

LACKFORD PARISH COUNCIL

Minutes of Annual Parish Meeting and Annual General Meeting

Held on Monday, 09 May 2011 at 7:30 PM in Lackford Church

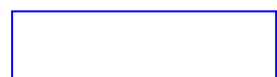
- Present** Harry Lidster (Chairman)
Steve Jones (Vice-Chairman)
Jan Betley
Naomi Palmer
Stan Green
Roland Van-Wijk
- In attendance** Rebecca Hopfensperger (County Councillor) (part time)
Helen Levack (Borough Councillor) (part time)
Safer Neighbourhood Team - PCSO 3199 Krista Wilding
- Apologies** Colin Smith
Colin Holmes

Statutory notices and the Agenda.

The Chairman ascertained that the statutory requirements for holding the meeting had been observed, there was a quorum (*minimum 2 for APM and 3 for the Council meeting*), and determined if any Councillors wish to declare an interest in any matters on the Agenda.

The Annual Parish Meeting

1. **Minutes of Annual Parish Meeting and Annual General Meeting held 10 May 2010**
These minutes were presented to the Parish Council Meeting on 11 October 2010.
A proposal to approve the minutes was made by Colin Smith seconded by Jan Betley and approved by the Council. The minutes were then signed by the Chairman.
2. **Matters arising from the minutes not elsewhere on the agenda.**
There was none
3. **Annual Reports to be presented for discussion.**
 - 3.1 **Parish Council Report for year ending 31 March 2011**
Since the last Annual Parish Meeting on 11 May 2010, the Parish Council has met on four occasions. The work of the Council can be monitored by reviewing the minutes that are published on the village blog via all@lackford.com
 - **Community Safety** - Since the last Annual Parish Meeting a representative from the Safer Neighbourhood Team attended the meetings in March and sent a written report for the December meeting.
 - **Planning** - Ten applications have been received, eight have been granted and two remain in progress. Furthermore, one Tree Preservation Order has been issued
 - **Extension of the 30 mph speed limit** - the Council have again submitted a request, through Rebecca Hopfensperger, to have 30 mph speed limit extended to the eastern end of the village
 - **Other village matters** - the Council continue to monitor the composting site and the activities at the waste transfer station
 - 3.1.1. **Matters relating to the Parish Council report** - There was none.
 - 3.2 **Community Safety Report** - the following report was received from PCSO 3199 Krista Wilding of the St Edmundsbury Rural North Safer Neighbourhood Team.
 - Lackford Crime Report for period 11 May 2010 209 May 2011 - during the period 4 crimes were reported, compared to 11 crimes reported during the same period in the previous year.



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- 3.2.1. **Other matters for the Safer Neighbourhood Team** - There was none
 - 3.3 **County Councillor** - Rebecca Hopfensperger gave a general over-view of matters relating to the Suffolk County Council. She could not report on the progress of the Councils application to extend the 30 mph speed limit but advised that there have been changes in personnel. She agreed to check on the current situation and advise the Council.
 - 3.3.1. **Other matters for the County Councillor**- There was none
 - 3.4 **Borough Councillor** - Helen Levack advised that in order to make savings, the Borough Council are Looking at ways of sharing services with neighbouring boroughs. There was a general discussion regarding the merits or otherwise of installing parking meters at the West Stow Country Park..
 - 3.4.1. **Other matters for the Borough Councillor**- There was none
 - 3.5 **Community Council** - no report was received
 - 3.5.1. **Other matters for the Community Council Chairman** - There was none
 - 3.6 **Lackford Charity** - no report was received
 - 3.6.1. **Other matters for the Lackford Charity Chairman** - There was none
- 4. **Financial statements for year ending March 2011**

The financial statements as set out on page 46 were presented to the meeting for approval.

A proposal to approve was made by Jan Betley, seconded Naomi Palmer and approved by the Council. Two copies of the financial statements were then signed by the Chairman.
- 5. **Other matters raised by Lackford parishioners, by permission of the Chairman**

There was none.
- 6. **Closure of the meeting by the Chairman.**

There being no further business, the Chairman thanked those present for attending and closed the meeting at 8:30 p.m.

