

LACKFORD PARISH COUNCIL

COUNCIL MEETING No 3 (Second Monday in December)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 10 December 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

AGENDA

1. To fill any vacancies by co-option

1.1. **Vacancy** - Due to the resignation of Colin Smith, there is currently one vacancy for a Parish Councillor.

- ❖ **A Proposal, to co-opt John Coldwell**
Seconded by
Council members to approve the proposal

1.2. **To issue and receive the Councillors "Declaration of Acceptance of Office"** (*if a new Councillor is appointed*)

1.3. **To issue new Councillors with the "Register of Members Interests" form for completion and return to the Clerk.**

2. To approve the minutes of the Parish Council meeting held, Monday, 08 October 2018

2.1. **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

2.2. **Matters arising from the Minutes not elsewhere on the Agenda.**

3. **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*)

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.

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

6.1. Light to the parking area outside the church -

6.2. The Road Safety review of the A1101 and improvements for pedestrian safety along the bend adjacent to Breckland Edge -

6.3. The Speed Activated Road Sign -

6.4. Outstanding engineering works by Suffolk County Council

1. Drainage works and flooding across Old Bury Road -

2. Repair of the road surface following skirting back to the South side of Old Bury Road East of Post Office Cottage.

6.5. General Data Protection Regulations -

6.6. Suffolk Neighbourhood Watch Association (SNWA) -

6.7. Boundary Changes as proposed by the Boundaries Commission -

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

8. 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.

9. Financial matters

9.1. Payments - there are no payments that require approval.

9.2. Budget Report and Balance Sheet April to November - for review by Council

(The Budget Report includes items in the accounts up to 10 November 2018. The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts)

From: Month 8, November 2018

Lackford Parish Council

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To: Month 8, November 2018

Budget Report

Date: 10/11/2018

Time: 12:05:04

Period

Chart of Accounts:	Default Layout of Ac	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Year to Date Budget	Variance
Receipts									
Precept		0.00	0.00	0.00	0.00	6500.00	100.00	6500.00	0.00
		0.00	0.00	0.00	0.00	6500.00	100.00	6500.00	0.00
Administration payments									
Parish Clerk activities		0.00	0.00	0.00	0.00	2944.14	45.29	2704.78	239.36
Office rent & internet - Clerk		0.00	0.00	0.00	0.00	108.00	1.66	108.00	0.00
Internet contribution - Clerk		0.00	0.00	0.00	0.00	149.00	2.29	149.00	0.00
Admin expense - Clerk		0.00	0.00	0.00	0.00	497.92	7.66	290.00	207.92
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	270.00	-4.00
SALC (inc subscription)		0.00	0.00	0.00	0.00	135.50	2.08	140.00	-4.50
Training		25.00	0.00	0.00	25.00	25.00	0.38	100.00	-75.00
Publications & Subscriptions		0.00	0.00	0.00	0.00	0.00	0.00	50.00	-50.00
Other - Admin payments		0.00	0.00	0.00	0.00	35.00	0.54	900.00	-865.00
		25.00	0.00	0.00	25.00	4512.56	69.42	5063.78	-551.22
Other payments									
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
Footpath Licences		0.00	0.00	0.00	0.00	5.00	0.08	5.00	0.00
Other - Other payments		0.00	0.00	0.00	0.00	2027.03	31.19	91.22	1935.81
Section 137 Payments		0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00
		0.00	0.00	0.00	0.00	2672.03	41.11	1236.22	1435.81
Net Income /(Expenditure)		-25.00	0.00	0.00	-25.00	-684.59	-10.53	200.00	-884.59

Date: 10/11/2018
 Time: 12:05:38

Balance Sheet

From: Month 8, November 2018

To: Month 8, November 2018

Chart of Accounts: Default Layout of Acc

	Period	Year to Date	
Current Assets			
Savings a/c	0.00	8717.96	
VAT Control Account	5.00	1178.62	
Barclays Community a/c	0.00	2813.76	
			5.00
			12710.34
Current Liabilities			
Barclays Community a/c	30.00	0.00	
			30.00
			0.00
Current Assets less Current Liabilities:	-25.00		12710.34
Total Assets less Current Liabilities:	-25.00		12710.34
Represented by			
Retained Balance	0.00	13394.93	
P & L Account			-684.59
			-25.00
			12710.34

9.3. Budget for period April 2019 to March 2020 - the following budget proposal, already considered by the Chairman, is for consideration by the Council. When approved, it will form the basis of the application for the Grant & Precept.

Details	Actual last Year 2017/18	Budget this Year 2018/19	Propose next Year 2019/20	Agreed next Year 2019/20	% age Change from last	Notes
Administration Payments						
Parish Clerk Activities	2626.00	2704.78	2760.00		2.04	5 hrs/week @ £10.30 (SCP20) + 3% contingency for rate increase
Office rent - Clerk	105.00	108.00	111.00		2.78	
Contribution for Internet costs - Clerk	145.00	149.00	153.00		2.68	
Admin expense - Clerk	348.55	290.00	300.00		3.45	
Room hire for meetings	200.00	210.00	220.00		4.76	
Internal Audit	135.00	142.00	150.00		5.63	
External Audit	0.00	0.00	0.00		n/a	No fee expected
Insurance	266.00	270.00	275.00		1.85	New policy with long-term agreement
SALC - inc subscription	131.97	140.00	150.00		7.14	
Training	22.00	100.00	100.00		0.00	No change
Publications & subscriptions	0.00	50.00	50.00		0.00	No change
Bank charges & Interest paid	0.00	0.00	0.00		n/a	None anticipated
Provision for election costs	0.00	0.00	1500.00		n/a	As provisional quotation from West Suffolk
Other - Admin payments / contingency	0.00	900.00	500.00		-44.44	Contingency for complying with the General Data Protection Regulations (GDPR)
	3979.52	5063.78	6269.00	0.00		
Other Payments						
Churchyard maintenance	250.00	260.00	270.00		3.85	
LCC - village services	370.00	380.00	390.00		2.63	
Grass cutting SEBC	107.48	200.00	200.00		0.00	No change
Footpath Licences	5.00	5.00	5.00		0.00	No change
Other - Other payments / contingency	0.00	91.22	16.00		-82.46	Rounding amount
Section 137 Payments	1000.00	500.00	500.00		0.00	No change (£7.86= limit 18/19)
Other Payments	1732.48	1436.22	1381.00	0.00		
Reserve		0.00	0.00			Reserve for discussion
Actual & Budget payments	5712.00	6500.00	7650.00	0.00	17.69	Overall % age change - due mainly to provision for election costs

- ❖ Proposal to approve the budget as approved by Council
 Seconded by
 Council members to approve the proposal

- 9.4. **Application for Precept** – shall be completed by the Clerk in accordance with the agreed budget and signed by the Chairman for submission to the Borough Council within the next seven days.

(Append Application for Precept)

10. Governance review of:

10.1. **Standing Orders as adopted by the Council 08 October 2018**

10.2. **Financial regulations as adopted by the Council 08 October 2018**

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 4) was previously proposed as:

Monday 11 March 2019 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

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

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

Monday 09 December 2019 (Meeting No 3) – 2nd Monday in December

Monday 09 March 2020 (Meeting No 4) – 2nd Monday in March