

LACKFORD PARISH COUNCIL

ALL MINUTES OF ANNUAL PARISH MEETING AND ANNUAL GENERAL MEETING

Held on Monday, 13 May 2019 at 7:30 PM in Lackford Church

Present Stan Green (Chairman)
Steve Jones
Harry Lidster
Naomi Palmer
Roland van Wilk
John Coldwell
Andrew Ramsay
John F Sadler (Clerk)

In attendance Rebecca Hopfensperger (County Councillor) (part time)
Susan Glossop (Borough Councillor) (part time)
Colin Smith (Chairman of the Lackford Charities) (part time)

Apologies

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.

THE ANNUAL PARISH MEETING

1. Minutes of Annual Parish Meeting held 14 May 2018

1.1. A proposal to approve the minutes of the Annual Parish Meeting as previously reviewed at the Parish Council Meeting on Monday, 08 October 2018.

- ❖ A proposal to approve the minutes was made by Harry Lidster
Seconded by Steve Jones
Members of the Parish approved the proposal

The minutes were then signed by the Chairman.

1.2. Matters arising from the Minutes not elsewhere on the Agenda - There was none.

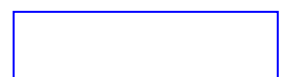
ANNUAL REPORTS AND ACCOUNTS TO BE PRESENTED FOR DISCUSSION

2. Parish Council

2.1. Summary report by the Parish Council for year ending 31 March 2019

Since the last Annual Parish Meeting on 14 May 2018, the Parish Council has met on five occasions. The work of the Council can be monitored in detail by reviewing the minutes that are published within one month of each meeting on the village blog via all@lackford.com

- **Community Safety** - during the year the Safer Neighbourhood Team have been able to attend once on 8 October 2018. They have been sent copies of all agendas and minutes of the meetings.
- **Planning** - during the year no applications were received for consultation.
- **Other village matters** - the following summarises the activities carried out during the year for the benefit of the community:
 - Liaising with Suffolk County Council for the Road Safety Review of the A1101.
 - Installation and subsequent monitoring of the Speed Activated Road Sign.
 - Liaising and monitoring the work by Suffolk County Council relating to outstanding engineering works, including the flooding due to the poor drainage



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- in Old Bury Road and the resurfacing of Kent Road.
- Administrative work regarding the General Data Protection Regulations.
- Attempts to revitalise Suffolk Neighbourhood Watch scheme for the village.
- Consultations and preparing comments for the proposed boundary changes.
- The provision of a light to the parking area outside the church.

- **Donations** - no donations were made during the year.

Councillors - Colin Smith and Jan Betley have both stepped down after many years of service to the Parish Council and they have been replaced by John Coldwell and Andrew Ramsay

- 2.2. **Matters relating to the Parish Council report** - There was none.

3. Community Safety

- 3.1. **Report from the Safer Neighbourhood Team** - no report received.

- 3.2. **Matters for the Safer Neighbourhood Team** - There was none.

4. The County and Borough Councillors

- 4.1. **Report from Rebecca Hopfensperger (County Councillor)** - Rebecca Hopfensperger commented on matters relating to Lackford. *The full report is published with these minutes.*

- 4.2. **Report from Susan Glossop (Borough Councillor)** - Susan Glossop commented on matters relating to Lackford. *The full report is published with these minutes.*

- 4.3. **Matters for the County and Borough Councillors** -

- 4.3.1. **Road sweeping to the southern boundary of Old Bury Road adjacent to the steep bank and wooded area** - Councillors considered that now the true line of the verge had been reinstated thereby reinstating the full width of the road, it is important that it should be maintained. [Susan Glossop requested that she be sent an email that could be forwarded to the road-sweeping department to ensure this verge was frequently swept back to its edge.](#)¹

- 4.3.2. **Road improvements to the A1101 and signage** - Councillors considered that as part of the improvements and before adding new signage, the existing signage should be cleaned and made visible, currently, many of the signs including the village signs are obscured. [It was requested that Rebecca Hopfensperger follow this up.](#)²

- 4.3.3. **Signage to encourage dog owners to clean up after their dogs** - [Susan Glossop agreed to have official signs delivered to the Clerk.](#)³

5. The Community Council

- 5.1. **Report from Colin Holmes (Chairman of Lackford Community Council)** - *Colin Holmes was unable to attend the meeting but subsequently sent a report to the Clerk that will be published with these minutes.*

- 5.2. **Matters for the Community Council** - There was none

6. The Lackford Charity

- 6.1. **Report from Colin Smith** - Colin Smith presented his report. *The full report is published with these minutes.*

- 6.2. **Matters relating to the Lackford Charity** - There was none.

