer to ask how the STP effluent was being handled

DC/25/2733/FUL: Construction and operation of a Solar Farm (49.9MW) and BESS (50MW) with all associated works on parcels NW of Easton and SW of Letheringham.

PC reported that the parish council's second response had been submitted on October 10th as agreed at the extraordinary meeting of the parish council on October 9th. PC had spoken with the case officer Ross Brereton. The Director of Planning had not allowed a site meeting with parish councillors as previously agreed by the case officer. He had requested that information be sent in for him to use when he visits independently.

Action: PC to send information to the case officer ahead of his site visit.

DC/25/2977/FUL: Solar Array (20 MW) Glevering Park Hacheston. No response had yet been submitted.

Action: PC to submit a response to ESC.

AP/25/0031/REFUSE: Appeal against refusal of consent for DC/25/1051/VOC (condition 2 on consent DC/20/3495/FUL for cart lodge and store) Pike Cottage, Letheringham.

PC reported that the appeal had been successful and the application DC/25/1051/VOC therefore permitted. He had circulated the confirmation to all residents who had responded to the VOC application.

2025.65 QUIET LANES

JM discussed the high costs of Quiet Lanes. Given that the designation was purely advisory and not like a speed limit, JM felt that the costs for, effectively just a few signs, seemed excessive. She was liaising with a resident of Framlingham who was campaigning to make Brick Lane there a Quiet Lane. They hoped to make progress by sharing information and support.

Action: JM to pursue with SCC Highways. Support for Quiet Lanes to be considered with residents and neighbours.

2025.66 DATES OF SCHEDULED MEETINGS IN 2026:

23rd February, 18th May (Annual Meeting), 7th September, 7th December.

The meeting closed at 9:35 pm.

Paul Clarke

23/02/2026

Signed:

Date:

Appendices follow:

Appendix 1 relating to Item 2025.62 Financial Report:

Financial Statement & Bank Reconciliation at December 1st 2025
Receipts & Payments Schedule for April 1st to December 1st 2025

Appendix 2 relating to Item 2025.63 Budget 2026-27

2025/26 expenditure vs budget
Proposed Budget 2026-27
Supporting information

Letheringham Parish Council

Finance Report at 1st December 2025

Bank

01/12/2025 Total balance at bank: £9,709.27

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	48.72		(1.28)	
	- Grants	-		-	
	- Misc	50.00		50.00	
145.11	VAT Reclaim	-		(145.11)	
	- Not in Use	-		-	
	- CIL	-		-	
	-	-		-	
2,195.11	TOTAL RECEIPTS	2,098.72	-	(96.39)	
2,120.00	Salaries	258.00		1,862.00	
38.00	Admin	77.30		(39.30)	
310.00	Insurance	-		310.00	
	- Capital	-		-	
	- Asset Maint.	-		-	
	- Training	-		-	
100.00	Website	205.83		(105.83)	
	- Misc.	21.85		(21.85)	
85.00	Audit	-		85.00	
132.50	Hall Hire	126.00		6.50	
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 Testing	100.00		-	
150.00	VAT	56.63		93.37	
3,230.50	TOTAL PAYMENTS	915.77		2,314.73	
(1,035.39)	Net Under/(Over) expenditure	1,182.95		2,218.34	

Year to Date Summary and Bank Reconciliation

RECEIPTS & PAYMENTS SUMMARY

Balance as at 1st April 2025	8,526.32
Total Receipts	2,098.72
Less Payments	915.77
Balance	9,709.27

CUMULATIVE FUNDS REPRESENTED BY

Community Account	336.10
Business Premium Account	9,373.17
Add Unpresented Income	-
Less Unpresented Cheques	-
Balance c/f	9,709.27

Trial -

Unpresented Cheques

0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
Total	-

Statement of Reserves 2025-26

	Reserves as at	Transaction Summary		Balance C/F
		Receipts	Payments (Net of VAT)	
	01/04/2025			
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 2025/26 - funds to cover	1,050.00	-	-	1,050.00
Churchyard maintenance 2025/26	200.00	-	-	200.00
Deficit 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
	-			-
	-			-
	-			-
Total earmarked reserves	9,250.00	-	-	9,250.00
Unallocated balance at bank less unpresented cheques				459.27
Total Cumulative Funds				9,709.27

