

LACKFORD PARISH COUNCIL

All COUNCIL MEETING No 2 (Second Monday in October)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 30 September 2019 at 7:30pm in Lackford Church.

John F. Sadler – Clerk to the Council

Councillors called to attend

Stan Green (Chairman)
Steve Jones
Harry Lidster
Naomi Palmer
Roland van Wijk
John Coldwell
Andrew Ramsay

Notice also sent to

Rebecca Hopfensperger (County Councillor)
Susan Glossop (Borough Councillor)
Safer Neighbourhood Team
Christine Mason – The new Clerk

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

The Chairman to Welcome Christine Mason at this her first meeting as the new Parish Clerk

AGENDA

1. **To review the minutes of the Annual Parish Meeting and approve the minutes of the Annual General Meeting of the Parish Council held Monday, 13 May 2019 and the Special Meeting held Monday, 17 June 2019 (the Annual Parish Meeting will be offered for approval at the next Parish Meeting)**
 - 1.1. **Parish Councillors to review the minutes of the Annual Parish Meeting.**
 - 1.2. **A proposal is required to approve the minutes of the Annual General Meeting and the Special meeting, dated 13 May 2019 and 17 June 2019**
 - ❖ **Proposal to approve the minutes by**
Seconded by
Council members to approve the proposal

If approved the Chairman to sign the minutes of both meetings.
 - 1.3. **Matters arising from the Minutes not elsewhere on the Agenda.**
2. **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)**
3. **Community Safety**
 - 3.1. **Report from the Safer Neighbourhood Team**
 - 3.2. **Matters relating to community safety**

4. Matters by or for the County & Borough Councillors (excluding matters on the agenda)

4.1. Report from Rebecca Hopfensperger (County Councillor) – also see items 5.2 & 5.4.

Report from Susan Glossop (Borough Councillor) –

4.2. Matters for the County & Borough Councillors not elsewhere on the agenda.

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

5.1. Road sweeping and cutting the verge to the southern boundary of Old Bury Road adjacent to the steep bank and wooded area, East of Post Office cottages -

5.2. The Road Safety review of the A1101 - to include an update from Rebecca Hopfensperger -

5.3. The Speed Activated Road Sign – the Chairman to provide an update to Council.

5.4. Proposals from David Chenery to improve the safety for pedestrians using the footpath adjacent to Breckland Edge at the bend on the A1101 - an update to be given and to include an update from Rebecca Hopfensperger -

5.5. General Data Protection Regulations (GDPR) - to consider what needs to be done.

5.6. Suffolk Neighbourhood Watch Association (SNWA) - a verbal report to be given by John Coldwell.

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

7. 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.

8. Financial matters

8.1. Insurance renewal - the policy with Ecclesiastical continues on a three-year long-term agreement with a 5% discount. This is in accordance with the Financial Regulations.

8.2. Payments - a proposal is required to approve the following payments already paid or due.

Date	Name	Details	Power	Amounts	Total
01/04/16	Cortina Construction Limited <i>(Approved meeting 13/05/19 and already paid)</i>	Additional hours during year ending 31 March 2019 Recoverable VAT	S111	206.00 41.20	247.20
23/04/19	SALC <i>(already paid)</i>	Internal audit Recoverable VAT	S111	145.00 29.00	174.00
11/06/19	John A Welton <i>(already paid)</i>	Electrics to car park light Recoverable VAT	S137	366.90 73.38	440.28
19/06/19	Dell Products <i>(already paid)</i>	Dell Latitude 3500 BTX with 5year Pro support Recoverable VAT	Grant	688.09 137.62	825.71
20/06/19	Cortina Construction Limited <i>(already paid)</i>	Works in connection with providing car park light Recoverable VAT	S137 Grant	595.74 119.15	714.89
08/07/19	The Safety Centre <i>(already paid)</i>	4 Batteries for Speed Sign Recoverable VAT	S111	137.75 27.55	165.30
19/07/19	Stan Green <i>(already paid)</i>	Chairman’s Expenses	LGA s15 & s35	211.38	211.38
14/08/19	Came & Company <i>(already paid)</i>	Insurance for year commencing 11/10/2019 with Ecclesiastical	S111	266.00	266.00
05/09/19	Microsoft <i>(already paid)</i>	Office 365 Recoverable VAT	S111	49.99 10.00	59.99
	Stan Green <i>(already paid)</i>	Battery charger for speed sign Recoverable VAT	S111	22.99 4.60	27.59