7. Presentation of the accounts for year ending 31 March 2019

The financial statements, as set out below were presented to the meeting for approval.

- ❖ **A proposal to approve the Financial Statement** - was made by Stan Green
Seconded by Harry Lidster
Members of the Parish approved the proposal
Two copies of the Financial Statement were then signed by the Chairman



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8. 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.

9. There being no further business, the Chairman closed the meeting.

Lackford Parish Council - Financial Statement		For Year Ending 31 March 2019		
2017/18	Income and Expenditure Account	2018/19		
Actual	Income / Receipts	Actual	Budget	Variance
6000.00	Precept	6500.00	6500.00	0.00
1283.60	Grants	500.00	0.00	500.00
17.40	Interest from Nationwide & Monmouthshire B.S.	30.10	0.00	30.10
0.00	Other receipts	0.00	0.00	0.00
0.00	Discounts Received	0.00	0.00	0.00
7301.00	Total Income	£7,030.10	£6,500.00	£530.10
	Administration Expenditure			
2626.00	Parish Clerk	2944.14	2704.78	239.36
105.00	Office rent - Clerk	108.00	108.00	0.00
145.00	Internet contribution - Clerk	149.00	149.00	0.00
348.55	Admin expense - Clerk	497.92	290.00	207.92
200.00	Room hire for meetings	210.00	210.00	0.00
135.00	Internal Audit	142.00	142.00	0.00
0.00	External Audit	0.00	0.00	0.00
266.00	Insurance	266.00	270.00	-4.00
131.97	SALC including subscription	135.50	140.00	-4.50
22.00	Training	25.00	100.00	-75.00
0.00	Publications & subscriptions	0.00	50.00	-50.00
0.00	Bank charges & Interest paid	0.00	0.00	0.00
0.00	Election costs	0.00	0.00	0.00
0.00	Other - Admin payments	35.00	900.00	-865.00
3979.52		4512.56	5063.78	-551.22
	Other Expenditure			
250.00	Churchyard maintenance	260.00	260.00	0.00
370.00	Lackford Community Council	380.00	380.00	0.00
107.48	Grass cutting SEBC	110.72	200.00	-89.28
5.00	Footpath Licences	5.00	5.00	0.00
0.00	Other - Other Payments	2027.03	91.22	1935.81
1000.00	Section 137 Payments	0.00	500.00	-500.00
1732.48		2782.75	1436.22	1346.53
£5,712.00	Total Expenditure	£7,295.31	£6,500.00	£795.31
£1,589.00	Net Surplus / (Deficit)	-£265.21	£0.00	-£265.21
	Balance Sheet			
	Current Assets			
8717.96	Monmouthshire Building Society	8748.06		
391.67	VAT Liability	0.00		
4285.30	Barclays Community Account	4381.66		
13394.93			13129.72	
0.00			0.00	
£13,394.93	Current Liabilities			
	Current Assets less Current Liabilities		£13,129.72	
	Represented by			
11805.93	Balance from previous year	13394.93		
1589.00	Income and Expenditure Account	-265.21		
£13,394.93			£13,129.72	
	Allocation of Reserves			
6500.00	General reserve - as Precept for next year	7650.00		
2500.00	Reserve for speed activated road sign	0.00		
650.00	Reserve for computer with software & scanner	650.00		
	Reserve for car park light outside the Church	500.00		
3744.93	Reserve for village amenities	4329.72		
£13,394.93		£13,129.72		

These Financial Statements give a true and fair view of the affairs of the Parish Council and the net surplus / deficit at the year end.

Responsible Financial Officer Date

Chairman Date



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ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

The Chairman announced that the Annual General Meeting of the Parish Council is not an open meeting for discussion, but those present are very welcome to stay.

10. Election of a Chairman and Vice-Chairman from the Council

The Chairman requested a proposal to nominate a Chairman and a Vice-Chairman.

- ❖ **A proposal that Stan Green continue as Chairman** - was made by Harry Lidster
Seconded by Naomi Palmer.
- ❖ **No Councillor was prepared takeover as Vice Chairman** - thus no appointment was made

Council members approved the proposal unanimously.

