

LACKFORD PARISH COUNCIL

COUNCIL MEETING No 3 (Second Monday in December)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 11 December 2017 at 7:30pm in Lackford Church.

John F. Sadler - Clerk to the Council

Councillors called to attend

Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Harry Lidster
Colin Smith
Jan Betley
Naomi Palmer
Roland van Wijk

Notice also sent to

Rebecca Hopfensperger (County Councillor)
Susan Glossop (Borough Councillor)
Safer Neighbourhood Team

Apologies for absence received

Statutory matters

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

Apologies for absence not already received

AGENDA

1. **To approve the minutes of the Parish Council meeting held, Monday, 09 October 2017**
 - 1.1. **Minutes - a proposal is required to approve the minutes.**
 - ❖ **Proposal to approve the minutes**
Seconded by
Council members to approve the proposal

If approved the Chairman to sign the minutes
 - 1.2. **Matters arising from the Minutes not elsewhere on the Agenda.**
2. **The Chairman, if he deems appropriate, will invite 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)**
3. **Community Safety**
 - 3.1. **Report from the Safer Neighbourhood Team.**
 - 3.2. **Matters for the Safer Neighbourhood Team.**
4. **Matters by or for the County and Borough Councillors.**
 - 4.1. **Report from Rebecca Hopfensperger (County Councillor)**
 - 4.2. **Report from Susan Glossop (Borough Councillor)**
 - 4.3. **Matters for the County & Borough Councillors.**
 - 4.3.1. **The Road Safety review of the A1101.**
 - 4.3.2. **Posts for the Speed Activated Road Sign.**
5. **Matters previously discussed - for report and/or for the Councils further consideration**

- 5.1. **Speed Activated Road Sign** – an update to be given by the Chairman.
 - 5.2. **Street lighting** – an update to be given by the Clerk.
 - 5.3. **Outstanding engineering works by Suffolk County Council**
 - 1. Increase the effective width of the A1101 through the village.
 - 2. Subsided foundation to manhole cover.
 - 3. Subsided road gullies along the A1101.
 - 4. Blocked drainage and a broken section of pipe.
 - 5. Flooding across Old Bury Road, adjacent to Kent Road, due to inadequate drainage from the roadside ditches to the main surface water system.
 - 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.
 - 7. Install 4 marker posts.
 - 8. Skirt back east end of the splay where Old Bury Road meets the A1101
 - 9. Clear curb drainage to the East end of Old Bury Road on both sides of the splay.
 - 10. Potholes and the general surface of the first half of Kent Road.
 - 5.4. **Donation by the Parish Council to Suffolk Wildlife Trust following the purchase of Philip Aitkens field**
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. **Terry Lees** –
 - 6.2. **A further letter of complaint** – an update to be given by the Chairman.
 - 6.3. **General Data Protection Regulations** – an update to be given by the Clerk.
7. **Planning - to review applications since the last meeting and other planning matters**
No planning applications have been received and we have not been advised of any other changes.
8. **Financial matters**
- 8.1. **Payments** - a proposal is required 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 and in Minute reference 2017/10/09 – 6.1.1)*

Date	Name	Details	Power	Amounts	Total
23/11/17	SALC <i>(already paid)</i>	Data protection briefing Recoverable VAT	S111	22.00 4.40	26.40
09/11/17	Suffolk Wildlife Trust <i>(already paid)</i>	Donation	S137	1000.00	1000.00
	St. Edmundsbury Borough Council <i>(awaiting invoice)</i>	Grass maintenance Recoverable VAT	S111	Not to exceed budget of £200	

❖ **Proposal to approve**
Seconded by
Council members to approve the proposal

- 8.2. **Payment authority for the above** - to be signed by the Chairman and Vice-Chairman or other Councillor.

(Append payment authority)

