

LACKFORD PARISH COUNCIL

COUNCIL MEETING No 4 (Second Monday in March)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 12 March 2018 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, 11 December 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. Suffolk Wildlife Trust

3.1. Will Cranstoun, West Suffolk Reserves Sites Manager to discuss proposals for the establishment of formal paths to and around the new land from the Wildlife Centre.

4. Community Safety

4.1. Report from the Safer Neighbourhood Team.

4.2. Matters for the Safer Neighbourhood Team

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

5.1. Report from Rebecca Hopfensperger (County Councillor)

5.2. Report from Susan Glossop (Borough Councillor)

5.3. Matters for the County & Borough Councillors

Page 1 of 4

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

- 6.1. **The Road Safety review of the A1101** - an update is requested from Rebecca Hopfensperger regarding progress to date.
- 6.2. **Posts for the Speed Activated Road Sign** - an update is requested from Rebecca Hopfensperger. As at 28th February no contact had been made with the Parish Council from the engineering department, as indicated it would have been, in Rebecca's email of 10 January 2018.
- 6.3. **Speed Activated Road Sign** - there are no developments to report.
- 6.4. **Outstanding engineering works by Suffolk County Council** - an update is requested from Rebecca Hopfensperger regarding to the following matters requested in an email dated 12 January 2018, and re-sent in an updated email dated 28 February 2018
 - 1. Increase the effective width of the A1101 through the village.
 - 2. Damaged grass verge resulting from 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 -~~
- 6.5. **Street lighting - for report**
- 6.6. **A letter of complaint** - for report
- 6.7. **General Data Protection Regulations** - for report

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

- 7.1. **To consider a request for a donation to the Suffolk Neighbourhood Watch Association** - the request for a £50 one-off donation was received by email on 20 January and forwarded to Councillors. If approved a proposal to make a donation is required.
 - ❖ **Proposal to make a donation**
 Secoded by
 Council members to approve the proposal

8. Planning - to review applications since the last meeting and other planning matters

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
17/2449/HH	Householder Planning Application - (i) Two storey rear extension following demolition of existing extension and (ii) front porch	10 Holden Road Lackford IP28 6HZ	Bill Walton	No objections	No	No

9. Financial matters

9.1. Budget report April to February - for review by Council

From: Month 1, April 2017

Lackford Parish Council

Page: 1

To: Month 11, February 2

Budget Report

Date: 28/02/2018 Time: 15:41:45

Period

Year to Date

Chart of Accounts: Default Layout (

	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Receipts								
Precept	6000.00	82.38	6000.00	0.00	6000.00	82.38	6000.00	0.00
Grants	1283.60	17.62	0.00	1283.60	1283.60	17.62	0.00	1283.60
	7283.60	100.00	6000.00	1283.60	7283.60	100.00	6000.00	1283.60

Administration payments

Parish Clerk activities	2626.00	36.05	2626.00	0.00	2626.00	36.05	2626.00	0.00
Office rent & internet - Clerk	105.00	1.44	105.00	0.00	105.00	1.44	105.00	0.00
Internet contribution - Clerk	145.00	1.99	145.00	0.00	145.00	1.99	145.00	0.00
Admin expense - Clerk	348.55	4.79	280.00	68.55	348.55	4.79	280.00	68.55
Room hire for meetings	200.00	2.75	200.00	0.00	200.00	2.75	200.00	0.00
Internal Audit	135.00	1.85	135.00	0.00	135.00	1.85	135.00	0.00
Insurance	266.00	3.65	300.00	-34.00	266.00	3.65	300.00	-34.00
SALC (inc subscription)	131.97	1.81	135.00	-3.03	131.97	1.81	135.00	-3.03
Training	22.00	0.30	100.00	-78.00	22.00	0.30	100.00	-78.00
Publications & Subscriptions	0.00	0.00	50.00	-50.00	0.00	0.00	50.00	-50.00
Other - Admin payments	0.00	0.00	150.00	-150.00	0.00	0.00	150.00	-150.00
	3979.52	54.64	4226.00	-246.48	3979.52	54.64	4226.00	-246.48

Other payments

Churchyard maintenance	250.00	3.43	250.00	0.00	250.00	3.43	250.00	0.00
LCC - village services	370.00	5.08	370.00	0.00	370.00	5.08	370.00	0.00
Grass cutting SEBC	107.48	1.48	200.00	-92.52	107.48	1.48	200.00	-92.52
Footpath Licences	5.00	0.07	5.00	0.00	5.00	0.07	5.00	0.00
Other - Other payments	0.00	0.00	150.00	-150.00	0.00	0.00	150.00	-150.00
Section 137 Payments	1000.00	13.73	500.00	500.00	1000.00	13.73	500.00	500.00
	1732.48	23.79	1475.00	257.48	1732.48	23.79	1475.00	257.48

Net Income /(Expenditure)	1571.60	21.58	299.00	1272.60	1571.60	21.58	299.00	1272.60
----------------------------------	----------------	--------------	---------------	----------------	----------------	--------------	---------------	----------------

10. Governance - The Accounts and Audit Regulations

(These regulations require parish councils to carry out a review and consider the findings of the effectiveness of the internal audit and the systems of internal control. This review should be documented and noted in the Minutes before 31 March and be available to the internal and external auditors)

Parish Councillors to:

10.1. Review and consider the effectiveness of the internal audit

10.2. Assess the risks and consider the effectiveness of the systems of internal control

Subsequently, the following Motion is to be tabled

Lackford Parish Council, having reviewed the effectiveness of the internal audit and the systems of internal control, consider the existing arrangements, (and having regard for the size, nature and the way the Council conducts its business, the financial controls that are in place, the insurance cover and the internal audit) to be adequate, effective and wholly appropriate for the affairs of the Council.

- ❖ **Motion moved by**
Seconded by
Council members to approve the motion

11. 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)*

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

The next Parish Council Meeting (APM & AGM) was previously proposed as:

Monday 14 May 2018 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

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
Monday 13 May 2019 (APM & AGM) - 2nd Monday in May