

LACKFORD PARISH COUNCIL

MINUTES OF ANNUAL PARISH MEETING AND ANNUAL GENERAL MEETING

Held on Monday, 14 May 2018 at 7:30 PM in Lackford Church

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

In attendance Rebecca Hopfensperger (County Councillor) (part time)
Susan Glossop (Borough Councillor) (part time)
Colin Holmes (Chairman of the Lackford Community Council) (part time)

Apologies

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.

THE ANNUAL PARISH MEETING

1. Minutes of Annual Parish Meeting and Annual General Meeting held 08 May 2017

1.1. A proposal to approve the minutes of the Annual Parish Meeting as previously reviewed at the Parish Council Meeting on Monday, 09 October 2017.

❖ A proposal to approve the minutes was made by Stan Green
Seconded by Naomi Palmer
Members of the Parish 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.

ANNUAL REPORTS AND ACCOUNTS TO BE PRESENTED FOR DISCUSSION

2. Parish Council

2.1. Summary report by the Parish Council for year ending 31 March 2018
Since the last Annual Parish Meeting on 11 May 2014, the Parish Council has met on four occasions. The work of the Council can be monitored in detail by reviewing the minutes that are published within one month of each meeting on the village blog via all@lackford.com

2.2. Matters relating to the Parish Council report - there was none.

3. Community Safety

3.1. Report from the Safer Neighbourhood Team - no report received. However, it had been noted that speed enforcement along the A1101 was to be increased.

3.2. Matters for the Safer Neighbourhood Team - there was none.

4. The County and Borough Councillors

4.1. Report from Rebecca Hopfensperger (County Councillor) - Rebecca Hopfensperger commented on matters relating to Lackford. Her full report is published with these minutes.



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- 4.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop commented on matters relating to Lackford. Her full report is published with these minutes.

Matters for the County and Borough Councillors - a discussion took place regarding the difficult access to Icknield Way and the completed road works adjacent to the roundabout at the junction of Tayfen Road and Compiègne Way, which was considered a waste of public funds as the principal objective of the works had not been carried out. Additionally, the junction is now more dangerous as the layout pushes vehicles leaving the roundabout for the Mildenhall Road, into the path of on-coming traffic.

5. The Community Council

- 5.1. **Report from Colin Holmes (Chairman of Lackford Community Council)** - Colin Holmes presented his report that is published with these minutes.

- 5.2. **Matters for the Community Council** - Colin advised that a future date for the "Bus Stop Bar" would be published shortly. Colin was asked if he knew of anybody who would be prepared to assist with the downloading of data and the repositioning and charging of the speed activated road sign when installed.

6. The Lackford Charity

- 6.1. **Report from Colin Smith** - Colin Smith presented his report that is published with these minutes.

- 6.2. **Matters relating to the Lackford Charity** - there was none.

7. Presentation of the accounts for year ending 31 March 2018

The financial statements, as set out below were presented to the meeting for approval.

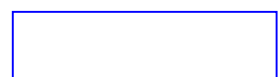
- ❖ **A proposal to approve the Financial Statements** - was made by Jan Betley
Seconded by Stan Green
Members of the Parish approved the proposal

Two copies of the Financial Statement were then signed by the Chairman

8. **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.

9. Closure of the meeting by the Chairman

There being no further business, the Chairman thanked those present for attending and closed the meeting.



