

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 9 October 2017 at 7:30 PM in Lackford Church

Present Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Harry Lidster
Jan Betley
Naomi Palmer
Roland van Wilk
John F Sadler (Clerk to the Council)

In attendance Rebecca Hopfensperger (County Councillor) (part time)
Susan Glossop (Borough Councillor) (part time)
Mark Ellis (Safer Neighbourhood Team) (part time)
Will Cransden (Suffolk Wildlife Trust)

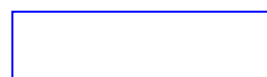
Apologies Colin Smith

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 review the minutes of the Annual Parish Meeting and approve the minutes of the Annual General Meeting of the Parish Council held Monday, 09 May 2017 (the Annual Parish Meeting will be offered for approval at the next Parish Meeting)**
 - 1.1. **Minutes of the APM** - Councillors who were present at the APM considered the minutes as a correct record but noted they will not be signed as approved until the next Annual Parish Meeting.
 - 1.2. **Minutes of the AGM - the Chairman asked for a proposal to approve the minutes**
 - ❖ **A Proposal to approve the minutes** - was made by Harry Lidster
Seconded by Jan Betley
Council members approved the proposal

The minutes were then signed by the Chairman
 - 1.3. **Matters Arising from the Minutes not elsewhere on the Agenda** - there was none.
 2. **The Chairman invited registered electors of the Parish attending the meeting, to speak on matters of concern or for information only.** (Note: the Parish Council cannot make decisions on any matter not on the agenda) - no matters were raised
 3. **Community Safety**
 - 3.1. **Report from the Safer Neighbourhood Team** - Mark Ellis advised Council that between January and September 8 crimes had been recorded. They included drink-driving, malicious comment, public order, common assault and domestic disputes.
 - 3.2. **Matters for the Safer Neighbourhood Team** - there followed a general discussion that included speeding.
 4. **Matters by or for the County and Borough Councillors.**
 - 4.1. **Report from Rebecca Hopfensperger (County Councillor)** - Rebecca was not present for this item in the agenda, but later spoke about the Road Safety Review of the A1101 and the outstanding engineering works following the site meeting on 3 October with the Clerk and Anthony Smith of Suffolk County Council. (Further details relating to these matters are in the minutes below.)

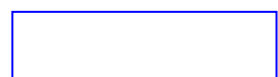


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- 4.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop reported upon the proposal for a single council in West Suffolk, the master plan for Bury St Edmunds town centre, and the Eastern relief road which is now open
- 4.3. **Matters for the County & Borough Councillors**
- 4.3.1. **The Road Safety review of the A1101** - Rebecca Hopfensperger advised Council that the funding panel would be meeting on 7 November and that she would email the Clerk with the outcome.¹ Councillors expressed concern that the matter had gone to the funding panel before the proposals have been presented for consultation.
5. **Matters previously discussed - for report and/or for the Councils further consideration**
- 5.1. **Speed Activated Road Sign** - the Chairman reported that details of the proposed positions had been forwarded to Dynniq on 29 September and an acknowledgement had been received advising Council as to the suitability of the locations as proposed, would be sent within two weeks.²
- 5.2. **Street lighting** - the Clerk advised Council that he had spoken to Richard Webster of SCC and mailed him to confirm that the lights numbered 5, 6, 11 & 12 had not been replaced with new fittings and that the new lights, 21 in old Bury Road and 15 in Kent Road remained permanently on. Completion of the work and rectification of the defective new lights was in progress but was dependent upon UK Power networks.³
- 5.3. **Outstanding engineering works by Suffolk County Council** - a resume was given by Rebecca Hopfensperger following a meeting on site with Anthony Smith (SCC engineer), Rebecca and the Clerk on 3 October 2017. Rebecca had received a response from Anthony Smith that would be forwarded to the Clerk.⁴ The response from Anthony Smith has now been received by the Clerk and incorporated in the items. *(See the blue italic text below.)*
1. **Increase the effective width of the A1101 through the village** - This may be achieved by cutting back the overgrown hedging and trees along the South side of the A1101 to at least 1 m behind the verge line. This is a very narrow section of the main road with a long bend. This essential work will enable large vehicles, travelling in a westerly direction, to travel closer to the verge, without the risk of clashing wing mirrors with oncoming traffic. It might also allow east going traffic to stop hugging the curb, with the inherent danger this poses to pedestrians using the narrow footpath.

Ideally, for the safety of pedestrians and vehicles, this main road should, be widened to accommodate the size and quantity of the traffic it takes.

