

# LACKFORD PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING

Held on Monday, 08 October 2018 at 7:30 PM in Lackford Church

**Present** Stan Green (Chairman)  
Steve Jones (Vice-Chairman)  
Harry Lidster  
Jan Betley  
Naomi Palmer  
Roland van Wilk  
John F Sadler (Clerk to the Council)

**In attendance** Susan Glossop (Borough Councillor) (part time)  
PC1074 Paul Fox (Community Engagement Officer) (part time)  
John Coldwell

**Apologies** Colin Smith

### 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.

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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. **Minutes of the APM** - Councillors who were present at the APM considered the minutes as a correct record but noted they will not be signed as approved until the next Annual Parish Meeting.
    - 1.2. **Minutes of the AGM - the Chairman asked for a proposal to approve the minutes of the Annual General Meeting and the Special meeting dated 17 September 2018.**
      - ❖ **A Proposal to approve the minutes** - was made by Harry Lidster  
Seconded by Jan Betley  
Council members approved the proposal

The minutes were then signed by the Chairman
    - 1.3. **Matters Arising from the Minutes not elsewhere on the Agenda** - there was none.
  2. **The Chairman invited 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. **Community Safety**
    - 3.1. **Report from PC1074 Paul Fox (Community Engagement Officer)** - Paul Fox advised Council about the review and reorganisation within the Suffolk Constabulary, and that he hoped to be able to attend at least one Parish Council meeting each year. There followed a discussion about speeding and he requested that the statistics, from the speed activated camera, be sent to him and advised that he wished to be kept informed.
    - 3.2. **Matters for the Safer Neighbourhood Team** - there were no further matters.
  4. **Matters by or for the County and Borough Councillors.**
    - 4.1. **Report from Rebecca Hopfensperger (County Councillor)** - Rebecca was not present
    - 4.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop reported upon the work of the Boundary Commission and confirmed that the findings will be published on 23 October 2018.



- 4.3. **Light to the parking area outside the church** - Susan Glossop considered that the darkness was a problem and offered to fund a light from her community budget, subject to the costs being affordable. The Clerk agreed on behalf of the Parochial Church Council to obtain an estimate of cost.<sup>1</sup>
- 4.4. **Matters for the County & Borough Councillors** - there were none effecting Lackford.
5. **Matters previously discussed - for report and/or for the Councils further consideration**
- 5.1. **The Road Safety review of the A1101** – the Clerk reported that he had several discussions with David Chenery, who had confirmed that there had been very little action since the beginning of the year. However, following receipt of the minutes of the special meeting of 17 September he would take these as Parish Council wishes and would discuss these with the design team. He also confirmed that he would accept Lackford Parish Clerk as the point of contact.
- 5.2. **The Speed Activated Road Sign** – the Chairman provided an update to Council and wished to thank all the volunteers with the regular moving of the sign. It was also noted that an email had been received from Trevor Perrior acknowledging the noticeable benefits since the installation of the sign. Council asked the Clerk to write to Trevor Perrior asking if he would care to join the rota for moving the sign.<sup>2</sup>
- 5.3. **Outstanding engineering works by Suffolk County Council - an update was 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 to improve safety** – Suffolk County Council are not prepared to consider any further action to make the road safer, either for pedestrians or general traffic. Consequently, the Parish Council with Rebecca will consider the safety issues created by the hedging on the south side of the A1101, and we will attempt again to discuss this with the landowner, and with David Chenery, of the Safety and Speed Management Team, as part of the A1101 safety scheme.<sup>3</sup>
  2. **Blocked drainage and a broken section of pipe & flooding across Old Bury Road** – The Chairman and the Clerk on behalf of the Parish Council are having a detailed and constructive discussions with John Rozier (Senior Drainage Engineer for Suffolk County Council), which the Chairman and the Clerk anticipated will result in a satisfactory scheme to prevent the flooding.
  3. **Completion of skirting back to the South side of Old Bury Road East of Post Office Cottage** - Ben Cook will look to patch the area exposed by skirting that was not part of the previous surface dressing work. This will be co-ordinated with other work in the area, so may take a while to complete. Suffolk County Council will be in touch once they have an indication of when this might be.
  4. **Installation of four marker posts in the grass verge on the north side of Old Bury Road between “Virginia Cottage” and “Lane Side”** – these were considered by the Clerk to be in the wrong place. However, it was agreed that moving the easterly post could result in it being knocked over and that it was not worth progressing further.
  5. **Clear kerb drainage to the East end of Old Bury Road on both sides of the splay** – the kerb drainage was jetted in September, however a report back from crew confirmed they had found a problem with the system and recommended a CCTV survey. This will now be considered by John Rozier as part of the wider drainage scheme.
- 5.4. **General Data Protection Regulations** - the Clerk reported that he attended, with the agreement of the Chairman, a workshop on GDPR at SALC. The Clerk considered the workshop to be generally ineffective and poorly run. However, he did ascertain that currently the Parish Council were not GDPR compliant. A privacy notice should be prepared and displayed on the website and formal procedures to confirm compliancy established. The Clerk considered that as a public body this must be taken seriously but also proportionately bearing in mind the size of the Council and the amount of data processed. Consequently, he advised Council that in order to become compliant a

