

# LACKFORD PARISH COUNCIL

## Minutes of the Council Meeting

Held on Monday, 10 October 2011 at 7:30 PM in Lackford Church

**Present** Steve Jones (Chairman)  
Stan Green (Vice-Chairman)  
Harry Lidster  
Colin Smith  
Jan Betley  
Naomi Palmer

**In attendance** Rebecca Hopfensperger (County Councillor) (part time)  
Helen Levack (Borough Councillor) (part time)  
PCSO 3215 Gemma Robinson (Safer Neighbourhood Team) (part time)

**Apologies** Roland Van-Wijk

### 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.

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### 1. To approve the minutes of the Annual Parish Meeting & AGM of the Council held 09 May 2011.

A **proposal** to approve the minutes was made by Stan Green, 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. Community Safety

3.1. **Report from the Safer Neighbourhood Team.** - One crime had been reported: burglary with intent from Willow Cottage, Bury Road.

3.2. **Any other matters for the Safer Neighbourhood Team** - There was none

### 4. Matters by or for the County and Borough Councillors.

4.1. **Rebecca Hopfensperger (County Councillor)** - Rebecca reported on the following: the ongoing consultation about the mobile library service (fourteen people in Lackford were registered and seven books were currently on loan). The fixed library service consultation, which is ongoing. The general consultation regarding Suffolk County Council services and the proposed broadband improvements.

4.1.1. **The Councils application to extend to the 30 mile per hour speed limit** - Rebecca apologised that she had not followed up on the issue and had no further information, but would obtain it tomorrow and forward it to the Clerk<sup>1</sup>.

4.2. **Helen Levack (Borough Councillor)** - Helen Levack added to the discussion about the proposed improvements to the broadband service. She also talked about the Christmas fair to be held in Bury St Edmunds

4.3. **Any other matters for the County & Borough Councillors** - Councillors raised the current topic about weekly bin collections.

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

5.1. **The composting site & transfer station - smells and other nuisance** - Colin Smith as Chairman of the Lackford Liaison Group presented the following report subsequent to the meeting of the Group on 21st of September 2011



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- **Transfer Station** - Despite planning approval, it has been decided that the transfer station will not be rebuilt following the major fire, at least for the time being. The damaged site was dismantled on 26 September. This means that there is no cover for perishable products. This has resulted in a major down-scaling of operations at the transfer station, with glass only being handled. This reduces the traffic off the site to two loads per week. All other materials are being diverted to Red Lodge.
- **Composting facility** - The activities of County Mulch have been taken over by CountryStyle Group, who are reviewing all inherited systems, with the expectation of making future changes. County Mulch were intending to import over-size material from other sites for re-processing, but this decision has been reversed, so that only over-size material sorted on-site will be re-processed at Lackford.  
CountryStyle are an experienced organics company, started in Kent in the 1980's, which has expanded by buying firms in administration. It has 220 employees and 100 vehicles, and three sites using anaerobic digestion, where it sees its future.
- **Landfill site** - Viridor are very proud of the reinstatement of the landfill site to 13 ha of open breckland, and are keen to make the site available to anyone interested in restoration and biodiversity research, including wildlife photographers. They would welcome a visit from Lackford PC. The best time would probably be early summer 2012.

- 5.2. **Bus shelter cleaning** - Stan Green reported that he and Colin Holmes had cleaned and painted the bus shelter. Councillors commented upon how nice it looked and gave a sincere thank you to both Stan Green and Colin Holmes.

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

- 6.1. **Launch of Suffolk Links Brecks Demand-Responsive Transport service** - Stan Green reported that he attended the launch of the service, which was interesting but considered that it would not have much benefit for the residents of Lackford

- 6.2. **Any other matters Councillors wish to discuss** - 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 table below summarises the status & movements in planning applications since the last meeting.

Planning						
Planning - Application No	Proposal	Location	Applicant	Comments	Planning Granted	Planning Refused
SCC/SE/11/0340	Extension of the operating hours to include bank holidays and weekends	Lackford Composting Facility	County Mulch Ltd	The Parish Council objected to the application - scanned copies of objections e-mailed to Suffolk County Council	Yes	0
SCC/SE/11/0349	Variation of condition one of planning permission SCE/06/2082 to allow the operation of Lackford Waste Transfer Station on Saturday Afternoons, Sundays and Bank Holidays	Lackford Transfer Station	Viridor Waste Management Limited	The Parish Council objected to the application - scanned copies of objections e-mailed to Suffolk County Council	Yes	0



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### 9. Financial matters

- 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
Heelis & Lodge <i>already paid</i>	Internal audit.	S111	35.00	35.00
BDO Stoy Hayward LLP <i>already paid</i>	External audit VAT on the above	S111	50.00 10.00	60.00
Suffolk ACRE <i>(alternative quote is being requested)</i>	Insurance Admin Insurance Bus shelters	S111	156.60 222.40	379.00
JF & N Sadler-Cortina <i>(already paid)</i>	Parish Clerk (Oct-Mar as budget) Office rent (Oct-Mar as budget) Expenses (01/04/11 to 30/09/11) VAT on the above	S111	950.00 40.00 102.37 218.47	1310.84

- 9.2. **A payment authority for the above** – was signed by the Chairman and Vice-Chairman.

### 10. Internal & External audits and Annual Return

#### 10.1. Internal and External audits

The internal auditor made the following observations for the Council to consider:

- It is recommended that the Financial Regulations and Standing Orders be reviewed as soon as possible. - This was agreed.
- It is recommended that a formal risk assessment covering all activities of the Council be carried out and that this should be documented. - The view of the Council was that this was unnecessary, considering the size and the nature of the Parish Council.
- It was considered that the proposal to approve the budget. (See minutes 13 December 2010 item 9.4) was not adequate for the "Application for Grant and Precept" as minuted in item 9.5. Consequently, it is recommended that the Precept amount be formally recorded in the minutes. - This was agreed.
- It is recommended that the location of the assets be noted in the Asset Register - . This was agreed.
- It was noted that payments are made before the payment authority is signed. Consequently, it is recommended that all payments should be authorised by two councillors prior to payments being made. The Clerk advised Councillors that he discussed this with Heather Heelis, the internal auditor, advising her that no payments are made prior to authorisation if the amounts have not been approved by Council in the Budget for the period. Consequently, this recommendation has now been withdrawn.

No matters came to the attention of the external auditor that would give them cause for concern that the relevant legislation and regulatory requirements had not been met.

- 10.2. **The Annual Return** - Councillors noted that the Annual Return, previously accepted by the council, has been approved by the external auditor without qualification.

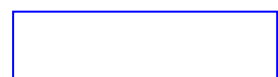
### 11. Questions from members, matters of report or information only, by permission of the Chairman.

There was none

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

The next Parish Council Meeting (Meeting No 3) shall take place as previously proposed on:

**Monday 12 December 2011 at 7:30pm in Lackford Church.**



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Proposed dates for future meetings:

- Monday 12 March 2012 (Meeting No 4) - 2<sup>nd</sup> Monday in March
- Monday 14 May 2012 (APM & AGM) - 2<sup>nd</sup> Monday in May
- Monday 08 October 2012 (Meeting No 2- 2<sup>nd</sup> Monday in October
- Monday 10 December 2012 (Meeting No 3) - 2<sup>nd</sup> Monday in December

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.

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<sup>1</sup> **The Councils application to extend to the 30 mile per hour speed limit** - Rebecca Hopfensperger agreed to forward information to the Clerk