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Lackford Parish Council - Financial Statement

For Year Ending 31 March 2018

2016/17	Income and Expenditure Account	2017/18		
Actual	Income / Receipts	Actual	Budget	Variance
6015.00	Precept	6000.00	6000.00	0.00
3326.00	Grants	1283.60	0.00	1283.60
80.58	Interest from Nationwide & Monmouthshire B.S.	17.40	0.00	17.40
0.00	Other receipts	0.00	0.00	0.00
0.00	Discounts Received	0.00	0.00	0.00
9421.58	Total Income	£7,301.00	£6,000.00	£1,301.00
	Administration Expenditure			
2996.00	Parish Clerk	2626.00	2626.00	0.00
200.00	Office rent - Clerk	105.00	105.00	0.00
	Internet contribution - Clerk	145.00	145.00	0.00
233.90	Admin expense - Clerk	348.55	280.00	68.55
220.00	Room hire for meetings	200.00	200.00	0.00
124.00	Internal Audit	135.00	135.00	0.00
0.00	External Audit	0.00	0.00	0.00
275.00	Insurance	266.00	300.00	-34.00
128.21	SALC including subscription	131.97	135.00	-3.03
0.00	Training	22.00	100.00	-78.00
0.00	Publications & subscriptions	0.00	50.00	-50.00
0.00	Bank charges & Interest paid	0.00	0.00	0.00
0.00	Election costs	0.00	0.00	0.00
236.00	Other - Admin payments	0.00	150.00	-150.00
4413.11		3979.52	4226.00	-246.48
	Other Expenditure			
240.00	Churchyard maintenance	250.00	250.00	0.00
360.00	Lackford Community Council	370.00	370.00	0.00
156.54	Grass cutting SEBC	107.48	200.00	-92.52
5.00	Footpath Licences	5.00	5.00	0.00
0.00	Other - Other Payments	0.00	150.00	-150.00
500.00	Section 137 Payments	1000.00	500.00	500.00
1261.54		1732.48	1475.00	257.48
£5,674.65	Total Expenditure	£5,712.00	£5,701.00	£11.00
£3,746.93	Net Surplus / (Deficit)	£1,589.00	£299.00	£1,290.00
2016/17	Balance Sheet	2017/18		
	Current Assets			
8700.56	Monmouthshire B.S	8717.96		
0.00	VAT Liability	391.67		
3105.37	Barclays Community Account	4285.30		
11805.93			13394.93	
0.00			0.00	
£11,805.93	Current Liabilities			
	Current Assets less Current Liabilities			
			£13,394.93	
	Represented by			
8059.00	Balance from previous year	11805.93		
3746.93	Income and Expenditure Account	1589.00		
£11,805.93			£13,394.93	
	Allocation of Reserves			
6400.00	General reserve - as Precept for next year	6500.00		
2500.00	Reserve for speed activated road sign	2500.00		
	Reserve for computer with software & scanner	650.00		
2905.93	Reserve for village amenities	3744.93		
£11,805.93		£13,394.93		

These Financial Statements give a true and fair view of the affairs of the Parish Council and the net surplus / deficit at the year end.

Responsible Financial Officer Date

Chairman Date



ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

The Chairman announced that the Annual General Meeting of the Parish Council is not an open meeting for discussion, but those present are very welcome to stay.

10. Election of a Chairman and Vice-Chairman from the Council

The Chairman requested a proposal to nominate a Chairman and a Vice-Chairman.

- ❖ **A proposal that Stan Green take over as Chairman** - was made by Colin Smith
Seconded by Naomi Palmer.
- ❖ **A proposal that Steve Jones takeover as Vice Chairman** - was made by Stan Green
Seconded by Naomi Palmer.

Council members approved the proposals unanimously

Note: the Clerk received from the Chairman a "Declaration of Acceptance of Office as Chairman" after the meeting.

11. To approve the minutes of the Parish Council Meeting held 12 March 2018

11.1. The Chairman asked for a proposal to approve the minutes

- ❖ **A Proposal to approve the minutes** - was made by Harry Lidster
Seconded by Colin Smith.
Council members approved the proposal

The minutes were then signed by the Chairman

11.2. Matters Arising from the Minutes not elsewhere on the Agenda - there was none.

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

12.1. **The Road Safety review of the A1101** – Rebecca advised that the Parish Councils should receive an email within 10 - 14 days containing various options. Comments will be invited for further options. Then, based upon the comments received, a design will be prepared for formal consultation.

