

# LACKFORD PARISH COUNCIL

## COUNCIL MEETING No 2 (Second Monday in October)

### PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 08 October 2018 at 7:30pm in Lackford Church.

John F. Sadler – Clerk to the Council

#### Councillors called to attend

Stan Green (Chairman)  
Steve Jones (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

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## AGENDA

1. **To review the minutes of the Annual Parish Meeting and approve the minutes of the Annual General Meeting of the Parish Council held Monday, 14 May 2018 and the special meeting held Monday, 17 September 2018** (*the Annual Parish Meeting will be offered for approval at the next Parish Meeting*)
  - 1.1. **Parish Councillors to review the minutes of the Annual Parish Meeting.**
  - 1.2. **A proposal is required to approve the minutes of the Annual General Meeting and the Special meeting dated 17 September 2018**
    - ❖ **Proposal to approve the minutes by**  
Seconded by  
Council members to approve the proposal

If approved the Chairman to sign the minutes of both meetings. A
  - 1.3. **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. **Matters for the Safer Neighbourhood Team**
  - 3.2. **Other Community Safety Matters -**
4. **Matters by or for the County & Borough Councillors (excluding matters on the agenda)**
  - 4.1. **Report from Rebecca Hopfensperger (County Councillor)**  
  
**Report from Susan Glossop (Borough Councillor)**

- 4.2. **Matters for the County & Borough Councillors**
- 5. **Matters previously discussed - for report and/or for the Councils further consideration**
  - 5.1. **The Road Safety review of the A1101 -**
  - 5.2. **The Speed Activated Road Sign -** the Chairman to provide an update to Council.
  - 5.3. **Outstanding engineering works by Suffolk County Council -** an update to be given by the Chairman & the Clerk following a meeting with Jenny Wilson (Head of strategic services for SCC), Ben Cook (Carriageway and Asset Condition Manager) and Rebecca Hopfensperger on Thursday 04 October 2018
    - 1. **Increase the effective width of the A1101 through the village -**
    - 2. **Blocked drainage and a broken section of pipe & flooding across Old Bury Road -**
    - 3. **Completion of skirting back to the South side of Old Bury Road East of Post Office Cottage -**
    - 4. **Install 4 marker posts -** in the grass verge on the north side of Old Bury Road between "Virginia Cottage" and "Lane Side" -
    - 5. **Clear kerb drainage to the East end of Old Bury Road on both sides of the splay -**
  - 5.4. **General Data Protection Regulations - for report. -**
  - 5.5. **Suffolk Neighbourhood Watch Association (SNWA) -** previously, 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 - to be discussed.
  - 5.6. **Proposed Boundary Changes as proposed by the Boundaries Commission due to the creation of a single District Council for West Suffolk - for report -**
- 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. **Lackford Parish Newsletter -** distributed during week commencing 01 October.
  - 6.2. **To review a complaint against the Council by a parishioner.**
- 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. **New NJC Salary Pay scales 2018 for Clerks -** a proposal is required to amend the remuneration for the Clerk in accordance with the NJC agreement. Currently remuneration is calculated in accordance with NJC scale SCP20 at £10.10 per hour. The new rates increased this to £10.30 for 2018.
    - ❖ **Proposal to approve by**  
Seconded by the  
Council members to approve the proposal
  - 8.2. **Insurance renewal -** the policy with Ecclesiastical continues on a three-year long-term agreement with a 5% discount. This is in accordance with the Financial Regulations.
  - 8.3. **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)*

Date	Name	Details	Power	Amounts	Total
18/05/18	SALC <i>(already paid)</i>	Internal audit Recoverable VAT	S111	142.00 28.40	170.40
02/10/18	Came & Company <i>(already paid)</i>	Insurance for year commencing 11/10/2017 with Ecclesiastical	S111	266.00	266.00

