

# LACKFORD PARISH COUNCIL

## Minutes of the Council Meeting

Held on Monday 08 December 2008 at 7:30pm in Lackford Church

**Present** Harry Lidster (Chairman)  
Colin Smith  
Stan Green  
Jan Betley  
John F Sadler (Clerk)

**In Attendance** Helen Levack (County Councillor) (part-time)  
PC 39 Lindsey Whitaker (part-time)

**Apologies for absence were received from**  
Steve Jones - Parish Councillor  
Naomi Palmer - Parish Councillor  
Wendy Kirk of Drovers Barn  
Rebecca Hopfensperger (County Councillor)

### 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.

#### 1. To fill a vacancy on the Parish Council by co-option.

There is currently one vacancy. A proposal to co-opt Wendy Kirk of Drovers Barn was made by Colin Smith, seconded by Stan Green and approved by the Council.

#### 2. To receive the new Councillors Declaration of Acceptance of Office.

As Wendy Kirk was unable to attend it was agreed that the Clerk would arrange for the "Declaration of Acceptance of Office" and the "Register of Members Interests" to be completed.

#### 3. To approve the minutes of the Parish Council meeting held 06 October 2008.

A proposal to approve the minutes was made by Jan Betley, seconded by Colin Smith and approved by the Council. The minutes were then signed by the Chairman.

#### 4. Matters arising from the minutes, not elsewhere on the agenda.

It was noted that Stan Green was in attendance at the previous meeting and the minute was amended accordingly..

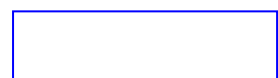
#### 5. Community Safety

5.1. Report from PC 39 Lindsey Whitaker of the Safer Neighbourhood Team - it was noted that the St Edmundsbury Rural North Safer Neighbourhood Team comprised the following Police Officers based at Ixworth: Inspector Adrian Calton and Sgt Clare Mowson, PC Lindsey Whitaker (with direct responsibility for Lackford), and PC Sheena Tate together with Community Support Officers Jonathan Burke and Bob Bailey who is based at Horringer.

It was noted that since the last council meeting there were three recorded crimes in Lackford: damage at the sailing club, damage to a tractor in the set-aside field and theft from a white van at Flint Cottage.

Lindsey Whitaker also reminded the Council about the service "Police Direct" and left some leaflets, which Stan Green agreed to distribute. Furthermore the telephone number to call for non-emergency business was 01284-774100.

5.2. Speeding through the village - Lindsey Whitaker confirmed that the Tasking Meeting of the Safer Neighbourhood Team was held monthly at either Whepstead Village Hall or at the Fire Station at Ixworth. Parish Councillors were welcome to attend.



6. Matters by or for the County and Borough Councillors.

- 6.1. Rebecca Hopfensperger was unable to attend - consequently she e-mailed a report to the Clerk which was handed to the Councillors. It brought attention to heavy goods vehicles using inappropriate roads, the Boundary Committee's review of local government, the local government settlement and salt gritters.
- 6.2. Helen Levack discussed the new framework for the growth of St Edmundsbury - Councillors attention was particularly drawn to policy CS2 Settlement Hierarchy where it is proposed to delete the settlement boundary for Lackford which would bring it into the category of Countryside within which there is no presumption for development. Councillors were urged to comment upon the new framework but there is a strict deadline of 5 p.m. on Monday 05 January 2009.
- 6.3. Any other matters from, or for the County & Borough Councillors - there were no further matters.

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

- 7.1. Works associated with the bus stop in The Street – as a matter of report, the work is now basically complete.
- 7.2. The composting site, smells and other noise – Colin Smith who has taken on the role as the Councils representative at the Recycling Facility Liaison Group advised Councillors that he would be attending a liaison meeting on the 14th of January. If Councillors become aware of smells from the site it is most important that they record the date and time, and inform him so that he can report to the liaison meeting.

