

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 10 December 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)

In attendance Rebecca Hopfensperger (County Councillor) (part time)

Apologies Susan Glossop (Borough Councillor)
John Coldwell

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 fill any vacancies by co-option

1.1. **Vacancy** - Due to the resignation of Colin Smith, there is currently one vacancy that can be filled by co-option.

❖ **It had been the intention of Council that John Coldwell would be proposed.** - However due to unexpected circumstances John Coldwell could not be present.

It was subsequently agreed by the Chairman that the "Declaration of Acceptance of Office" and the issue of the "Register of Members Interests" form would be arranged between the Clerk and John Coldwell in the near future

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

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

❖ **A Proposal to approve the minutes** - was made by Steve Jones
Seconded by Roland van Wilk
Council members approved the proposal

The minutes were then signed by the Chairman

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

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*) - there was none

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)** - Due to the late arrival of Rebecca there was no formal report but matters were discussed within the contents of the Agenda.

5.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop had sent her apologies for the meeting together with a written report which had been forwarded to Councillors and included the following:



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- 5.2.1. A11 Red Lodge by pass – Five Ways roundabout technology improvement works were going to mean the A1101 being used as a diversion route. This work has been postponed until 2019. Rebecca and I have been complaining about using the A1101 as the diversion route and we have a meeting with Highways England and Kier this week to get the matter sorted out, as it is not acceptable.
 - 5.2.2. Brown bins will be charged at £43.00 from £40.00 from April due to SCC not cost sharing with West Suffolk and the payment made to West Suffolk from SCC will decrease from £54.76 to £30.00 per tonne of garden waste collected and treated. This means there will be a short fall of £86,729 which West Suffolk have to find.
 - 5.2.3. At the meeting on the 20th November the two councils voted to let the new West Suffolk Council take the decision on applying to the privy council to be a Borough Council which in turn allows the new council to have a Mayor. The new West Suffolk Council as from May 2019 will be a District Council with a Chairman and then it will be up to the new Council what it does.
 - 5.2.4. The Boundary Commission recommendation was for the Risby ward to add Icklingham to the Risby ward, which means there are the villages of Icklingham, Lackford, Risby, Flempton, Hengrave West Stow, Wordwell, Culford and Ingham.
- 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. **Light to the parking area outside the church** - This was ongoing and the Clerk was in the process of obtaining quotations. ¹
- 6.2. **The Road Safety review of the A1101 and improvements for pedestrian safety along the bend adjacent to Breckland Edge** - design work is now being carried out for the revised speed limit to 50 mph and other speed limit changes, ready for consultation. The Clerk advised Council, that he had spoken to David Chenery regarding improvements for pedestrian safety adjacent to Breckland Edge, and will be submitting photographs and a map. ²
- 6.3. **The Speed Activated Road Sign** - the Chairman advised Council of the alarming data that was being recorded with speeds of 112 mph.
- 6.4. **Outstanding engineering works by Suffolk County Council** -
 - 6.4.1. Drainage works and flooding across Old Bury Road - design work was in hand and some work has been scheduled for the New Year.
 - 6.4.2. Repair of the road surface following skirting back to the South side of Old Bury Road East of Post Office Cottage - repairs had been agreed and resurfacing has been scheduled for the New Year.
- 6.5. **General Data Protection Regulations** - Clerk reported that no specific work had been carried out since the last meeting, but there was a lot to be done in order to become compliant. ³
- 6.6. **Suffolk Neighbourhood Watch Association (SNWA)** - the Council were no further forward in finding a volunteer candidate to take up the role of Administrator. This was disappointing, as setting up a scheme could reduce the insurance premium for all property owners.
- 6.7. **Boundary Changes as proposed by the Boundaries Commission** - this topic has been covered in the report from Susan Glossop.

7. 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.

8. 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.

9. Financial matters

- 9.1. **Payments.** - There were a no payments for approval.



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9.2. Budget Report and Balance Sheet - April to November - was reviewed and accepted 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

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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 |



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Budget for period April 2019 to March 2020 - the following budget proposal, had already been considered by the Chairman. Councillors were requested to consider the budget which, when approved, will form the basis of the "Application for 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 |

- ❖ **A Proposal to approve the Budget that will form the basis for the application for the Precept** - was made by Roland van Wilk
Seconded by Harry Lidster
Council members approved the proposal.

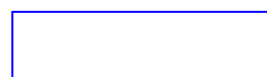
9.3. The Application for Precept - This was and signed by the Chairman and Clerk for the total sum of £7650.

10. Governance review of:

10.1. Standing Orders as adopted by the Council 08 October 2018 - Council noted that these were adopted at the last meeting and no review was required.

10.2. Financial regulations as adopted by the Council 08 October 2018 - Council noted that these were adopted at the last meeting and no review was required.

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) - there was none



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

The next Parish Council Meeting (Meeting No 4) shall take place as previously proposed:

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

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 to obtain quotations for a light to the car park area outside the church.
² The Clerk to forward photographs and a map to David Chenery
³ The Clerk had a lot of work to carry out in order to comply with GDPR