

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 12 March 2018 at 7:30 PM in Lackford Church

- Present** Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Colin Smith
Harry Lidster
Jan Betley
Naomi Palmer
John F Sadler (Clerk)
- In attendance** Rebecca Hopfensperger (County Councillor) (part time)
Will Cranstoun, (SWT West Suffolk Reserves Sites Manager)
- Apologies** Roland van Wilk
Susan Glossop

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 11 December 2017

1.1. Minutes - the Chairman asked for a proposal to approve the minutes

- ❖ A Proposal to approve the minutes - was made by Colin Smith
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)* - No matters were raised.

3. Suffolk Wildlife Trust

- #### 3.1. Formal footpaths
- Will Cranstoun, set out proposals by Suffolk Wildlife Trust for the establishment of formal paths to and around the new land from the Wildlife Centre. Council were pleased with the proposals and thanked Will for attending. A scanned copy of the proposed footpaths (coloured blue) is appended to these minutes.

4. Community Safety

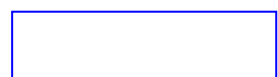
- #### 4.1. Report from the Safer Neighbourhood Team
- there was none.

- #### 4.2. Matters for the Safer Neighbourhood Team
- there was none.

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

- #### 5.1. Report from Rebecca Hopfensperger (County Councillor)
- Rebecca gave a verbal report on the following matters: Home to school transport; the use of drones by Suffolk Fire authority, and advised that Suffolk County Council budget for 2018/19 had been approved.

- #### 5.2. Report from Susan Glossop (Borough Councillor)
- Susan Glossop was unable to attend the meeting but provided a written report that had been circulated to Councillors. The report included the following matters: An update on the formation of a single council amalgamating St Edmundsbury and Forest Heath from May 2019; Brown bins; Council tax; The Post Office building in Bury St Edmunds and the "Winter night shelter".



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- 5.3. **Matters for the County & Borough Councillors** - there was none.
6. **Matters previously discussed - for report and/or for the Councils further consideration**
- 6.1. **The Road Safety review of the A1101** - Rebecca advised Council that the project would be managed by David Chinery. He had proposed that prior to setting out formal proposals for public consultation, a joint consultation meeting be held with the effected parishes where, proposals and alternatives could be discussed. Council considered this a pragmatic way forward. It was suggested that the Fornham All Saints Community Centre would be a good venue.
- 6.2. **Posts for the Speed Activated Road Sign** - to date no contact had been made with the Parish Council from Suffolk County Council's engineering department, as indicated it should have been, in an email from Rebecca dated 10 January 2018. *(For the record site suitability checklists for speed indicator devices were submitted in September 2017.)* Rebecca accepted Council's view that the service received from Suffolk County Council was nothing less than appalling.
- Rebecca said that she had been chasing the matter with Mike Motteram, the engineer responsible, who had now agreed to release his contact details to enable the Council to contact him. The Clerk pointed out that it should not be the Council making contact with Mike Motteram, but he making contact with the Council, as had been agreed. The Clerk would attempt to make contact with Mike Motteram on Tuesday morning. ¹
- The Chairman expressed his disappointment in the way that Suffolk County Council have handled the matter, which not only shows up Suffolk County Council's inefficiency, but also has a knock-on effect that makes the Parish Council look impotent and ineffective.
- 6.3. **Speed Activated Road Sign** – due to the lack of posts for the speed signs, purchase of the speed-activated sign with recorder cannot be progressed.
- 6.4. **Outstanding engineering works by Suffolk County Council** – Rebecca advised Council that she had been chasing all the outstanding items with Suffolk County Council's engineering department, but the response received had been less than satisfactory. Each of the following matters that remain outstanding were discussed in detail and Rebecca gave the response she had received from the engineer responsible. None of which was satisfactory.
1. Increase the effective width of the A1101 through the village.
 2. Damaged grass verge resulting from subsided foundation to manhole cover
 3. Blocked drainage and a broken section of pipe.
 4. Flooding across Old Bury Road, adjacent to Kent Road, due to inadequate drainage from the roadside ditches to the main surface water system.
 5. 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.
 6. Install four verge marker posts outside Lane side In Old Bury Road.
 7. Clear curb drainage to the East end of Old Bury Road on both sides of the splay.
- In view of the ineptitude from Suffolk County Council, it was agreed that Lackford Parish Council would make an official complaint to the Council via Rebecca. ²
- 6.5. **Street lighting** – The Clerk advised Council that he had written to the engineer responsible "Richard Webster" twice, but surprisingly no response has been received. Four light fittings remain to be changed, two lights remain on all day and timings have not yet been changed to the default setting. The Clerk will continue to make contact. ³
- 6.6. **A letter of complaint** - The Chairman advised Council that the matter was now closed.
- 6.7. **General Data Protection Regulations** - the Clerk advised Council that he had received via SALC the GDPR Toolkit for Local Councils prepared by NALC. This Toolkit is lengthy but is custom build for councils with the sole purpose of guiding councils towards achieving compliance by the implementation date of 25 May 2018. Currently, SALC are working through the document and will be giving councils more information shortly. The Clerk was concerned that just going through the "Action Plan", would need a considerable amount of time.