8.3. Budget report for November and the Year to Date - for review by Council

From: Month 8, November 2017

**Lackford Parish Council
Budget Report**

Page: 1

To: Month 8, November 2017

Date: 43071.00 Time: 14:43:26

Chart of Accounts: Default Layout of Ac	Actual	Ratio(%)	Period Budget	Variance	Actual	Ratio(%)	Year to Date Budget	Variance
Receipts								
Precept	0.00	0.00	0.00	0.00	6000.00	82.38	6000.00	0.00
Grants	0.00	0.00	0.00	0.00	1283.60	17.62	0.00	1283.60
	0.00	0.00	0.00	0.00	7283.60	100.00	6000.00	1283.60
Administration payments								
Parish Clerk activities	0.00	0.00	0.00	0.00	2626.00	36.05	2626.00	0.00
Office rent & internet - Clerk	0.00	0.00	0.00	0.00	105.00	1.44	105.00	0.00
Internet contribution - Clerk	0.00	0.00	0.00	0.00	145.00	1.99	145.00	0.00
Admin expense - Clerk	0.00	0.00	0.00	0.00	348.55	4.79	280.00	68.55
Room hire for meetings	0.00	0.00	0.00	0.00	200.00	2.75	200.00	0.00
Internal Audit	0.00	0.00	0.00	0.00	135.00	1.85	135.00	0.00
Insurance	0.00	0.00	0.00	0.00	266.00	3.65	300.00	-34.00
SALC (inc subscription)	0.00	0.00	0.00	0.00	131.97	1.81	135.00	-3.03
Training	22.00	0.00	0.00	22.00	22.00	0.30	100.00	-78.00
Publications & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	50.00	-50.00
Other - Admin payments	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00
	22.00	0.00	0.00	22.00	3979.52	54.64	4226.00	-246.48
Other payments								
Churchyard maintenance	0.00	0.00	0.00	0.00	250.00	3.43	250.00	0.00
LCC - village services	0.00	0.00	0.00	0.00	370.00	5.08	370.00	0.00
Footpath Licences	0.00	0.00	0.00	0.00	5.00	0.07	5.00	0.00
Other - Other payments	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00
Section 137 Payments	1000.00	0.00	0.00	1000.00	1000.00	13.73	500.00	500.00
	1000.00	0.00	0.00	1000.00	1625.00	22.31	1275.00	350.00
Net Income /(Expenditure)	-1022.00	0.00	0.00	-1022.00	1679.08	23.05	499.00	1180.08

8.4. Budget for period April 2018 to March 2019 - the following budget proposal, already considered by the Chairman and Vice-Chairman, is for consideration by the Council. When the budget is approved, it will form the basis of the application for the Grant & Precept.

Details	Actual last Year 2016/17	Budget this Year 2017/18	Propose next Year 2018/19	Agreed next Year 2018/19	% age Change from last	Notes
Administration Payments						
Parish Clerk Activities	2996.00	2626.00	2704.78		3.00	5 hrs/week @ £10.10 (SCP20) + 3% contingency for rate increase
Office rent - Clerk	100.00	105.00	108.00		2.86	
Contribution for Internet costs - Clerk	100.00	145.00	149.00		2.76	
Admin expense - Clerk	233.90	280.00	290.00		3.57	
Room hire for meetings	220.00	200.00	210.00		5.00	
Internal Audit	124.00	135.00	142.00		5.19	As quote from SALC
External Audit	0.00	0.00	0.00		n/a	No fee expected
Insurance	275.00	300.00	270.00		-10.00	New policy with long-term agreement
SALC - inc subscription	128.21	135.00	140.00		3.70	
Training	0.00	100.00	100.00		0.00	No change

LACKFORD PARISH COUNCIL

Publications & subscriptions	0.00	50.00	50.00		0.00	No change
Bank charges & Interest paid	0.00	0.00	0.00		n/a	None anticipated
Provision for election costs	0.00	0.00	0.00		n/a	None anticipated
Other - Admin payments / contingency	236.00	150.00	900.00		500.00	Contingency for complying with the General Data Protection Regulations (GDPR)
	4413.11	4226.00	5063.78	0.00		
Other Payments						
Churchyard maintenance	240.00	250.00	260.00		4.00	
LCC - village services	360.00	370.00	380.00		2.70	
Grass cutting SEBC	156.54	200.00	200.00		0.00	No change
Footpath Licences	5.00	5.00	5.00		0.00	No change
Other - Other payments / contingency	0.00	150.00	91.22		-39.19	No change
Section 137 Payments	500.00	500.00	500.00		0.00	No change (£7.57= limit 17/18)
Other Payments	1261.54	1475.00	1436.22	0.00		
Reserve		299.00	0.00			Reserve for discussion
Actual & Budget payments	5674.65	6000.00	6500.00	0.00	8.33	% age change

- ❖ **Proposal to approve the budget**
Seconded by
Council members to approve the proposal

- 8.5. **Application for Grant & Precept** – shall be completed by the Clerk in accordance with the agreed budget and signed by the Chairman for submission to the Borough Council within the next seven days.

(Append Application for Precept)

9. **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)*

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

The next Parish Council Meeting (Meeting No 4) was previously proposed as:

Monday 12 March 2018 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

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
Monday 11 March 2019 (Meeting No 4) – 2nd Monday in March