11. To receive the Chairman's and Councillors "Declaration of Acceptance of Office"

- 11.1. **"Declaration of Acceptance of Office as Chairman"**. *(As there was no change of Chairman, no new declaration of acceptance was required)*
- 11.2. **The Clerk received the following updated forms from all Councillors** - "Declaration of Acceptance of Office" and "Register of Members Interests". *(As no election took place a "Nil" "Declaration of Election Expenses" was not required.)*
- 11.3. **The Clerk confirmed - he would send these documents to the Borough Council to comply with legal requirements.** ⁴

12. To approve the minutes of the Parish Council Meeting held the

- 12.1. **The Chairman asked for a proposal to approve the minutes**

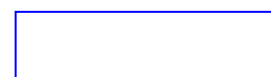
- ❖ **A Proposal to approve the minutes** - was made by Steve Jones
Seconded by Harry Lidster.
Council members approved the proposal

The minutes were then signed by the Chairman

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

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

- 13.1. **The Road Safety review of the A1101** – The Clerk reported that progress continues, but very slowly. There was also some doubt as to whether the extended 30 mile-per-hour speed limit in Fornham All Saints, which had originally been proposed and agreed, is now included in the scheme. This matter to be followed up by Rebecca Hopfensperger. ⁵
- 13.2. **The Speed Activated Road Sign** - the Chairman gave an overview of the latest results.
- 13.3. **Outstanding engineering works by Suffolk County Council** - it was noted that with the exception of further action to make the pavement safe for pedestrians along the A1101, which is being dealt with as part of the road safety review, all other works are now complete
- 13.4. **General Data Protection Regulations** – The matter is dealt with in detail in agenda item 17.6.
- 13.5. **Suffolk Neighbourhood Watch Association (SNWA)** - John Coldwell confirmed that he was taking on the role of Neighbourhood Watch Coordinator. A big thank you to John was given by those in attendance. John confirmed that the form making application had been submitted on 11 April and a response was expected shortly. Councillors questioned whether in the event of funds being necessary, whether these could be provided at least in part from the Lackford Charities. It was agreed that when further details are known, Colin Smith should be consulted.
- 13.6. **Light to the parking area outside the church** - the Clerk reported that work was proceeding and should be completed shortly.



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14. 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.

15. 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.

16. Financial matters & the standing orders of the Council

16.1. 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
01/04/19	Cortina Construction Ltd <i>(already paid)</i>	Parish Clerk (Apr-Sep as M4/9.2) Office rent Internet costs (Apr-Sep as budget) Expenses (01/10/14 - 31/03/15) Recoverable VAT	S111	1402.17 55.50 76.50 145.50 336.04	2016.24
01/04/19	SALC <i>(already paid)</i>	Subscription	S143	135.87	135.87
04/04/19	ICO.gov.uk <i>(paid by ddr)</i>	Data Protection Registration	S143	35.00	35.00
06/04/18	The PCC of Lackford <i>(already paid)</i>	Grant for providing meeting facilities (as budget)	S111	490.00	490.00
09/04/18	Lackford Community Council <i>(already paid)</i>	Grant for village services (as budget)	S111	390.00	390.00

❖ **Proposal to approve the payments** - was made by Roland van Wilk
Seconded by Stan Green
Council members approved the proposal

16.2. Payment authority for the above - was signed by the Chairman and Steve Jones.

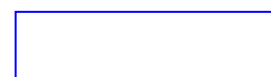
16.3. Additional time spent by the Clerk throughout the year on normal activities (this excludes work on GDPR) - the remuneration paid to the Clerk via Cortina Construction Limited is calculated at 5 hours per week x 52 weeks = 260 hours per annum. The actual time recorded during the year for normal activities amounted to 280.09 hours.

Consequently the Clerk is claiming an additional 20 hours at last year's agreed rate of £10.30 = £206.00 and requests approval for this additional payment.

❖ **Proposal to approve** - was made by John Coldwell
Seconded by Roland van Wilk
Council members approved the proposal.

16.4. The provision of a light to the parking area outside the church - payment for the installation in part, will be made from the Restricted Reserve fund of £500 provided by Council Susan Glossop from her amenities budget. Subsequently, Councillors agreed by the email to pay for the balance from the Reserve for village amenities. At the time of preparing this agenda, the work was not complete. However, payment will be due shortly following this meeting. Therefore, approval is required in principle to make a payment not exceeding £900 plus VAT.