Letheringham Parish Council

Schedule of Payments & Receipts for year to date at 01/12/2025

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	22.80
01.04.25	29793		07.04.25	SALC	Subscription 01/04/25-31/03/26	BACS	63.86	-	63.86
N/A	N/A		17.04.25	Mrs M Thurston - clerk	Pay 01-14/04/15 & holiday pay for year	BACS	258.00	-	258.00
14.04.25	N/A		17.04.25	Mrs M Thurston - clerk	Expenses 01-14/04/25	BACS	6.30		6.30
18.08.25	14449&69		18.08.25	Hollins Architects & Surveyors	Printing A0/ A1 & A3 drawings	BACS	50.80	10.16	60.96
04.09.25	526&555		04.09.25	ELVH	Hall hire meetings 12/05, 04/08 & 11/08/25	BACS	84.00	-	84.00
29.09.25	564		02.10.25	ELVH	Hall hire meeting 08/09/25	BACS	28.00	-	28.00
30.09.25	30423		02.10.25	SALC	Payroll Service 01/04/25-30/04/25	BACS	7.50	1.50	9.00
28.10.25	UPC0040		01.12.25	Ufford Parish Council	River Deben Water Testing	BACS	100.00	-	100.00
21.09.25	N/A		01.12.25	Andrew Maskery	NHW signs bought by Andrew Maskery	BACS	21.85	-	21.85
30.10.25	INV-0912		01.12.25	IT Services at CAS Ltd	Website .GOV.UK domain name and 2 mailboxes	BACS	60.83	12.17	73.00
01.10.25	INV-7061		01.12.25	Community Action Suffolk	Website hosting 01/11/25-31/10/26	BACS	55.00	11.00	66.00
03.11.25	571		01.12.25	ELVH	Hall hire meeting 09/10/25	BACS	14.00	-	14.00
27.11.25	INV-7385		01.12.25	Community Action Suffolk	Website accessibility review	BACS	90.00	18.00	108.00
Payments made to 01/12/2025:						Total		56.63	915.77

Signed:

Paul Clarke

Date:

03/12/25

Receipts:

Date	Payer	Details	R	Amount
30.04.25	East Suffolk Council	Precept 2025/26		2,000.00
02.05.2025	With our apologies	Barclays Bank		50.00
02.06.2025	Bank interest	Barclays Bank		24.33
08.09.2025	Bank interest	Barclays Bank		24.39
Receipts to 01/12/2025:			Total	2,098.72

Signed: *Paul Clarke*

Date: *03/12/25*

LEATHERINGHAM PARISH COUNCIL

2025-26 Year end Forecast at 01/12/25 and Proposed Budget 2026-27

Budget 2025-26	Category	Actual to 01/12/25 2025-26 £	Trans- actions Dec-Mar £	Forecast to 31/03/26 2025-26 £	Variance to budget 2025-26	Proposed Budget for 2026-27 £
RECEIPTS						
2,000.00	Precept	2,000.00	0.00	2,000.00	0.00	
50.00	Bank Interest	48.72	48.00	96.72	46.72	70.00
0.00	Grants	0.00	0.00	0.00	0.00	0.00
0.00	Misc.	50.00	0.00	50.00	50.00	0.00
145.11	VAT Reclaim	0.00	100.00	100.00	-45.11	100.00
					0.00	
£2,195.11	TOTAL RECEIPTS	£2,098.72	£148.00	£2,246.72	51.61	£170.00
PAYMENTS						
2,120.00	Clerk's salary etc	258.00	0.00	258.00	-1,862.00	2,350.00
70.00	Clerk's expenses	6.00	0.00	6.00	-64.00	70.00
38.00	Admin. - Payroll	9.00	0.00	9.00	-29.00	40.00
132.50	Village Hall hire	126.00	84.00	210.00	77.50	168.00
310.00	Insurance	0.00	275.00	275.00	-35.00	290.00
0.00	Election costs	0.00	0.00	0.00	0.00	0.00
100.00	River monitoring	100.00	0.00	0.00	-100.00	100.00
0.00	Asset Maintenance	0.00	0.00	0.00	0.00	200.00
0.00	Training	0.00	60.00	60.00	60.00	120.00
100.00	Website	206.00	0.00	206.00	106.00	173.00
85.00	Internal Audit fee	0.00	50.00	50.00	-35.00	120.00
75.00	SALC subscription	64.00	0.00	64.00	-11.00	65.00
50.00	Burial ground	0.00	0.00	0.00	-50.00	50.00
0.00	Grants	0.00	0.00	0.00	0.00	0.00
0.00	Misc & Admin.	90.00	0.00	90.00	90.00	100.00
150.00	VAT	57.00	20.00	77.00	-73.00	100.00
					0.00	
£3,230.50	TOTAL PAYMENTS	£916.00	£489.00	£1,305.00	-1,925.50	£3,946.00
-1,035.39	Net Position			941.72	1,977.11	-3,776.00

Calculations supporting Proposed Budget 2026-27

Expenses:

Clerk's salary made up of:		£2,350.00
10 hrs a month at £16/hr 12 months/yr	£1,920.00	
Holiday pay @ 12.07% of annual pay	£230.00	
Working from home allowance	£200.00	
Employer's NIC: Below threshold	£0.00	
Clerk's expenses based on 2024/25		£70.00
SALC Payroll Flat rate of c. £40 p.a. invoiced six-monthly		£40.00
Village Hall hire 6 x 2 hr meetings p.a. @ £14.00/hr		£168.00
Insurance Due 03/27(based on 03/25 price of £240.92+10% in 03/26+10% 03/27)		£290.00
Election costs Annual allocation towards contested election costing c. £600		£0.00
River monitoring Payment towards costs of materials for monthly testing by DCC		£100.00
Asset Maintenance Flat rate annual allocation based on:		£200.00
defibrillator averaging £150/yr	£150.00	
noticeboard £500 refurb. over 10 year:	£50.00	
Sign, seat, phonebox, gritbox, boom	£0.00	
Training SALC 2 courses/yr = 2 x £60.		£120.00
Website costs made up of:		£173.00
CAS hosting fee £55+VAT p.a. No ICO fee	£55.00	
.GOV.UK domain fee @ £25 p.a.	£25.00	
2 mailboxes @ £24 p.a.	£48.00	
Accesibility review @ £90 every two years	£45.00	
Internal Audit fee SALC charges estimated		£120.00
SALC subscription 2025 rate of £63.86 + c.3.2% as advised Nov. 2025		£65.00
Burial ground £50 allocated to cover cost any fuel or materials claimed by volunteers		£50.00
Miscellaneous		£100.00
VAT Based on previous VAT paid 23-24 and reclaimed August 2024		£100.00
	Total expenses:	£3,946.00

Income:

Precept	£2,000 in 2024-25 & 2025-26	
Bank Interest	based on having about £7,000 on deposit for 12 months at 1%	£70.00
Grants	no applications planned	
Misc.	nothing anticipated	
VAT Reclaim	Based on VAT paid 24-25	£100.00
	Total expenses:	£170.00

Clerk costs:

120 hrs p.a. @ £16.00/hr	£1,920.00
Holiday pay @ 12.07%	£230.00
working from home allowance	£200.00
clerk's expenses	£60.00
SALC Payroll	<u>£38.00</u>
Total	£2,448.00

LEATHERINGHAM PARISH COUNCIL

2025-26 Year to Date Expenditure against Budget as at 1st December 2025

Budget 2025-26	Category	Actual to 01/12/25 2025-26 £	Trans- actions Dec-Mar £	Forecast to 31/03/26 2025-26 £	Variance to budget 2025-26	Comments
RECEIPTS						
2,000.00	Precept	2,000.00	0.00	2,000.00	0.00	
50.00	Bank Interest	48.72	48.00	96.72	46.72	
0.00	Grants	0.00	0.00	0.00	0.00	
0.00	Misc.	50.00	0.00	50.00	50.00	Compensation for bank error
145.11	VAT Reclaim	0.00	100.00	100.00	-45.11	Claim will be less than forecast
					0.00	
£2,195.11	TOTAL RECEIPTS	£2,098.72	£148.00	£2,246.72	51.61	
PAYMENTS						
2,120.00	Clerk's salary etc	258.00	0.00	258.00	-1,862.00	No employed clerk since April
70.00	Clerk's expenses	6.00	0.00	6.00	-64.00	No employed clerk since April
38.00	Admin. - Payroll	9.00	0.00	9.00	-29.00	No employed clerk since April
132.50	Village Hall hire	126.00	84.00	210.00	77.50	Extraordinary meetings
310.00	Insurance	0.00	275.00	275.00	-35.00	Revised estimate as 2024 lower
0.00	Election costs	0.00	0.00	0.00	0.00	
100.00	River monitoring	100.00	0.00	100.00	0.00	
0.00	Asset Maintenance	0.00	0.00	0.00	0.00	
0.00	Training	0.00	60.00	60.00	60.00	New councillor training
100.00	Website	206.00	0.00	206.00	106.00	Assertion 10 compliance
85.00	Internal Audit fee	0.00	50.00	50.00	-35.00	Payment not made as audit wrong
75.00	SALC subscription	64.00	0.00	64.00	-11.00	
50.00	Burial ground	0.00	0.00	0.00	-50.00	No claim received
0.00	Grants	0.00	0.00	0.00	0.00	
0.00	Misc & Admin.	90.00	0.00	90.00	90.00	NHW signs & printing
150.00	VAT	57.00	20.00	77.00	-73.00	
					0.00	
£3,230.50	TOTAL PAYMENTS	£916.00	£489.00	£1,405.00	-1,825.50	
-1,035.39	Net Position			841.72	1,877.11	