Response by SCC - Action: Not at intervention level. Landowner to be contacted.
 2. **Subsided foundation to manhole cover** - this is situated just before the turning into Old Bury Road heading east.
Response by SCC - Action: Not at intervention level. Will be added to potential future work programme.
 3. **Subsided road gullies along the A1101.**
Response by SCC - Action: Not at intervention level. Will be added to potential future work programme.
 4. **Blocked drainage and a broken section of pipe** - West of Post Office Cottage in Old Bury Road, discovered by camera during the jetting process.
Response by SCC - Action: Not at intervention level. Will be added to potential future work programme.
 5. **Flooding across Old Bury Road**, adjacent to Kent Road, due to inadequate drainage from the roadside ditches to the main surface water system.
Response by SCC - Action: To be discussed with the drainage team.
 6. **Completion of skirting back to the South side of Old Bury Road East of Post Office Cottage and repair the surface of the road uncovered by the initial skirt back to allow this previously hidden section of the road to be used.** - This is essential to stop West going traffic in Old Bury Road from moving into the centre of



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the road, thereby causing oncoming traffic, particularly buses, onto the grass verge on the North side of the road, which gets churned up and turns into a muddy quagmire during the winter.

Response by SCC - Action: Not at intervention level. Will be added to potential future work programme. Will be considered when carrying out other works in the village - request for same time when item 8 works carried out.

7. **Install 4 marker posts** - in the grass verge on the north side of Old Bury Road between "Virginia Cottage" and "Lane Side" - these are necessary to prevent vehicles driving over the grass verge caused by oncoming traffic in the middle of the road, as described above.

Response by SCC - Action: Cllr Hopfensperger agrees to fund four marker posts. Will be passed to Local Highways Budget Team for developing.

8. **Skirt back east end of the splay where Old Bury Road meets the A1101**
Response by SCC - Action: Gullies / kerb outlets to be cleared out. Request to be made to clean debris from edge of carriageway at the same time.

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9. **Clear curb drainage to the East end of Old Bury Road on both sides of the splay.**
This drainage should take the bulk of the water coming off the A1101, which now runs down Old Bury Road in a westerly direction, aggravating the flooding and the overloaded drainage system.

Response by SCC - Action: See item 9 above. (The engineer's reference to item 9 is obviously incorrect)

10. **Potholes and the general surface of the first half of Kent Road.**

Response by SCC - Action: Pre patching (potholes filled) in the next couple of months. Surface dressing next year. Surface dressing carried out between the months of May and September.

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6. Matters that have arisen since the previous meeting and not already considered including matters arising from correspondence circulated or forwarded by e-mail

- 6.1.1. **Donation by the Parish Council to Suffolk Wildlife Trust following the purchase of Philip Aitkens field** - a limited donation can be made under the power of Section 137 (3) for charities. The Financial statements for year ending 31st March 2017, allocated a reserve of £2905.93 for village amenities.

Subsequently after a discussion:

- ❖ **A Proposal to make an immediate donation of £1000⁵ under the power of Section 137 to Suffolk Wildlife Trust** - was made by Harry Lidster
Seconded by Stan Green
Council members approved the proposal.

- 6.1.2. **Dog fouling** - Susan Glossop advised Council that new regulations have been introduced that will strengthen the existing regulations. The new regulations will enable members of the public to anonymously notify the authorities.

- 6.1.3. **Letter of complaint** - a letter of complaint was received by the Chairman from Geoffrey Milton. The matter was dealt with by the Chairman and Vice-Chairman who consider the matter closed.

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

The table below summarise the status and movements in planning applications since the last meeting.



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Planning						
Planning - Application No	Proposal	Location	Applicant	Comments	Planning Granted	Planning Refused
17/1616/HH	Extension and conversion of an outbuilding & link extension to rear of property	2 Flint Cottage Bury Road Lackford IP28 6HW	Mr T Holder & Miss H Murray		Yes	No

8. Financial matters

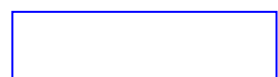
8.1. **Payments** - a proposal was requested to approve the following payments already paid or due. *(Approval in principle for the sums was given when the Budget for the current year was agreed)*

Date	Name	Details	Power	Amounts	Total
18/05/17	SALC <i>(already paid)</i>	Internal audit Recoverable VAT	S111	135.00 27.00	162.00
02/10/17	Came & Company <i>(already paid)</i>	Insurance for year commencing 11/10/2017 with Ecclesiastical	S111	266.00	266.00
01/10/17	Cortina Construction Limited <i>(already paid)</i>	Parish Clerk (Oct-Mar as budget) Office rent (Oct-Mar as budget) Contribution for internet costs (Oct-Mar as budget) Expenses (01/04/16 - 30/09/16) Recoverable VAT	S111	1313.00 52.50 72.50 255.85 338.77	2032.62
01/10/17	Mrs MJ Macintosh <i>(already paid)</i>	Footpath licence	S111	2.50	2.50
01/10/17	Mrs F E Rigby <i>(already paid)</i>	Footpath licence	S111	2.50	2.50
	St. Edmundsbury Borough Council <i>(awaiting invoice)</i>	Grass maintenance Recoverable VAT	S111	Not to exceed budget of £200	

❖ **Proposal to approve the payments** - was made by Jan Betley
Seconded by Harry Lidster
Council members approved the proposal

8.2. **Payment authority for the above** - was signed by the Chairman and Vice-Chairman.

