

Letheringham Parish Council

Notice is hereby given of the
Annual Meeting of Letheringham Parish Council
on Monday May 18th 2026 at **7.15pm**
in Easton & Letheringham Village Hall

Please note 7.15 start time to accommodate the previous user of the hall

Members of Letheringham Parish Council are hereby summoned to attend.

Members of the public and press are welcome to attend. At item 3, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration at future meetings. The item is limited to 15 minutes' duration, unless agreed otherwise by the council.

Agenda

1. ELECTIONS
 - a. To elect councillors to the posts of Chairman and Vice Chairman for the coming year
 - b. To sign Declaration of Acceptance forms for these posts
2. APOLOGIES AND APPROVAL OF ABSENCES
3. DECLARATIONS OF INTEREST
 - a. To receive declarations of Interests in items on the agenda
 - b. To consider Dispensation Requests
 - c. To remind Councillors to review their entries on the Register of Interests (to be done annually)
4. PUBLIC PARTICIPATION
An opportunity for those attending to give their views/question the Parish Council on items on this agenda, or raise issues for future consideration at the discretion of the Chairman.
Reports from District & County Councillors.
5. MINUTES
To consider for approval the minutes of the Parish Council Meeting held on February 23rd 2026
6. MATTERS ARISING FROM THE MINUTES
Updates on progress on actions agreed at and new matters arising since the last meeting (where the item is not individually listed as an agenda item below)
7. REPORTS FROM REPRESENTATIVES ON ACTIVITY SINCE THE LAST MEETING
 - a. Highways & Rights of Way
 - b. Website
 - c. Asset Register – Annual Report
 - d. SALC
 - e. Community/Neighbourhood Watch
 - f. River, Flooding & Drainage

8. TO APPOINT REPRESENTATIVES OF THE PARISH COUNCIL FOR 2026/27
 - a. Planning
 - b. Highways & Rights of Way
 - c. Website
 - d. Asset Register
 - e. SALC
 - f. Community/Neighbourhood Watch
 - g. River, Flooding & Drainage
 - h. Internal Audit (to reconcile bank & cashbook records twice a year)
 - i. Communications

9. TO REVIEW MEMBERSHIPS & AFFILIATIONS FOR 2026/27
 - a. SALC cost £63.84
 - b. East Suffolk Planning Alliance no cost

10. TO REVIEW AND ADOPT EXISTING STATUTORY DOCUMENTS:
 - a. Standing Orders 2025
 - b. Financial Regulations 2025

11. TO ADOPT A CASUAL VACANCY POLICY
To ensure the terms and procedure are clear to all in advance of any casual vacancy arising

12. FINANCIAL REPORT
 - a. To receive the Financial Statement & Bank Reconciliation at April 30th 2026
 - b. To note the Receipts & Payments Schedules to March 31st 2026 for 2025/26 and to April 30th 2026 for 2026/27
 - c. To approve payments made February 1st to April 30th 2026
 - d. To note bank statements and balances at April 30th 2026:

| | |
|------------------------------|----------------------------|
| Community Account: £3,287.49 | Deposit Account: £8,420.85 |
|------------------------------|----------------------------|
 - e. To approve scheduled payments as follows:

| | | |
|--------------------------------|----------|---------|
| SALC Subscription 2026-27 | No VAT | £63.84 |
| SALC Councillor Basic Training | inc. VAT | £84.00 |
| SALC Internal Audit | inc. VAT | £153.60 |
 - f. To approve transfer of £2,500.00 from community to deposit account
 - g. Internal Audit update

13. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26
 - a. To approve the Annual Governance Statement
 - b. To approve the Accounting Statements
 - c. To approve the Certificate of Exemption

14. SECTION 19 REPORT INTO STORM BABET FOR LETHERINGHAM
To receive an update and agree a response to the LLFA to achieve an improved s.19 report

15. PLANNING & LICENSING APPLICATIONS
To receive updates and consider any response to be made to the following applications and related matters:
 - a. DC/25/2733/FUL Solar (49.9MW) & BESS (50 MW) in Letheringham & Easton
 - b. DC/25/2977/FUL: Solar Array (20 MW) Glevering Park Hacheston
 - c. DC/25/4249/FUL: Single storey rear & side extensions The Lodge Old Park Farm, Letheringham
 - d. DC/26/0838/LBC: Minor amendment to timber frame, Abbey Farm, Pit Road

d. DC/26/1560/VOC: Variation of condition 2 of DC/25/4249/FUL – alteration of the roof design, The Lodge, Old Park Farm.

16. PROPOSED DATES OF SCHEDULED MEETINGS IN 2026-2027:

2026: September 7th, December 7th

2027: February 22nd, May 10th (Parish Council Annual Meeting)

Letheringham Annual Parish Meeting April 26th

To agree dates and start time – 7.15 pm or 7.30 pm

Trevor Gill

13th May 2026

Signed:

Date:

Letheringham Parish Clerk

clerk@letheringhamparishcouncil.gov.uk

<https://letheringhamparishcouncil.gov.uk>

Please note that, although item 3 on the agenda offers members of the public an opportunity to raise issues and question councillors on items on this agenda, there will not be scope for significant discussion at this point. The whole item is limited to fifteen minutes with three minutes per speaker. You are encouraged to contact councillors directly in advance if you have issues you wish to discuss, thank you.