

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 11 December 2017 at 7:30 PM in Lackford Church

Present Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Harry Lidster
Colin Smith
Jan Betley
Roland van Wilk
John F Sadler (Clerk)

In attendance Mike Pearce

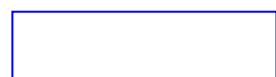
Apologies Naomi Palmer
Rebecca Hopfensperger (County Councillor)
Susan Glossop (Borough Councillor)
Safer Neighbourhood Team

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 approve the minutes of the Parish Council meeting held, Monday, 09 October 2017**
 - 1.1. **Minutes** - the Chairman asked for a proposal to approve the minutes
 - ❖ **A Proposal to approve the minutes** - was made by Jan Betley
Seconded by Stan Green
Council members approved the proposal

The minutes were then signed by the Chairman
 - 1.2. **Matters Arising from the Minutes not elsewhere on the Agenda** - there was none.
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*) - there was none
3. **Community Safety**
 - 3.1. **Report from the Safer Neighbourhood Team** - there was none.
 - 3.2. **Matters for the Safer Neighbourhood Team** - there was none.
4. **Matters by or for the County and Borough Councillors.**
 - 4.1. **Report from Rebecca Hopfensperger** (County Councillor) - there was none.
 - 4.2. **Report from Susan Glossop** (Borough Councillor) - there was none.
 - 4.3. **Matters for the County & Borough Councillors** - as Rebecca Hopfensperger was not present, the following matters were not discussed. It was agreed that further information and an update should be requested from Rebecca Hopfensperger.¹
 - 4.3.1. **The Road Safety review of the A1101-**
 - 4.3.2. **Posts for the Speed Activated Road Sign -**



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

- 5.1. **Speed Activated Road Sign** – the Chairman advised that Suffolk County Council had put a block on the contractor “Dyన్ని” from carrying out surveys and the installation of posts. Rebecca Hopfensperger had advised the Clerk that the matter was now resolved. When the Clerk contacted “Dyన్ని”, it transpired that that the matter is still under review. It was agreed that further information and an update should be requested from Rebecca Hopfensperger.²
- 5.2. **Street lighting** – no update was available. However, four old lamp fittings remain that will be changed, and two new fittings remain permanently on.
- 5.3. **Outstanding engineering works by Suffolk County Council** - as Rebecca Hopfensperger was not present, the unsatisfactory report presented by Anthony Smith, Suffolk Highways Community Engineer, could not be reviewed. With the exception of item 8, which has been completed, and items 2 and 10, which have been the subject of much correspondence, the items listed below remain outstanding and require further intervention by Rebecca Hopfensperger.³
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 four verge marker posts outside Lane side In Old Bury Road.
 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** - it was noted that the £1000 donation agreed at the previous council meeting had been paid.

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

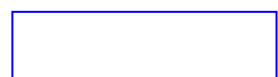
- 6.1. **Terry Lees** – Councillors reflected on the sad death of Terry Lees on 17 November 2017. Terry had been Chairman of the Parish Council for very many years and had always greatly supported the village.
- 6.2. **A letter of complaint** – the Chairman provided an update to Council in camera.
- 6.3. **General Data Protection Regulations** – the Clerk informed Council about some of the possible effects these new regulations will have on parish councils. Every council will have to appoint a Data Protection Officer who must have a sound knowledge of the regulations. Furthermore, the way that data is handled by the Data Handler (which for this Council will be the Clerk) will have to be audited and reviewed periodically.

It is proposed that this Council pay for a shared Data Protection Officer through a service being set up by SALC, initially using the cheapest and simplest format.

In summary, these new legal requirements will have a cost burden on this Council, in paying for a shared Data Protection Officer, registering with the ICO and the cost of additional time that will be incurred by the Clerk. A provision for these additional costs has been included in the budget for the Precept 2018.

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

No planning applications have been received and we have not been advised of any other changes.