8.3. **Budget reconciliation April to October**
(The following reconciliation includes the items in the table of payments already paid or due)



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Details	Budget Reconciliation at 02 October 2017		
	Actual to date	Budget to October	Variance
Receipts			
Precept	6000.00	6000.00	
Grants	1283.60		1283.60
Interest Savings a/c			
Other receipts			
Discounts received			
Receipts	7283.60	6000.00	1283.60
Administration Payments			
Parish Clerk	2626.00	2626.00	
Office rent - Clerk	105.00	105.00	
Internet contribution - Clerk	145.00	145.00	
Admin expense - Clerk	348.55	280.00	68.55
Room hire for meetings	200.00	200.00	
Internal Audit	135.00	135.00	
External Audit			
Insurance	266.00	300.00	-34.00
SALC - including subscription	131.97	135.00	-3.03
Training		100.00	-100.00
Publications & subscriptions		50.00	-50.00
Bank charges & Interest paid			
Election costs			
Other - Admin payments		150.00	-150.00
Administration Payments	3957.52	4226.00	-268.48
Other Payments			
Churchyard maintenance	250.00	250.00	
LCC - village services	370.00	370.00	
Grass cutting SEBC			
Footpath Licences	5.00	5.00	
Other - Other payments		150.00	-150.00
Section 137 Payments - (2017 £5.57 per elector)		500.00	-500.00
Other Payments	625.00	1275.00	-650.00
Receipts less Payments	2701.08	499.00	2202.08

- 8.4. **Insurance renewal** - the three-year long-term agreement with Aviva has now expired. The Council's insurance brokers Came & Company obtained three quotations for the coming year commencing 11 October 2017. The quotations were from, Inspire at £280 including IPT, Hiscox at £294 including IPT and Ecclesiastical at £280 including IPT. The brokers' recommendation is that the Ecclesiastical policy is the most appropriate for this Council. They also offer a three-year long-term agreement with a 5% discount that will ensure the annual premium can be maintained. The Clerk/RFO has accepted the recommendation of the broker. This is in accordance with the Financial Regulations.

9. Internal & External audits and Annual Return

9.1. Internal audit

SALC carried out the internal audit, 6 recommendations were made. The internal audit report from SALC was initially forwarded to Councillors on 26 May 2017, with the Clerk's observations.

A meeting between the Clerk and the auditor took place on 09 August where the matters were discussed. The auditor promised to write as a follow-up to the meeting, but no letter has been received. Consequently, the Clerk appends his interpretation of the matters as discussed at the meeting, together with a review set out below each recommendation.

The following recommendations shall be reviewed by Council. *(The numbering relates to the subject matter in the internal audit)*

- 9.1.1. **2. Payment controls** - The recommendation is "that whilst Council complies with its own Financial Regulation 4.1 and minutes that payment authority has been signed by the Chairman and Vice-Chairman, such authority (signed) should be retained within the Council's records for a clear audit trail. Council should also ensure that all invoices / requests for payment against which payment has been made are retained within the Council's files to ensure a clear audit trail of the smaller authority's financial transactions"

The auditor acknowledged that each payment authority and every invoice had been included within the documentation provided, and that there was a clear audit trail from budget to bank statement. Therefore, the Clerk's view is that no further action is required.

- 9.1.2. **3. Standing Orders** - The recommendation is "that the Council's current Standing Orders are reviewed against the NALC Standing Orders noting that the model standing orders in bold type should not be ignored or substantively amended unless the legislation out of which they are born changes. It is recommended that the Council adopts the model standing orders in bold type in their current form because these reflect statutory requirements"



In December 2016, Council amended the Standing Orders to reflect current legislation as recommended by SALC. On checking the existing against the current model regulations all standing orders in bold type have been included unless they are not, or ever likely to be, relevant to the Council. Therefore, the Clerk's view is that no further action is required.

- 9.1.3. 3. Financial Regulations** - The recommendation is "that the Council's current Financial Regulations are reviewed against the NALC Model Financial Regulations with particular reference to the items mentioned above"

As above, in December 2016, Council amended the Financial Regulations to reflect current legislation as recommended by SALC. On checking the existing against the current model regulations, it is the view of the Clerk that the matters mentioned are not relevant to the Council and therefore, no further action is required.