❖ **Proposal to approve** - was made by Naomi Palmer
Seconded by Andrew Ramsay
Council members approved the proposal



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- 16.5. Budget Report and Balance Sheet to 30 April** - Councillors reviewed the Budget Report and Balance Sheet and checked and confirmed that the balances as shown in the Current Assets agreed with the banks statements. Then, as confirmation, the Chairman initialled the bank statements. *(The following Budget Report and Balance Sheet includes all payments as denoted as already paid in the schedule of payments above)*

From: Month 1, April 2019

Lackford Parish Council

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To: Month 1, April 2019

Budget Report

Date: 26/04/2019 Time: 11:11:30

Period

Chart of Accounts:	Default Layout of Ac	Period				Year to Date			
		Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Receipts									
Precept		7650.00	100.00	7650.00	0.00	7650.00	100.00	7650.00	0.00
		7650.00	100.00	7650.00	0.00	7650.00	100.00	7650.00	0.00
Administration payments									
Parish Clerk activities		1608.70	21.03	1380.00	228.70	1608.70	21.03	1380.00	228.70
Office rent & internet - Clerk		55.50	0.73	55.50	0.00	55.50	0.73	55.50	0.00
Internet contribution - Clerk		76.50	1.00	76.50	0.00	76.50	1.00	76.50	0.00
Admin expense - Clerk		145.50	1.90	150.00	-4.50	145.50	1.90	150.00	-4.50
Room hire for meetings		220.00	2.88	220.00	0.00	220.00	2.88	220.00	0.00
Internal Audit		145.00	1.90	150.00	-5.00	145.00	1.90	150.00	-5.00
SALC (inc subscription)		135.87	1.78	150.00	-14.13	135.87	1.78	150.00	-14.13
Publications & Subscriptions		35.00	0.46	50.00	-15.00	35.00	0.46	50.00	-15.00
		2422.07	31.66	2232.00	190.07	2422.07	31.66	2232.00	190.07
Other payments									
Churchyard maintenance		270.00	3.53	270.00	0.00	270.00	3.53	270.00	0.00
LCC - village services		390.00	5.10	390.00	0.00	390.00	5.10	390.00	0.00
		660.00	8.63	660.00	0.00	660.00	8.63	660.00	0.00
Net Profit/(Loss):		<u>4567.93</u>	<u>59.71</u>	<u>4758.00</u>	<u>-190.07</u>	<u>4567.93</u>	<u>59.71</u>	<u>4758.00</u>	<u>-190.07</u>

Date: 26/04/2019

Lackford Parish Council

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Time: 11:12:44

Balance Sheet

From: Month 1, April 2019

To: Month 1, April 2019

Chart of Accounts: Default Layout of Acco

	Period	Year to Date
Current Assets		
Savings a/c	0.00	8748.06
VAT Control Account	406.24	406.24
Barclays Community a/c	4408.89	8790.55
	4815.13	17944.85
Current Liabilities		
Creditors Control	247.20	247.20
	247.20	247.20
Current Assets less Current Liabilities:	4567.93	17697.65
Total Assets less Current Liabilities:	<u>4567.93</u>	<u>17697.65</u>
Represented by		
Retained Balance	0.00	13129.72
P & L Account	4567.93	4567.93
	<u>4567.93</u>	<u>17697.65</u>



16.6. **Annual review for the relevance of the Standing Orders and Financial Regulations -** these were adopted by the Council 08 October 2018,

❖ **Councillors considered that the Standing Orders and Financial Regulations as currently adopted remain appropriate and relevant for the Council.**

17. Annual Governance and Accountability Return (AGAR) for Year Ending 31 March 2019 and the Internal Audit

17.1. Section 1 - Annual governance statement

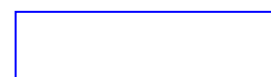
(The Council is required to review each statement in the Annual governance statement. This requires proper consideration of every statement and an assessment of the risks.)

Consequently, the following Motion restating the Annual governance statement with a conclusion was tabled.

We acknowledge as the members of Lackford Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Meaning that this authority prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Meaning that this authority made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Meaning that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Meaning that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Meaning that this authority considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Meaning that this authority arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this authority.
7. We took appropriate action on all matters raised in reports from internal and external audit. Meaning that this authority responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements. Meaning that this authority disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

In conclusion, Lackford Parish Council consider that this detailed review, in conjunction with the review and assessment of risks carried out at the March meeting and, having



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regard for the size, nature and the way the Council conducts its business with the financial controls that are in place, the insurance cover and the internal audit, all contribute towards a thorough, detailed and sound system of internal control, which is adequate, effective and wholly appropriate for the affairs of Lackford Parish Council.