01/10/18	Cortina Construction Limited	Parish Clerk (Oct-Mar as budget including 20p rate increase) Parish Clerk 20p rate increase (Apr-Sep) Office rent (Oct-Mar as budget) Contribution for internet costs (Oct-Mar as budget) Expenses (01/04/18- 30/09/18) Recoverable VAT on the above.	S111	1339.00 26.00 54.00 74.50 306.17 363.26	2159.60
01/10/18	Cortina Construction Limited	Parish Clerk (Apr-Sep) time spent relating to GDPR Expenses relating to GDPR Recoverable VAT relating to GDPR.		114.64 42.45 31.42	188.51
01/10/18	Mrs M J Macintosh <i>(already paid)</i>	Payment as Footpath Licence	S111	2.50	2.50
01/10/18	Mrs F E Rigby <i>(already paid)</i>	Payment as Footpath Licence	S111	2.50	2.50
	St. Edmundsbury Borough Council <i>(awaiting invoice)</i>	Grass maintenance Recoverable VAT	S111	Not to exceed budget of £200	
05/08/18	ElanCity <i>(already paid)</i>	Evolis radar speed sign Recoverable VAT	S111	2027.03 405.41	2432.44
	SALC <i>(awaiting invoice)</i>	Training workshop for GDPR 19/09/18 Recoverable VAT	S111	25.00 5.00	30.00

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

*(Payment authority appended)*

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

**8.5. Budget Report and Balance Sheet April to September - for review by Council**  
*(The Budget Report includes the items in the table of payments dated prior to 01 October 2018. The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts)*

From: Month 6, September 2

Lackford Parish Council

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Budget Report

Date: 01/10/2018 Time: 13:48:33

Period

Chart of Accounts: Default Layout (Receipts)	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Precept	0.00	0.00	0.00	0.00	6500.00	100.00	6500.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6500.00</b>	<b>100.00</b>	<b>6500.00</b>	<b>0.00</b>
<b>Administration payments</b>								
Parish Clerk activities	0.00	0.00	0.00	0.00	1464.50	22.53	1313.00	151.50
Office rent & internet - Clerk	0.00	0.00	0.00	0.00	54.00	0.83	54.00	0.00
Internet contribution - Clerk	0.00	0.00	0.00	0.00	74.50	1.15	74.50	0.00
Admin expense - Clerk	0.00	0.00	0.00	0.00	149.30	2.30	145.00	4.30
Room hire for meetings	0.00	0.00	0.00	0.00	210.00	3.23	210.00	0.00
Internal Audit	0.00	0.00	0.00	0.00	142.00	2.18	142.00	0.00
Insurance	0.00	0.00	0.00	0.00	266.00	4.09	0.00	266.00
SALC (inc subscription)	0.00	0.00	0.00	0.00	135.50	2.08	140.00	-4.50
Other - Admin payments	0.00	0.00	0.00	0.00	35.00	0.54	100.00	-65.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2530.80</b>	<b>38.94</b>	<b>2178.50</b>	<b>352.30</b>
<b>Other payments</b>								
Churchyard maintenance	0.00	0.00	0.00	0.00	260.00	4.00	260.00	0.00
LCC - village services	0.00	0.00	0.00	0.00	380.00	5.85	380.00	0.00
Other - Other payments	0.00	0.00	0.00	0.00	2027.03	31.19	0.00	2027.03
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2667.03</b>	<b>41.03</b>	<b>640.00</b>	<b>2027.03</b>
<b>Net Income /(Expenditure)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1302.17</b>	<b>20.03</b>	<b>3681.50</b>	<b>-2379.33</b>

Balance Sheet

From: Month 6, September 2018

To: Month 6, September 2018

Chart of Accounts: Default Layout of

	Period	Year to Date	
<b>Current Assets</b>			
Savings a/c	0.00	8717.96	
VAT Control Account	0.00	782.27	
Barclays Community a/c	0.00	5196.87	
			0.00
			14697.10
<b>Current Liabilities</b>			
			0.00
			0.00
<b>Current Assets less Current Liabilities:</b>		<b>0.00</b>	<b>14697.10</b>
<b>Total Assets less Current Liabilities:</b>		<b>0.00</b>	<b>14697.10</b>
<b>Represented by</b>			
Retained Balance	0.00	13394.93	
P & L Account		0.00	1302.17
			0.00
			14697.10

9. Internal Audit revised Standing Orders and Financial Regulations

9.1. Internal audit

SALC carried out the internal audit, four recommendations were made. The internal audit report from SALC was initially forwarded to Councillors on 20 June 2018, with the Clerk’s observations.

All recommendations were also raised in the 2017 Internal Audit Report that was discussed in Council on 9 October 2017, when it was agreed that no action be taken. This decision by Council was notified to the internal auditor when the documents were presented, but the auditor has chosen to ignore Council's decision. Consequently, the matters have to be raised again.