- 9.1.4. 9. Asset control** - The recommendation is "whilst there have been no acquisitions or disposals during 2015/16 and 2016/17 Council should ensure that the Asset Register is not out of date as the risk of financial loss can be greatly reduced by setting up an asset register which holds current information"

The Asset Register was not out of date when presented and the auditor acknowledged there had been no acquisitions or disposals. However, the date on the register was the date when printed. This has been corrected. No further action is required.

- 9.1.5. 10. Bank reconciliation** - The recommendation is "good practice as stated in the Governance and Accountability for Local Councils - A Practitioner's Guide - March 2014 - identifies the bank reconciliation as being the most notable procedure to ensure that accounting systems are being observed. The reporting of the latest bank reconciliation at each council meeting is considered to be good practice and would show robust monitoring procedures are in place and would help members of the council to understand fully patterns of income flows during the year and inform their decision-making process"

Although the financial affairs of Lackford Parish Council are minuscule, the Clerk does, within Sage, prepare monthly accounts and produce a Budget Report and Balance Sheet and this includes a full bank reconciliation, done within Sage. However, the monthly accounts are not issued to Councillors and although they could very easily be issued, the Clerk does not believe that Councillors would wish to receive them. A budget reconciliation is prepared for the December and March meetings and a full Financial Statement that shows Income and Expenditure and a Balance Sheet is produced annually and is normally signed off during the Annual Parish Meeting.

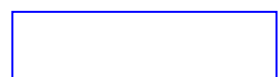
This currently leaves the October meeting without any budgetary reconciliation.

Sage can produce a bank reconciliation report, but the Clerk is not convinced that this would be helpful, needed or used by Parish Councillors, as generally all it would show would be the current balances. We could of course simply report the current balances, but the balances as figures mean nothing because they do not take into account ongoing expenditure in future periods, or specific reserves. Consequently, a false picture could be given. Hence, the Clerk would not be comfortable with this. This Council, in normal years, only has one receipt, and this is the Precept that is received at the end of April.

To satisfy the auditor, a budget reconciliation will be included in the agenda for the October meetings. A budget reconciliation for October was introduced for this meeting see minute reference 8.3.

- 9.1.6. 15. Additional comments** - The recommendation is "that as a Data Handler, Council should ensure that it reviews the requirements for registration"

The Council considered the matter very carefully when raised in 2015 and discussed the matter with the ICO. The view of the council was that registration was not necessary, as the Council do not handle "Data". Further and thorough



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checking on the ICO website in July 2017 using the "Registration self-assessment" procedure states, "You are under no requirement to register". Therefore, no further action is required.

- 9.1.7. **Review of the auditor's recommendations** - After review and considering the recommendations, the following proposal was made by the Chairman.

❖ **Lackford Parish Council acknowledge the recommendations of the Internal Auditor but accept the review by the Clerk and action as proposed.**

Seconded by the vice-chairman
Council members approved the proposal

- 9.2. **External audit - For year ending 31 March 2017** - 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.

- 9.2.1. **Other matters not affecting their opinion** - These have been drawn to the attention of the Council, in the form of an "Issues Arising Report" that must be presented to a full meeting of the smaller authority for review.

This report is the same as the report received last year. At the Council meeting of 10 October 2016, Councillors reviewed the matters and were satisfied that they were complying with the regulations and that no further action need be taken. A proposal to that effect was approved by Council. (Refer to minute 8.2 of minutes dated 10 October 2016.)

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

10. **Questions from members and registered electors of the Parish attending the meeting on: Matters of concern, for report or for information only, by permission of the Chairman.** (*Note: the Parish Council cannot make decisions on any matter not on the agenda*) - no matters were raised

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

The next Parish Council Meeting (Meeting No 3) was previously proposed as:

Monday 11 December 2017 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

Monday 12 March 2018 (Meeting No 4) - 2nd Monday in March
Monday 14 May 2018 (APM & AGM) - 2nd Monday in May
Monday 08 October 2018 (Meeting No 2) - 2nd Monday in October
Monday 10 December 2018 (Meeting No 3) - 2nd Monday in December

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

Chairman

Date

Notes relating to these minutes:



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

¹ Rebecca to forward the outcome following scrutiny by the Funding Panel of the Safety Review of the A1101.

² The Clerk to follow up with Dynniq.

³ The Clerk to follow up with Richard Webster.

⁴ Rebecca Hopfensperger to forward report from Anthony Smith following site meeting 03 October.

⁵ The Clerk to make a payment of £1000 to Suffolk Wildlife Trust.