30/09/19	Cortina Construction Limited <i>(already paid)</i>	Parish Clerk (Apr-Sep) time spent Less amount already paid Expenses (01/04/19 - 30/09/19) Recoverable VAT	S111	1143.74 184.89 265.73	1594.36
01/10/19	Mrs M J Macintosh <i>(paid by so)</i>	Payment as Footpath Licence - (Therefore No invoice)	S111	2.50	2.50
01/10/19	Mrs F E Rigby <i>(paid by so)</i>	Payment as Footpath Licence - (Therefore No invoice)	S111	2.50	2.50
	West Suffolk Council <i>(awaiting invoice)</i>	Grass maintenance Recoverable VAT	S111	Not to exceed budget of £200	

❖ **Proposal to approve by**
Seconded by
Council members to approve the proposal

8.3. Payment authority for the above - to be signed by the Chairman and another Councillor.

8.4. Budget Report and Balance Sheet April to September - for review by Council
(The Budget Report includes the items in the table of payments already paid or due. The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts)

From: Month 6, September 2019

Lackford Parish Council

Page: 1

To: Month 6, September 2019

Budget Report

Date: 10/09/2019

Time: 09:56:54

Period

Chart of Accounts:	Default Layout of Ac	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Receipts									
Precept		0.00	0.00	0.00	0.00	7650.00	100.00	7650.00	0.00
		0.00	0.00	0.00	0.00	7650.00	100.00	7650.00	0.00
Administration payments									
Parish Clerk activities		1143.74	0.00	0.00	1143.74	2752.44	35.98	1380.00	1372.44
Office rent & internet - Clerk		0.00	0.00	0.00	0.00	55.50	0.73	55.50	0.00
Internet contribution - Clerk		0.00	0.00	0.00	0.00	76.50	1.00	76.50	0.00
Admin expense - Clerk		184.89	0.00	0.00	184.89	330.39	4.32	150.00	180.39
Facilities for meetings		0.00	0.00	0.00	0.00	490.00	6.41	490.00	0.00
Internal Audit		0.00	0.00	0.00	0.00	145.00	1.90	150.00	-5.00
Insurance		0.00	0.00	275.00	-275.00	266.00	3.48	275.00	-9.00
SALC (inc subscription)		0.00	0.00	0.00	0.00	135.87	1.78	150.00	-14.13
Publications & Subscriptions		0.00	0.00	0.00	0.00	35.00	0.46	50.00	-15.00
Election costs		0.00	0.00	0.00	0.00	0.00	0.00	1500.00	-1500.00
Other - Admin payments		49.99	0.00	0.00	49.99	738.08	9.65	500.00	238.08
		1378.62	0.00	275.00	1103.62	5024.78	65.68	4777.00	247.78
Other payments									
LCC - village services		0.00	0.00	0.00	0.00	390.00	5.10	390.00	0.00
Other - Other payments		22.99	0.00	0.00	22.99	872.12	11.40	0.00	872.12
Section 137 Payments		0.00	0.00	0.00	0.00	462.64	6.05	0.00	462.64
		22.99	0.00	0.00	22.99	1724.76	22.55	390.00	1334.76
Net Profit(Loss):		-1401.61	0.00	-275.00	-1126.61	900.46	11.77	2483.00	-1582.54

Date: 10/09/2019
Time: 09:58:22

Lackford Parish Council

Page: 1

Balance Sheet

From: Month 6, September 2019

To: Month 6, September 2019

Chart of Accounts: Default Layout of Acc

	Period	Year to Date	
Current Assets			
Savings a/c	1700.00	10448.06	
VAT Liability	1044.27	1044.27	
Barclays Community a/c	0.00	2537.85	
		2744.27	14030.18
Current Liabilities			
VAT Control Account	763.94	0.00	
Barclays Community a/c	3381.94	0.00	
		4145.88	0.00
Current Assets less Current Liabilities:	-1401.61		14030.18
Total Assets less Current Liabilities:	-1401.61		14030.18
Represented by			
Retained Balance	0.00	13129.72	
P & L Account	-1401.61	900.46	
		-1401.61	14030.18

9. Internal Audit revised Standing Orders and Financial Regulations

9.1. The New Clerk Christine Mason to suggest an internal auditor for year 2019/20 for the approval by Council.

- ❖ **Proposal to approve the internal auditor as suggested by Christine Mason**
Seconded by
Council members to approve the proposal

10. Governance

10.1. **Resolution for General Power of Competence** – *(Note: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate (five elected Councillors) and relevant training of the clerk (who should hold a Certificate in Local Council Administration (CiLCA)). The resolution can be passed at any meeting of the council but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, once every four years.)*

- ❖ **Lackford Parish Council resolve that it meets the criteria for eligibility, relating to the electoral mandate and relevant training of the Clerk Christine Mason for the use of General Power of Competence**

Resolution to be proposed by the Chairman
Seconded by a Councillor
Council members to approve the resolution

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 3) was previously proposed as:

Monday 09 December 2019 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

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
Monday 14 December 2020 (Meeting No 3) – 2nd Monday in December