Annual General Meeting of the Parish Council

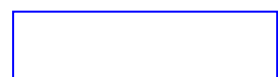
- 1. **Election of a Chairman**

The Chairman requested a proposal to nominate a Chairman and a Vice-Chairman.

It was unanimously agreed that Steve Jones be appointed as Chairman. Steve Jones and Jan Betley proposed that Stan Green be appointed as Vice-Chairman, which he accepted and approval was unanimous.
- 2. **To receive the Chairman's and Councillors "Declaration of Acceptance of Office"**
 - 2.1. A "Declaration of Acceptance of Office" was signed by the Chairman
 - 2.2. Following the uncontested election for new parish councillors, a "Declaration of Acceptance of Office" was signed by all councillors.
 - 2.3. Prior to the meeting, Councillors had been issued with a "Register of Members Interests" form for completion and return to the Clerk within 28 days.
- 3. **To approve the minutes of the Parish Council Meeting held 14 March 2011.**

A **proposal** to approve the minutes was made by Harry Lidster, seconded by Jan Betley and approved by the Council. The minutes were then signed by the Chairman.
- 4. **Matters arising from the minutes, not elsewhere on the agenda**

There was none.



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Lackford Parish Council - Financial Statements For Year ending 31 March 2011

2009/10	Income and Expenditure Account	2010/11	Budget	Variance
Actual	Income / Receipts	Actual	Budget	Variance
3170.00	Precept	3193.00	3193.00	0.00
630.00	Grants	607.00	607.00	0.00
0.01	Interest from Nationwide	0.00	0.00	0.00
35.27	Interest from Barclays Bonus a/c	0.18	0.00	0.18
0.00	Other receipts	0.00	0.00	0.00
0.00	Discounts Received	0.00	0.00	0.00
3835.28	Total Income	£3,800.18	£3,800.00	£0.18
	Administration Expenditure			
1800.00	Parish Clerk	1850.00	1850.00	0.00
70.00	Office rent - Clerk	74.00	74.00	0.00
157.30	Admin expense - Clerk	142.77	260.00	-117.23
120.00	Room hire for meetings	130.00	130.00	0.00
35.00	Internal Audit	35.00	50.00	-15.00
50.00	External Audit	50.00	50.00	0.00
134.87	Insurance - Admin	134.87	160.00	-25.13
105.00	SALC including subscription	108.00	110.00	-2.00
0.00	Training	15.00	100.00	-85.00
0.00	Subscription - Suffolk Preservation	0.00	20.00	-20.00
0.00	Publications	0.00	30.00	-30.00
0.00	Bank charges & Interest paid	0.00	0.00	0.00
0.00	Election costs	0.00	0.00	0.00
0.00	Other - Admin payments	0.00	0.00	0.00
2472.17		2539.64	2834.00	-294.36
	Other Expenditure			
199.24	Insurance - Bus shelters	199.24	240.00	-40.76
160.00	Graveyard maintenance	170.00	170.00	0.00
135.00	Bus shelter cleaning	140.00	140.00	0.00
75.00	Footpath cleaning	80.00	80.00	0.00
60.00	Grass cutting LCC	65.00	65.00	0.00
63.78	Grass cutting SEBC	89.28	200.00	-110.72
5.00	Footpath Licences	5.00	5.00	0.00
0.00	Other - Other Payments	0.00	66.00	-66.00
0.00	Section 137 Payments	0.00	0.00	0.00
698.02		748.52	966.00	-217.48
£3,170.19	Total Expenditure	£3,288.16	£3,800.00	£511.84
£665.09	Net Surplus / (Deficit)	£512.02	£0.00	£512.02
	Balance Sheet			
	Current Assets			
3.11	Nationwide Treasurers a/c	3.11		
0.00	VAT Liability	3.00		
2639.19	Barclays Business Bonus a/c	3148.21		
0.00	Barclays Community Account	0.00		
2642.30		3154.32		
0.00	Current Liabilities	0.00		
£2,642.30	Current Assets less Current Liabilities	£3,154.32		
	Represented by			
1977.21	Balance from previous year	2642.30		
665.09	Income and Expenditure Account	512.02		
£2,642.30		£3,154.32		

These Financial Statements give a true and fair view of the affairs of the Parish Council and the net surplus / deficit at the year end.