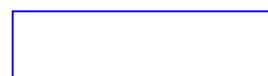


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considerable amount of work is necessary in order to sift out what must be done, and what can be considered as unnecessary for this Council.<sup>4</sup>

- 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** - this matter was discussed but Councillors were not able to put forward any names. It is suggested that this should remain on the agenda, as there are advantages for the people of Lackford particularly with regard to the insurance premiums if a chordate coordinator can be found.
- 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** - this matter was dealt with by Susan Glossop in her 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** - This was noted as successful in recruiting a new parish councillor.
- To review a complaint against the Council by a parishioner** - the complaint was discussed. However, Council considered that communications had been adequate and nothing more that should have done. Consequently, the complaint was dismissed.
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.
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 the increase** - was made by Steve Jones  
Seconded by Jan Betley  
Council members approved 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 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
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



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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 the payments** - was made by Harry Lidster  
Seconded by Jan Betley  
Council members approved the proposal

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

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  
To: Month 6, September 2  
Date: 01/10/2018 Time: 13:48:33

## Lackford Parish Council Budget Report

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Chart of Accounts: Default Layout	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
<b>Receipts</b>								
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>

Date: 01/10/2018  
Time: 13:49:51

## Lackford Parish Council Balance Sheet

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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>14697.10</b>
<b>Total Assets less Current Liabilities:</b>		<b>14697.10</b>
<b>Represented by</b>		
Retained Balance	0.00	13394.93
P & L Account	0.00	1302.17
	<b>0.00</b>	<b>14697.10</b>



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### 9. Internal Audit and 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 had been previously 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 been 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



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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 to review and consider the auditor's recommendations and the action as proposed by the Clerk** - Consequently the following proposal was made

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

**Proposed by** - Roland van Wilk  
Seconded by Jan Betley  
Council members approved 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 the agenda.

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

- ❖ **Resolution to approve and adopt amended Standing Orders and Financial Regulations** - was proposed by Harry Lidster  
Seconded by Naomi Palmer  
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) -

**11.1.** Jan Betley reported that the sewage pipe behind her house in the field had recently been rodded.

### 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:

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 09 December 2019 (Meeting No 3) - 2<sup>nd</sup> Monday in December

The above minutes are confirmed as a correct record of the meeting.

Chairman .....

Date .....



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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.

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<sup>1</sup> The clerk agreed on behalf of the Parochial Church Council to obtain an estimate for a light for the parking area outside the church.

<sup>2</sup> The Clerk to write to Trevor Perrior asking if he would care to join the rota for moving the sign.

<sup>3</sup> In order to improve the safety for all users of the A1101, the Chairman will attempt to discuss this with Robert Gough and Rebecca Hopfensperger with a the Clerk will approach David Chenery, of the Safety and Speed Management Team, as part of the A1101 safety scheme.

<sup>4</sup> GDPR - The Clerk to prepare a "Privacy Notice" and to sift out what must be done, and what can be considered as unnecessary for the Council to become compliant.

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