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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 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 the payments** - was made by Colin Smith
Seconded by Harry Lidster
Council members approved the proposal

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

8.3. **The following Budget report April to November** – was noted
(The following report includes the items in the table of payments above that have been already paid or are now due)

From: Month 8, November 2017

Lackford Parish Council Budget Report

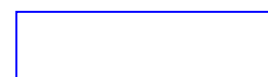
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To: Month 8, November 2017

Date: 43071.00

Time: 14:43:26

| Chart of Accounts: Default Layout of Ac | Period | | | | Year to Date | | | |
|---|-----------------|-------------|-------------|-----------------|----------------|---------------|----------------|----------------|
| | Actual | Ratio(%) | Budget | Variance | Actual | Ratio(%) | 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 |



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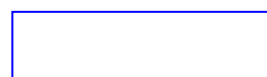
- 8.4. **Budget for period April 2018 to March 2019** - the following budget proposal, had already been considered by the Chairman and Vice-Chairman. Councillors were requested to consider the budget which, when approved, will form the basis of the "Application for Precept".

| 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 | 2704.78 | 3.00 | 5 hrs/week @ £10.10 (SCP20) + 3% contingency for rate increase |
| Office rent - Clerk | 100.00 | 105.00 | 108.00 | 108.00 | 2.86 | |
| Contribution for Internet costs - Clerk | 100.00 | 145.00 | 149.00 | 149.00 | 2.76 | |
| Admin expense - Clerk | 233.90 | 280.00 | 290.00 | 290.00 | 3.57 | |
| Room hire for meetings | 220.00 | 200.00 | 210.00 | 210.00 | 5.00 | |
| Internal Audit | 124.00 | 135.00 | 142.00 | 142.00 | 5.19 | As quote from SALC |
| External Audit | 0.00 | 0.00 | 0.00 | 0.00 | n/a | No fee expected |
| Insurance | 275.00 | 300.00 | 270.00 | 270.00 | -10.00 | New policy with long-term agreement |
| SALC - inc subscription | 128.21 | 135.00 | 140.00 | 140.00 | 3.70 | |
| Training | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 | No change |
| Publications & subscriptions | 0.00 | 50.00 | 50.00 | 50.00 | 0.00 | No change |
| Bank charges & Interest paid | 0.00 | 0.00 | 0.00 | 0.00 | n/a | None anticipated |
| Provision for election costs | 0.00 | 0.00 | 0.00 | 0.00 | n/a | None anticipated |
| Other - Admin payments / contingency | 236.00 | 150.00 | 900.00 | 900.00 | 500.00 | Contingency for complying with the General Data Protection Regulations (GDPR) |
| | 4413.11 | 4226.00 | 5063.78 | 5063.78 | | |
| Other Payments | | | | | | |
| Churchyard maintenance | 240.00 | 250.00 | 260.00 | 260.00 | 4.00 | |
| LCC - village services | 360.00 | 370.00 | 380.00 | 380.00 | 2.70 | |
| Grass cutting SEBC | 156.54 | 200.00 | 200.00 | 200.00 | 0.00 | No change |
| Footpath Licences | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 | No change |
| Other - Other payments / contingency | 0.00 | 150.00 | 91.22 | 91.22 | -39.19 | No change |
| Section 137 Payments | 500.00 | 500.00 | 500.00 | 500.00 | 0.00 | No change (£7.57= limit 17/18) |
| Other Payments | 1261.54 | 1475.00 | 1436.22 | 1436.22 | | |
| Reserve | | 299.00 | 0.00 | 0.00 | | Reserve for discussion |
| Actual & Budget payments | 5674.65 | 6000.00 | 6500.00 | 6500.00 | 8.33 | % age change |

- ❖ **A Proposal to approve the Budget that will form the basis for the application for the Precept** - was made by Stan Green
Seconded by Jan Betley
Council members approved the proposal

- 8.5. **The Application for Precept** - This was signed by the Chairman and Clerk for the total sum of £6500. ⁴

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) - there was none



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

The next Parish Council Meeting (Meeting No 4) shall take place as previously proposed:
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 the

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 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 The Clerk to write to Rebecca Hopfensperger to request details of actual proposals following the funding review for the Road Safety Review of the A1101 .

² The Clerk to write to Rebecca Hopfensperger requesting an update for the installation of posts for the speed activated road sign.

³ The Clerk to write to Rebecca Hopfensperger requesting her intervention on the outstanding engineering works following the unsatisfactory report by Anthony Smith.

⁴ The Clerk to forward a scanned copy of the signed "Application for Precept" to St Edmundsbury Borough Council.