Responsible Financial Officer Date

Chairman Date



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5. Matters previously discussed - for report and/or for the Councils further consideration.

- 5.1. **The composting site & transfer station - smells and other nuisance** - Councillors discussed the recent fire.
- 5.2. **The Councils application for an extension to the 30 mile per hour speed limit.** - *(Refer to minute 3.3 of the Annual Parish Meeting above)*
- 5.3. **Bus shelter cleaning** - Harry Lidster agreed to discuss this with Colin Holmes

6. Matters that have arisen since the previous meeting and not already considered.

There was none.

7. Matters arising from correspondence circulated or forwarded by e-mail

There was none..

8. Planning - To review any applications since last meeting and other planning matters

The tables below summarises the status and movements in planning applications since the last meeting.

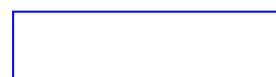
Planning						
Planning - Application No	Proposal	Location	Applicant	Comments	Planning Granted	Planning Refused
SCC/SE/10/0503	Retain amendments to approve arrangements for handling green waste within a window process (airflow infrastructure) (variation of condition 1 of permission SE/04/1914	Lackford Landfill Site	County Mulch Ltd	The application was discussed at the parish council AGM on 10/05/10 Councillors were in full support of the application and there were no objections.	Yes	0
SCC/SE/10/1008	To construct a weighbridge and small office at the entrance of the transfer station	Lackford Transfer station, Bury Road, Lackford IP28 6HJ	Viridor	29/08/2010 - No objections	Yes	0

Planning						
Planning - Application No	Proposal	Location	Applicant	Comments	Planning Granted	Planning Refused
SE/11/0209	Erection of storage shed	Lackford Sailing Club	John French, Sea cadets	31/03/11 - no objections	Yes	0
SE/11/0219	Change of use from residential garden to private garden open to the general public	Fullers Mill, West Stow	The Fullers Mill Trust	31/03/2011 - No Objections	Yes	0

9. Financial matters & the standing orders of the Council

- 9.1. **Payments** - a proposal to approve the following payments, previously agreed when the budget was set, was made by Jan Betley, seconded by Harry Lidster and approved by the Council.

Name	Details	Power	Amounts	Total
SALC <i>(already paid)</i>	Subscription	S143	111.00	111.00
JF & N Sadler-Cortina <i>(already paid)</i>	Parish Clerk (Apr-Sep as budget) Office rent (Apr-Sep as budget) Expenses 01/10/ 10 to 31/03/2011) VAT on the above	S111	950.00 40.00 85.10 215.02	1290.12



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- 9.2. **A payment authority for the above** - was signed by the Chairman and Vice-Chairman.
- 9.3. **Annual review for relevance of the standing orders and financial regulations of the Council** - as a matter for report, the Clerk will endeavour to carry out a review and make proposals for Councillors consideration.

10. Audit Commission Annual Return for the Year Ending 31 March 2011 & Internal Auditor

- 10.1. **Statement of accounts** - the Councillors noted that the figures were derived from the financial statements approved at the Annual Parish Meeting; for that reason, the statement of accounts was signed by the Chairman.
- 10.2. **Annual governance statement** - each statement was considered and agreed by the Councillors; as a consequence, the governance statement was signed by the Chairman.
- 10.3. **Appointment of internal auditor** - The council approved the appointment of Heelis & Lodge as internal auditor.

11. Questions from members, matters of report or information only, by permission of the Chairman.

There was none

12. To confirm the date and time of the next and future meetings

The next Parish Council Meeting (Meeting No 2) shall take place as previously proposed on:

Monday 10 October 2011 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

- Monday 12 December 2011 (Meeting No 3) - 2nd Monday in December
- Monday 12 March 2012 (Meeting No 4) - 2nd Monday in March
- Monday 14 May 2012 (APM & AGM) - 2nd Monday in May
- Monday 08 October 2012 (Meeting No 2) - 2nd Monday in October

The above minutes are confirmed as a correct record of the meeting.

Chairman

Date

Notes relating to these minutes:

Text in italics relates to subsequent action or for information, it is not part of the minutes.

Text that is underlined Indicates that action is required.

The following endnotes do not form part of these minutes.