12.2. **Posts for the Speed Activated Road Sign** - Rebecca Hopfensperger advised that Lackford was now top of the list.

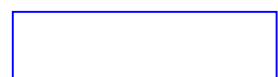
12.3. **Outstanding engineering works by Suffolk County Council - for report.** - Since the formal complaint by the Council, the Clerk has been involved in detailed correspondence and discussions with Jenny Wilson, Head of Strategic Services. She has acknowledged that the level of service this Council received, has not been acceptable and is trying to put things right. However, at the time of preparing this agenda, there are still matters that remain outstanding which the Clerk is attempting to address. They are as follows:

1. **Increase the effective width of the A1101 through the village** - A "Hedge" notice has been issued. However, we are still awaiting the specification for cutting back and hedge trimming that will be required of the landowner. In discussion, the Clerk has been advised that the hedge would be cut back 500 mm into the verge. This does not seem adequate and the Clerk has advised Jenny Wilson that the Parish Council are looking for a minimum of 1 m into the verge.
2. **Damaged grass verge resulting from subsided foundation to manhole cover** - This matter remains in dispute. It had been agreed with Jenny Wilson that this matter would be reviewed later in the year when the grass and daffodils have been cut down.
3. **Blocked drainage and a broken section of pipe West of Post Office Cottage, the replacement of a missing road gully and; Flooding across Old Bury Road, adjacent to Kent Road, due to inadequate drainage from the roadside ditches to the main surface water system** - These two items are being dealt with together and should be completed within the financial year. It was noted that the missing gully grating had been replaced.



4. **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.** - It has been agreed that this work will be carried out, but without any indication of timescale. We have pointed out that the longer this is left, the gradual movement of soil from the adjacent bank will continue to slip into the road, thereby reducing the road width and requiring additional soil to be cleared before the surface can be repaired. In addition, we have pointed out that unless there is some means to prevent the continual erosion of the bank, the problem will continue after the road repairs. The response to this has been that kerbing is not something that Suffolk County Council would generally consider in rural locations and is a very costly solution to implement. Therefore, it is not something that Suffolk County Council would consider prioritising within the limited budget.
 5. **Install four verge marker posts outside Lane side In Old Bury Road** - It has been agreed these marker posts will now be installed as soon as possible. Our thanks go to Rebecca Hopfensperger who has agreed to fund the works from her locality budget.
 6. **Clear kerb drainage to the East end of Old Bury Road on both sides of the splay** - This matter is currently in dispute. Suffolk County Council say the drainage is clear and showing no visible signs of being blocked or in need of clearing. However, photographic evidence that the Clerk has submitted indicates that this is false and is confirmed by Suffolk County Council's own photographs.
 7. **The replacement of 30 mph and other safety signs along the A1101** - Following the Clerk's notification to Jenny Wilson on the 26 April pointing out that some signs had been omitted from the works order, all signs have now been reinstated.
- 12.4. **Street lighting - for report.** - All the street lighting within the village has now been updated to LED fittings and it has been agreed that they will go on and off in accordance with the default settings.
- 12.5. **General Data Protection Regulations - for report.** - The Government have now tabled an amendment to the Bill removing the requirement that Parish Councils and Parish Meetings shall appoint a Data Protection Officer. However, the requirement to comply with GDPR remains. It was proposed at the last meeting that the Clerk should hold back and await developments. This latest news was discussed with the Chairman and it was agreed that this Parish Council should not proceed with the initial proposed meetings with the DPO Centre. We subsequently received on Thursday 26 April an email from the DPO Centre saying that they have decided to put our Impact Assessment on hold.
- 12.6. **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. Clerk wrote to the Chairman of the National Association and had an immediate response and then a further response, which has been forwarded to Councillors. In order to set up a scheme it is first necessary that there is a Lead Coordinator.
- ❖ **This is not a Parish Council appointment, but it could have benefits for the community.** Consequently, Councillors were asked to consider whether they know of anybody who would be prepared to act as a Lead Coordinator for a Local Neighbourhood Watch Scheme. *(See minutes reference 17.1 below)*
- 12.7. **Consultation on the Proposed Boundary Changes that will be brought about by the creation of a single District Council for West Suffolk - for report.** - Following representations made by the Parish Council and some individuals. The revised proposals that will be put forward to the Boundary Commission now puts Lackford firmly back within the Risby Ward. Susan Glossop advised Council that it is most important that the Councils further representation be made to the Boundary Commission when the consultation takes place.