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

- 8.1. Freedom of Information Act 2000 - information regarding the Councils' new obligations to disclose information was received on the 29th of November. Details have to be publicised in a specific format and must be available to the public from 01 January 2009. The requirement is to publish a copy of the Model Publication Scheme together with a guide to the information that can be made available, how information or copies can be obtained and a schedule of charges.

With the requirement to publish by 01 January, the Model Publication Scheme has been produced together with a guide to the information that can be made available stating how information or copies can be obtained and a schedule of charges.

Colin Smith expressed his concerned that this would add additional work for the Clerk.

It was suggested that in addition to the methods proposed for obtaining the information, the Councils' agenda and minutes of meetings should also be posted to [all@lackford.com](mailto:all@lackford.com) and/or added to the village blog on <http://blog.lackford.com>

- 8.2. A proposal - to adopt the Model Publication Scheme and the guide to the information that can be made available, as the documents produced with the amendment as above was made by Colin Smith, seconded by Stan Green and approved by the Council.

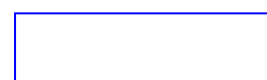
9. Matters arising from correspondence circulated or forwarded by e-mail.

No matters were raised.

10. Planning - To review any applications since last meeting

- 10.1. The table 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
SE/08/1611	Two number single storey side extensions to toilet block	Lackford Lakes	St Edmundsbury Sailing Club	No objections	0	0



## LACKFORD PARISH COUNCIL MINUTES

10.2. A new framework for the growth and Edmundsbury - following the discussion with Helen Levack, Councillors agreed the following:

- They support Policy CS2 Settlement Hierarchy, where it is proposed to delete the settlement boundary for Lackford which would bring it into the category of Countryside.
- Regarding the proposals for site allocations SS51 & SS54, they generally support the poll that was taken via the village blog which indicated that 75% of those polled objected to either one or both of the proposals.

The Clerk will respond to St Edmundsbury Borough Council in those terms.

### 11. Financial matters

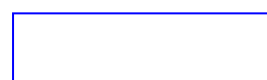
11.1. Payments – a proposal to approve the following payments, (approved in principle when the budget for the year was agreed) was made by Colin Smith, seconded by Stan Green and approved by the Council.

Name	Details	Power	Amounts	Total
St. Edmundsbury Borough Council	Grass maintenance VAT on the above	S111	103.15 18.05	121.20
JF & N Sadler-Cortina	Expenses 01/10/08to30/11/08) VAT on the above	S111	98.70 17.27	115.97
Mrs M J Macintosh	Footpath licence	S111	2.50	2.50
Mrs F E Rigby	Footpath licence	S111	2.50	2.50
Lackford Parochial Church Council	Room hire Churchyard maintenance	S111	110.00 150.00	260.00
Lackford Community Council	Bus shelter cleaning Footpath cleaning Grass cutting	S111	130.00 70.00 55.00	255.00

11.2. Payment authority for the above – was signed by the Chairman and Vice-Chairman.

11.3. Budget reconciliation April to 08 December 2008 - the following reconciliation includes the items in the schedule of payments already made or due.

Details	Budget Reconciliation to 08 December 2008		
	Actual to Mnth	Budget to Mnth	Variance
<b>Receipts</b>			
Precept	3166.00	3166.00	
Grants	634.00	634.00	
Interest Narionwide ac	1.28		1.28
Interest Barclays Bonus ac			
Other receipts			
Discounts received			
<b>Receipts</b>	<b>3801.28</b>	<b>3800.00</b>	<b>1.28</b>
<b>Administration Payments</b>			
Parish Clerk	1750.00	1750.00	
Office rent - Clerk	68.00	68.00	
Admin expense - Clerk	268.79	260.00	8.79
Room hire for meetings	110.00	110.00	
Internal Audit	29.00	110.00	-81.00
External Audit	50.00	52.00	-2.00
Insurance - Admin	140.60	150.00	-9.40
SALC - including subscription	100.00	100.00	
Training		100.00	-100.00
Sub - Suffolk Preservation		20.00	-20.00
Publications		30.00	-30.00
Bank charges & Interest paid			
Election costs			
Other - Admin payments			
<b>Administration Payments</b>	<b>2516.39</b>	<b>2750.00</b>	<b>-233.61</b>
<b>Other Payments</b>			
Insurance - Bus shelters	207.72	210.00	-2.28
Churchyard maintenance	150.00	150.00	
Bus shelter cleaning	130.00	130.00	
Footpath cleaning	70.00	70.00	
Grass cutting LCC	55.00	55.00	
Grass cutting SEBC	103.15	240.00	-136.85
Footpath Licences	5.00	5.00	
Other - Other payments		190.00	-190.00
Section 137 Payments (£5.64)			
<b>Other Payments</b>	<b>720.87</b>	<b>1050.00</b>	<b>-329.13</b>
<b>Receipts less Payments</b>	<b>564.02</b>		<b>564.02</b>



