

LACKFORD PARISH COUNCIL

COUNCIL MEETING No 4 (Second Monday in March)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 11 March 2019 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
John Coldwell
Andrew Ramsay

Apologies for absence received

Roland van Wijk

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** - there are currently two vacancies for a Parish Councillor

- ❖ **A Proposal, to co-opt John Coldwell and Andrew Ramsay**
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, 10 December 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** - for report
 - 6.2. **The Road Safety review of the A1101 and improvements for pedestrian safety along the bend adjacent to Breckland Edge** - for report
 - 6.3. **Speed Activated Road Sign** - for report
 - 6.4. **Outstanding engineering works by Suffolk County Council** -
 - 6.4.1. **Drainage works and flooding across Old Bury Road** - for report
 - 6.4.2. **Repair of the road surface following skirting back to the South side of Old Bury Road East of Post Office Cottage and proposals to maintain the kerb line** - for report and discussion.
 - 6.5. **General Data Protection Regulations** - for report
 - 6.6. **Suffolk Neighbourhood Watch Association (SNWA)** - for report
- 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** - no payments are due
 - 9.2. **To review the remuneration of the Clerk**
 - 9.3. **Budget Report and Balance Sheet - April to February - for review by Council**
(The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts)

Date: 06/03/2019
 Time: 12:48:05

Lackford Parish Council

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Balance Sheet

From: Month 11, February 2019

To: Month 11, February 2019

Chart of Accounts: Default Layout of Acc

	Period		Year to Date	
Current Assets				
Savings a/c	0.00		8717.96	
Barclays Community a/c	500.00		4381.66	
		500.00		13099.62
Current Liabilities				
		0.00		0.00
Current Assets less Current Liabilities:		500.00		13099.62
Total Assets less Current Liabilities:		500.00		13099.62
Represented by				
Retained Balance	0.00		13394.93	
P & L Account		500.00	-295.31	
		500.00		13099.62

LACKFORD PARISH COUNCIL

From: Month 11, February 2019

To: Month 11, February 2019

Date: 06/03/2019

Time: 12:47:20

Lackford Parish Council

Budget Report

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	92.86	6500.00	0.00
Grants		500.00	100.00	0.00	500.00	500.00	7.14	0.00	500.00
		500.00	100.00	0.00	500.00	7000.00	100.00	6500.00	500.00
Administration payments									
Parish Clerk activities		0.00	0.00	0.00	0.00	2944.14	42.06	2704.78	239.36
Office rent & internet - Clerk		0.00	0.00	0.00	0.00	108.00	1.54	108.00	0.00
Internet contribution - Clerk		0.00	0.00	0.00	0.00	149.00	2.13	149.00	0.00
Admin expense - Clerk		0.00	0.00	0.00	0.00	497.92	7.11	290.00	207.92
Room hire for meetings		0.00	0.00	0.00	0.00	210.00	3.00	210.00	0.00
Internal Audit		0.00	0.00	0.00	0.00	142.00	2.03	142.00	0.00
Insurance		0.00	0.00	0.00	0.00	266.00	3.80	270.00	-4.00
SALC (inc subscription)		0.00	0.00	0.00	0.00	135.50	1.94	140.00	-4.50
Training		0.00	0.00	0.00	0.00	25.00	0.36	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	0.50	900.00	-865.00
		0.00	0.00	0.00	0.00	4512.56	64.47	5063.78	-551.22
Other payments									
Churchyard maintenance		0.00	0.00	0.00	0.00	260.00	3.71	260.00	0.00
LCC - village services		0.00	0.00	0.00	0.00	380.00	5.43	380.00	0.00
Grass cutting SEBC		0.00	0.00	0.00	0.00	110.72	1.58	200.00	-89.28
Footpath Licences		0.00	0.00	0.00	0.00	5.00	0.07	5.00	0.00
Other - Other payments		0.00	0.00	0.00	0.00	2027.03	28.96	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	2782.75	39.75	1436.22	1346.53
Net Profit/(Loss):		500.00	100.00	0.00	500.00	-295.31	-4.22	0.00	-295.31

10. Governance - The Accounts and Audit Regulations

(These regulations require parish councils to carry out a review and consider the findings of the effectiveness of the internal audit and the systems of internal control. This review should be documented and noted in the Minutes before 31 March and be available to the internal and external auditors)

Parish Councillors to:

10.1. Review and consider the effectiveness of the internal audit

10.2. Assess the risks and consider the effectiveness of the systems of internal control

Subsequently, the following Motion is to be tabled

Lackford Parish Council, having reviewed the effectiveness of the internal audit and the systems of internal control, consider the existing arrangements, (and having regard for the size, nature and the way the Council conducts its business, the financial controls that are in place, the insurance cover and the internal audit) to be adequate, effective and wholly appropriate for the affairs of the Council.

❖ **Motion moved by**
 Seconded by
 Council members to approve the motion

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 (APM & AGM) was previously proposed as:

Monday 13 May 2019 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

Monday 30 September 2019 (Meeting No 2) - 5th Monday in September **(Note changed date)**

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

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

Monday 11 May 2020 (APM & AGM) - 2nd Monday in May