13. Matters that have arisen since the previous meeting and not already considered including matters arising from correspondence circulated or forwarded by e-mail - there was none.



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14. 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.

15. Financial matters & the standing orders of the Council

15.1. 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)*

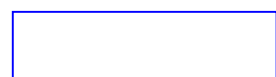
Date	Name	Details	Power	Amounts	Total
01/04/18	Cortina Construction Ltd <i>(already paid)</i>	Parish Clerk (Apr-Sep as budget) Office rent Internet costs (Apr-Sep as budget) Expenses (01/10/14 - 31/03/15) Recoverable VAT	S111	1313.00 54.00 74.50 149.30 318.16	1908.96
01/04/18	SALC <i>(already paid)</i>	Subscription	S143	135.50	135.50
04/04/18	ICO.gov.uk <i>(already paid)</i>	Data Protection Registration	S143	35.00	35.00
06/04/18	The PCC of Lackford <i>(already paid)</i>	Room hire for meetings Churchyard maintenance (as budget)	S111	210.00 260.00	470.00
09/04/18	Lackford Community Council <i>(already paid)</i>	Village services (as budget)	S111	380.00	380.00

❖ **Proposal to approve the payments** - was made by Stan Green
Seconded by Colin Smith
Council members approved the proposal

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

15.3. Budget report to 30 April - for review by Council *(The following budget report includes all payments as denoted as already paid in the schedule of payments above)*

From: Month 1, April 2018		Lackford Parish Council				Page: 1			
To: Month 1, April 2018		Budget Report							
Date:	28/04/2018	Time:	19:42:24	Period	Year to Date				
Chart of Accounts:	Default Layout	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Receipts									
Precept		6500.00	100.00	6500.00	0.00	6500.00	100.00	6500.00	0.00
		6500.00	100.00	6500.00	0.00	6500.00	100.00	6500.00	0.00
Administration payments									
Parish Clerk activities		1313.00	20.20	1313.00	0.00	1313.00	20.20	1313.00	0.00
Office rent & internet - Clerk		54.00	0.83	54.00	0.00	54.00	0.83	54.00	0.00
Internet contribution - Clerk		74.50	1.15	74.50	0.00	74.50	1.15	74.50	0.00
Admin expense - Clerk		149.30	2.30	145.00	4.30	149.30	2.30	145.00	4.30
Room hire for meetings		210.00	3.23	210.00	0.00	210.00	3.23	210.00	0.00
SALC (inc subscription)		135.50	2.08	140.00	-4.50	135.50	2.08	140.00	-4.50
Other - Admin payments		35.00	0.54	100.00	-65.00	35.00	0.54	100.00	-65.00
		1971.30	30.33	2036.50	-65.20	1971.30	30.33	2036.50	-65.20
Other payments									
Churchyard maintenance		260.00	4.00	260.00	0.00	260.00	4.00	260.00	0.00
LCC - village services		380.00	5.85	380.00	0.00	380.00	5.85	380.00	0.00
		640.00	9.85	640.00	0.00	640.00	9.85	640.00	0.00
		3888.70	59.83	3823.50	65.20	3888.70	59.83	3823.50	65.20



- 15.4. **Additional time spent by the Clerk throughout the year dealing with the introduction of the General Data Protection Order GDPR** - the remuneration paid to the Clerk via Cortina Construction Limited is calculated at 5 hours per week x 52 weeks = 260 hours per annum. Actual time recorded during the year for normal activities amounted to 260.38 hours to which a further 14.79 hours was spent on work relating to GDPR. A total of 275.17 hours

Consequently the Clerk is claiming an additional 15 hours at the agreed rate of £10.10 = £151.50.