LACKFORD PARISH COUNCIL MINUTES

11.4. Budget for period April 2009 to March 2010 - the following budget proposal was consideration by the Council

Details	Actual in Year 2007/8	Budget for Year 2008/9	Propose for Year 2009/10	Agreed for Year 2009/10	% age Change from last	Notes
<b>Administration Payments</b>						
Parish Clerk	1700.00	1750.00	1800.00		2.86	
Office rent - Clerk	66.00	68.00	70.00		2.94	
Admin expense - Clerk	249.66	260.00	260.00			No change
Room hire for meetings	104.00	110.00	120.00		9.09	
Internal Audit	29.00	110.00	50.00		-54.55	
External Audit	50.00	52.00	50.00		-3.85	
Insurance - Admin	143.00	150.00	150.00			No change
SALC - including subscription	97.00	100.00	105.00		5.00	
Training		100.00	100.00			No change
Sub - Suffolk Preservation		20.00	20.00			No change
Publications		30.00	30.00			No change
Bank charges & Interest paid					# DIV/0!	None anticipated
Election costs					# DIV/0!	None anticipated
Other - Admin payments					# DIV/0!	None anticipated
<b>Administration Payments</b>	<b>2438.66</b>	<b>2750.00</b>	<b>2755.00</b>		<b>0.18</b>	
<b>Other Payments</b>						
Insurance - Bus shelters	207.95	210.00	220.00		4.76	
Churchyard maintenance	145.00	150.00	160.00		6.67	
Bus shelter cleaning	124.00	130.00	135.00		3.85	
Footpath cleaning	68.00	70.00	75.00		7.14	
Grass cutting LCC	50.00	55.00	60.00		9.09	
Grass cutting SEBC	169.07	240.00	200.00		-16.67	
Footpath Licences	5.00	5.00	5.00			No change
Other - Other payments		190.00	190.00			No change
Section 137 Payments (£5.64)					# DIV/0!	
<b>Other Payments</b>	<b>769.02</b>	<b>1050.00</b>	<b>1045.00</b>		<b>-0.48</b>	
<b>Reserves</b>						No provision for an increase in reserves
<b>Actual &amp; Budget payments</b>	<b>3207.68</b>	<b>3800.00</b>	<b>3800.00</b>			No Overall % age change

11.5. Budget proposal – a proposal to approve the Budget was made by Colin Smith, seconded by Stan Green and approved by the Council. The "Application for Grant & Precept" was signed by the Chairman.

12. Questions from members, matters of report or information only, by permission of the Chairman. No matters were raised.

13. To confirm the date & time of the next and future meetings. Next meeting was confirmed as previously agreed:

Monday 02 March at 7:30pm in Lackford Church.

Proposed dates for future meetings: Monday 11 May 2009 (APM & AGM)  
 Monday 05 October 2009 (Meeting No 2)  
 Monday 14 December 2009 (Meeting No 3)  
 Monday 01 March 2010 (Meeting No 4)  
 Monday 10 May 2010 (APM & AGM)

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

Chairman .....

Date .....

Notes relating to these minutes:

1. Text in italics relates to subsequent action or for information, it is not part of the minutes.
2. Text that is underlined Indicates that action is required.
3. The following endnotes do not form part of these minutes.