The following recommendations shall be reviewed by Council. *(The numbering relates to the subject matter in the internal audit)*

9.1.1. 2. **Standing Orders** - The recommendation is “During Council’s annual review of the standing orders Council should bear in mind that new model standing orders have been published by NALC which take into account changes in legislation since those produced in 2013-LO4-18. Model Standing Orders refers”.

In May & October 2017, Council reviewed the Standing Orders (as adopted December 2016) to reflect current legislation as recommended by SALC. On checking the existing against the current Model Orders all standing orders in bold type were included unless they are not, or ever likely to be, relevant to the Council.

However, to satisfy the Internal Auditor the Clerk has reviewed and amended the Standing Orders and they are offered for adoption in Agenda item 10.

9.1.2. 2. **Financial Regulations** - The recommendation is “During Council’s annual review of its financial regulations they are reviewed against the NALC Model with particular reference to the items mentioned above”, which are that : reference should be made to Orders, Contracts and Maintaining of Council’s Assets

In May & October 2017, Council reviewed the Financial Regulations, (as adopted December 2016) to reflect current legislation as recommended by SALC. On checking the existing against the current model regulations, it is the view of the Clerk that the matters mentioned are not relevant to the Council.

However, to satisfy the Internal Auditor the Clerk has reviewed and amended the Financial Regulations and they are offered for adoption in Agenda item 10.

9.1.3. 3. **Payment controls** - The recommendation is “Invoices/requests for payment against which payment is made are retained within the Council’s files to ensure a clear audit trail of the smaller authority’s financial transactions”

All invoices/requests for payment against which payment is made are retained within the Council's files, together with the payment authority. All were included with the documentation for the audit, thus ensuring that there is a clear audit trail from budget to bank statement.

It is the view of the Clerk that no further action is required.

- 9.1.4. **10. Bank reconciliation** - The recommendation is "Good practice as stated in the Governance and Accountability for Local Councils - A Practitioner's Guide - March 2014 - identifies the bank reconciliation as being the most notable procedure to ensure that accounting systems are being observed."

Although the financial affairs of Lackford Parish Council are minuscule, the Clerk does, within Sage, prepare monthly accounts and produce a Budget Report and Balance Sheet and this includes a full bank reconciliation, done within Sage. However, the monthly accounts are not issued to Councillors and although they could very easily be issued, the Clerk does not believe that Councillors would wish to receive them. A Budget Reconciliation/Report is prepared for each meeting and a full Financial Statement that shows Income and Expenditure and a Balance Sheet is produced annually and if approved signed as correct during the Annual Parish Meeting.

The Council could of course simply report the current balances, but the balances as figures mean nothing because they do not take into account ongoing expenditure in future periods, or specific reserves. Consequently, a false picture could be given. Hence, the Clerk would not be comfortable with this. This Council, in normal years, only has one receipt, and this is the Precept that is received at the end of April.

To satisfy the auditor, in addition to the Sage Budget Report, the Sage Balance Sheet will be included in the Agenda for review at each Council meeting.

- 9.1.5. **Council should review and consider the auditor's recommendations and the action proposed by the Clerk. An appropriate proposal should then be made** - the proposal could read as follows.

- ❖ **Lackford Parish Council acknowledge the recommendations of the Internal Auditor but accept the review by the Clerk and the action as proposed -**

**Proposed by**  
Seconded by  
Council members to approve the proposal

## 10. Governance - to adopt revised Standing Orders and Financial Regulations.

- 10.1. **Standing Orders** - to consider the amended standing orders as mailed to Councillors for consideration with this agenda.

- 10.2. **Financial Regulations** - to consider the amended financial regulations as mailed to Councillors for consideration with this agenda.

- ❖ **Resolution to approve and adopt amended Standing Orders and Financial Regulations - Proposed by**  
Seconded by  
Council members to approve the proposal

## 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 (Meeting No 3) was previously proposed as:**

**Monday 10 December 2018 at 7:30pm in Lackford Church.**

Proposed dates for future meetings:

## LACKFORD PARISH COUNCIL

Monday 11 March 2019 (Meeting No 4) - 2<sup>nd</sup> Monday in March  
Monday 13 May 2019 (APM & AGM) - 2<sup>nd</sup> Monday in May  
Monday 14 October 2019 (Meeting No 2) - 2<sup>nd</sup> Monday in October  
Monday 19 December 2019 (Meeting No 3) - 2<sup>nd</sup> Monday in December