- ❖ **Proposal to approve the additional payment** - Stan Green
Seconded by Colin Smith.
Council members approved the proposal

- 15.5. **Annual review for the relevance of the Standing Orders and Financial Regulations** - these were adopted by the Council 12 December 2016, and further reviewed 09 October 2017 following recommendations made in the internal audit of 2017

- ❖ **Councillors considered that the Standing Orders and Financial Regulations as currently adopted remain appropriate and relevant for the Council.**

16. Audit Commission - Annual Return for Year Ending 31 March 2018 & Internal Auditor

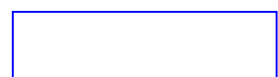
16.1. Section 1 - Annual governance statement

(The Council is required to review each statement in the Annual governance statement. This requires proper consideration of every statement and an assessment of the risks.)

Consequently, the following Motion restating the Annual governance statement with a conclusion was tabled.

We acknowledge as the members of Lackford Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Meaning that this authority prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Meaning that this authority made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Meaning that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Meaning that this authority during the year has given all persons interested the opportunity to inspect and ask questions about this authorities accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Meaning that this authority considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Meaning that this authority arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this authority.
7. We took appropriate action on all matters raised in reports from internal and external



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audit. Meaning that this authority responded to matters brought to its attention by internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements. Meaning that this authority disclosed everything it should have about its business activity during the year including events taking place after the year- end if relevant.

In conclusion, Lackford Parish Council consider that this detailed review, in conjunction with the review and assessment of risks carried out at the March meeting and, having regard for the size, nature and the way the Council conducts its business with the financial controls that are in place, the insurance cover and the internal audit, all contribute towards a thorough, detailed and sound system of internal control, which is adequate, effective and wholly appropriate for the affairs of Lackford Parish Council.

- ❖ **The Motion** - was moved by Colin Smith
Seconded by Steve Jones
Council members approved the motion

16.2. Section 2 - Accounting statements

Councillors noted that the figures were derived from the Financial Statements approved at the Annual Parish Meeting; for that reason, the "Accounting statements" was signed by the Chairman.

- 16.3. **Certificate of Exemption** - As the higher of gross income or gross expenditure does not exceed £25,000 (as indicated in the Accounting statements) the Responsible Financial Officer and the Chairman signed the Certificate of Exemption for forwarding to the external auditor.

16.4. Appointment of internal auditor for year ending 31 March 2018 and 31 March 2019

- ❖ **The Council approved the appointment of SALC as the internal auditor.**

17. 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)*

- 17.1. **Future Councillors and Proper Officer of the Council** - there was a discussion concerning the need to bring fresh blood into the Council, particularly as some Councillors and the Proper Officer are considering stepping down. Various individuals, both male and female, were suggested as suitable and it was agreed that these individuals be approached.

It was suggested that perhaps a newsletter delivered to everybody in the village asking individuals to step forward and become actively involved in the community by becoming a Parish Councillor, a Proper Officer of the Council, a Neighbourhood Watch Coordinator or perhaps assist with the downloading of data and the repositioning and charging of the speed activated road sign when installed could be prepared and distributed.

Future proofing the data held by the Clerk - as part of the above, there was discussion about ensuring that the Councils data, held by the Clerk, could be retrieved in the event of the unexpected demise of the Clerk. The view of the Clerk was that as all relevant documentation, including accounting information is stored online and in hardcopy, there is no necessity to change the systems that are in place.

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

The next meeting (Meeting No 2) will be as previously proposed on:

Monday 08 October 2018 7:30pm in Lackford Church.

Proposed dates for future meetings:

- 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
- Monday 14 October 2019 (Meeting No 2) - 2nd Monday in October

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.