- ❖ **The Motion** - was moved by Naomi Palmer
Seconded by Andrew Ramsay
Council members approved the motion

17.2. Section 2 - Accounting statements

Councillors noted that the figures were derived from the Financial Statements approved at the Annual Parish Meeting: for that reason, the "Accounting statements" was signed by the Chairman.

- 17.3. **Certificate of Exemption** - As the higher of gross income or gross expenditure does not exceed £25,000 (as indicated in the Accounting statements) the Responsible Financial Officer and the Chairman signed the Certificate of Exemption. [The Clerk will now forward a scanned copy to the external auditor.](#)⁶

- 17.4. **Internal auditors report for period ending 31 March 2019 for review** - the initial report contained four actual errors, five recommendations and ten comments. The report had been circulated to Councillors for reading, consideration and discussion of the issues at this meeting.

Because of the errors and erroneous observations, the Clerk requested that SALC review the audit report, which they did, but not completely. The review corrected some errors but would not accept others and yet at the same time making some completely crass statements. Consequently, the Clerk attempted to take the matter up with SALC's ceo. Regrettably, she was not prepared to listen or sanction a face-to-face discussion with the auditor in spite of some written evidence that had been provided by the Clerk.

In view of the Issues (not fully described here), the Clerk has lost confidence in SALC as Internal Auditors and would not recommend their appointment in future years.

The view of the Chairman and of the Clerk is that in general, the Council are adequately following the principles of the recommendations. Thus, to change the internal procedures that have served the Council well for 13 years is unnecessary. Consequently, the Chairman proposes that the internal procedures of the Council remain as they are.

- ❖ **Proposal to approve the proposal** - was made by Andrew Ramsay
Seconded by Roland van Wilk
Council members to approve the proposal

17.5. Appointment of internal auditor for year ending 31 March 2020

- ❖ In view of the problems, the Clerk has experienced with SALC, this year in particular, it was proposed that SALC would not be appointed as auditors for year ending 31 March 2020. Consequently, a new auditor should be appointed. It was also proposed that a formal complaint through their complaints procedure should be made.

- 17.6. **GDPR - draft Data Protection & Information Management Policy** - the draft document had been prepared for the internal audit as set out in the Clerk's email dated 8 April 2019. However, there are within the document clauses that Council may wish to consider removing. Councillors reviewed the document and agreed various amendments. *(However, in view of imminent proposed administrative changes, the Clerk now considers that the document should remain as is, and left for review in the future.)*

- ❖ **A proposal to adopt the document with any appropriate changes** - was made by the Stan Green
Seconded by John Coldwell
Council members approved the proposal.



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18. 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)

18.1. Email received from a parishioner - The Chairman advised Council that he had received an email from a parishioner questioning elements of the Council's administration. These included the budget provision for election expenses, budget provision for GDPR costs and the method of payment for the services of the Clerk. The Chairman intends to meet with the parishioner with a view to settling the matters raised.

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

The next Parish Council meeting (Meeting No 2) will be as previously proposed on:

Monday 30 September 2019 at 7:30pm in Lackford Church.

(Please note, this is a change from the normal date of the second Monday in October)

Proposed dates for future meetings:

- 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
Monday 12 October 2020 (Meeting No 2) - 2nd Monday in October

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 and in green font, indicates that action is required. The following endnotes do not form part of these minutes.

1 The Clerk to send an email to Susan Glossop to request that the verge to the southern boundary of Old Bury Road, adjacent to the steep and wooded area is kept regularly swept back to the verge line.
2 Rebecca Hopfensperger to follow up the cleaning and cleaning of road signs as part of the A1101 road improvements.
3 Susan Glossop to arrange to have official signs regarding penalties for dog poo to be delivered to the Clerk.
4 The Clerk to forward Declaration of Acceptance of office and Register of Members Interests to West Suffolk.
5 Rebecca Hopfensperger to follow up the extension of the 30 mile-per-hour speed limit in Fornham all Saints.
6 The Clerk to forward a scanned copy of the Certificate of Exemption from to the external auditor.

