

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 11 March 2019 at 7:30 PM in Lackford Church

Present Stan Green (Chairman)
Steve Jones (Vice-Chairman)
Harry Lidster
John Coldwell
Andrew Ramsay
John F Sadler (Clerk)

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

Apologies Jan Betley
Naomi Palmer
Roland van Wilk
Susan Glossop (Borough Councillor)

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 and Jan Betley, two vacancies can be filled by co-option.

- ❖ **A proposal that John Coldwell and Andrew Ramsay be co-opted as Council members** - was made by Steve Jones.
Seconded by Harry Lidster.
Council members approved the proposal unanimously.

1.2. **The Clerk issued and received a "Declaration of Acceptance of Office" from both new Councillors**

1.3. **The Clerk issued the new Councillors with the "Register of Members Interests" forms.** Both were completed and returned and signed on the night of the meeting

2. To approve the minutes of the Parish Council Meeting held 10 December 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 Harry Lidster.
Council members approved the proposal
The minutes were then signed by the Chairman

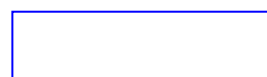
2.2. **Matters Arising from the Minutes not elsewhere on the Agenda** - there was none.

3. The Chairman invited Colin Smith to address the meeting in relation to the Lackford Charities

The Charity Commission has agreed to revise the object of the Lackford Charities by adding a social inclusion element to the historic role of alleviating poverty. Since the 16th century, four benefactors have made bequests to benefit Lackford residents in distressed circumstances, but as no claims have been made for many years it was decided to seek an amendment of the charities' remit, which now has two objects:

1. Relief of poverty in Lackford by grant of money or payment of bills.
2. Promotion of community and social inclusion in Lackford by financial support for hiring community facilities.

The additional object will encourage the use of the new community facilities in Lackford church. Applicants are invited to contact Colin Smith, or Simon Dry.



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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.

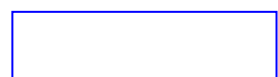
- 5.1. **Report from Rebecca Hopfensperger (County Councillor)** - Rebecca Hopfensperger had, prior to the meeting, emailed her general report, which had been forwarded to Councillors. The report included the following matters: SEND Provision, Thermal Patching, The Business Energy Efficiency Anglia Project, Suffolk County Council's Budget, and the Housing Waiting List.
- 5.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop was unable to attend the meeting but provided a short written report that had been circulated to Councillors. The report included the following matters: The Council Tax Bill and changes to the method of payment as a result of the new combined Council of West Suffolk, and noting that she will be standing again for re-election on 2 May
- 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** - it was noted that a grant of £500 had been received from Susan Glossop's community fund, the proposed work had been approved by the diocese, and that work is likely to commence during April.
- 6.2. **The Road Safety review of the A1101 and improvements for pedestrian safety along the bend adjacent to Breckland Edge** - changes to the speed limits between Fornham All Saints and Icklingham are proceeding. Suffolk County Council are aware of the dangers to pedestrians on the footpath adjacent to Breckland Edge, and that various proposals to improve safety are being considered.
- 6.3. **Speed Activated Road Sign** - the latest results, that had shown speeds in excess of 100 miles an hour, were reviewed and had been sent to the Highway Safety Team. The Chairman advised Council that he had asked the highways authority if the safety sign could be painted "speed camera yellow" to make it more visible to vehicles approaching the camera from the rear.
- 6.4. **Outstanding engineering works by Suffolk County Council** - all outstanding engineering works started this week and should be complete by the end of the week
- 6.5. **General Data Protection Regulations** - the Clerk advised Council that little had been done since the previous meeting but he intended to publish a "Privacy Policy" using the template as produced by SALC.
- 6.6. **Suffolk Neighbourhood Watch Association (SNWA)** - John Coldwell offered to consider becoming the local coordinator, which was appreciated with thanks by the Council. Consequently, the Chairman agreed to contact the Suffolk Neighbourhood Watch Association and ask them to send John the relevant information.

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

- 7.1. **Resignation of Jan Betley** - as indicated in item 1.1 above, the Chairman had received a letter of resignation from Jan Betley, due to her imminent move from Lackford to Marham Park, and had sent Jan a letter of thanks. Councillors wished to thank Jan for her long-standing service to Lackford Parish Council over many years and wished her and her husband John, the very best for the future.
- 7.2. **Council Tax Bill** - Roland, via an email to Councillors, was concerned about the percentage increase in the council tax bill attributed to Lackford Parish Council, and asked whether the Council were delivering value for money to the people of Lackford. The Council acknowledged that the large percentage increase had been necessary to make provision for the maximum charge from West Suffolk of £1500 for elections that would take place on 2 May, and noted that this adds approximately 25% to the precept. However, with regard to value for money, Councillors considered that overall the Council gave good value.



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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.

As no planning applications have been received for some time, Councillors asked the Clerk to ascertain whether all planning applications were being sent to the Council for review. ¹

9. Financial matters

9.1. **Payments** - there was none

9.2. **To review the remuneration of the Clerk** - currently the remuneration of the Clerk is based upon local authority pay spine of 20. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019. Consequently, Council agreed to move the Clerk onto the new pay spine of 10. This will increase the annual budget by £45.40.

9.3. **Budget Report and Balance Sheet - April to February** - Councillors reviewed the Budget Report and Balance Sheet and checked and confirmed that, the bank balances as shown in the Current Assets agreed with the bank statements.

(The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts)

From: Month 11, February 2019

Lackford Parish Council

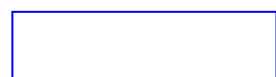
To: Month 11, February 2019

Budget Report

Date: 06/03/2019 Time: 12:47:20

Period

Chart of Accounts:	Default Layout of Ac	Period				Year to Date			
		Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	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



Date: 06/03/2019

Lackford Parish Council

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Time: 12:48:05

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	
			13099.62
Current Liabilities			
			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	
			13099.62

10. 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:

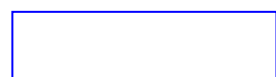
- 10.1. Reviewed and considered the effectiveness of the internal audit.
- 10.2. Assessed the risks and consider the effectiveness of the systems of internal control.

Subsequently, the following Motion was put to Council

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.

- ❖ The motion was moved by Harry Lidster
 Seconded by Steve Jones
 Council members approved 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)* - No matters were raised.



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

The next meeting (The Annual Parish Meeting and AGM) will be as previously proposed on:
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

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 ascertain whether all planning applications were being sent to the Council for review.