❖ **The Chairman proposed, and Council agreed, that the Clerk should hold back**



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and await developments.

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 (SNWA)** - the request for a £50 one-off donation was received by email on 20 January and forwarded to Councillors. Councillors considered the request but needed further information. It was agreed that the Clerk should write to the Association requesting further details as to how the donation will be used, and what will be the benefit for the Parish of Lackford. ⁴
- 7.2. **Consultation on the Proposed Boundary Changes that will be brought about by the creation of a single District Council for West Suffolk** - all Councillors expressed deep concern regarding the proposals. The Clerk discussed his initial suggestions that could be used as feedback in the consultation document.
- ❖ **Councillors agreed that the Clerk should submit feedback to the consultation process generally as set out in his initial suggestions.** ⁵
 - ❖ **Councillors also agreed that the Clerk should send his feedback to the leaders of both St Edmundsbury and Forest Heath District councils.** ⁶
 - ❖ **It was agreed that Councillors should individually submit feedback to the consultation.** ⁷
 - ❖ **It was further agreed that the Clerk should write to "All" with a copy of the Parish Council's feedback to the consultation process and request that further feedback is provided by other members of the Parish.** ⁸

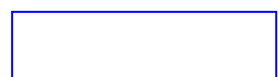
8. Planning - To review any applications since last meeting and other planning matters

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

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. **Payments** - there was none
- 9.2. **Budget reconciliation April to February** - was noted
(The following reconciliation includes the items in the table of payments already paid or due)



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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

Receipts

	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
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
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10. 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:

10.1. Reviewed and considered the effectiveness of the internal audit.

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

Subsequently, the following Motion was put to Council

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 Jan Betley**
 Seconded by Harry Lidster
 Council members approved 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)* - No matters were raised.



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

The next meeting (The Annual Parish Meeting and AGM) will be as previously proposed on:

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

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 would attempt to make contact with Mike Motteram on Tuesday morning.
- ² The Clerk would make an official complaint to Suffolk County Council via Rebecca
- ³ The Clerk will continue its attempts to make contact with Richard Webster, lighting engineer.
- ⁴ The Clerk to write to the Neighbourhood Watch Association for further information.
- ⁵ The Clerk to submit feedback to the Local Ward boundary changes consultation process.
- ⁶ The Clerk to send copy of the feedback to the council leaders at St Edmundsbury and Forest Heath.
- ⁷ Councillors individually should also provide feedback re the local Ward boundary changes consultation process.
- ⁸ The Clerk to write to "All" with a copy of the Parish feedback to the consultation process requesting individual members of the Parish also provide feedback to the consultation process.



January 2018

Lackford Lakes Path Network - West

