

# LACKFORD PARISH COUNCIL

## COUNCIL MEETING NO 3

### PARISH COUNCILLORS NOTICE OF MEETING

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 9 December 2019 at 7.30pm in Lackford Church

Christine Mason – Parish Clerk

#### Councillors called to attend

Stan Green (Chairman)

Steve Jones, Harry Lidster

Naomi Palmer, Roland van Wijk

John Coldwell, Andrew Ramsey

#### Notice also sent to

Rebecca Hopfenspger (County Councillor), Susan Glossop (District Councillor)

Safer Neighbourhood Team

#### Apologies for absences received

#### Statutory matters

The Chairman to ascertain that the statutory requirements for holding a meeting have been observed, there is a quorum (minimum of 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 approve the minutes of the Parish Council meeting held on 30 September 2019

#### 1.1 A proposal is required to approve the minutes

Proposal to approve the minutes by

Seconded by

Council members to approve the proposal

If approved the Chairman to sign the minutes of the meeting

#### 1.2 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).

# LACKFORD PARISH COUNCIL

## 3. Community Safety

- 3.1 Report from the Safer Neighborhood Team.
- 3.2 Matters relating to community safety.

## 4. Matters by or for the County & District Councillors

- 4.1 Report from Rebecca Hopfensperger (County Councillor) – see also items 5.1 & 5.3.
- 4.2 Report from Susan Glossop (District Councillor).
- 4.3 Matters for the County & District Councillors not elsewhere on the agenda.

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

- 5.1 Road sweeping of surplus stones/noise implications/ new speed signage – an update from Rebecca Hopfensperger.
- 5.2 Clearance, Replanting/Reseeding the verge to the southern boundary of Old Bury Road adjacent to the steep bank and wooded area, East of Post Office cottages, order has been placed for works.
- 5.3 Improvement of the safety for pedestrians using the footpath adjacent to Breckland Edge at the bend on the A1101 - an update from Rebecca Hopfensperger.
- 5.4 Suffolk Neighborhood Watch Association (SNWA) – a verbal report to be given by John Coldwell.
- 5.5 Update on parking issues in Holden Road.

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

## 7. Planning – to review applications since the last meeting and any other planning matters

DC/19/220/HH Householder Planning Application – 1 no. single storey outbuilding comprising annexe and storage (following demolition of existing outbuildings) Willow Cottage Bury Road Lackford IP28 6HT.

## 8. Financial matters

- 8.1 **Payments** – a proposal is required to approve the following payments already made or due

West Suffolk Council – Grass cutting (already paid)	£180.00 includes £30 VAT
Clerks salary 1/09/19 -31/12/19	£748.10
Clerk expenses – ink cartridges	£38.69

# LACKFORD PARISH COUNCIL

Proposal to approve the payments by

Seconded by

Council members to approve the proposal

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

**8.3 Budget Report and Balance Sheet – for review by the Council.**

		Lackford Parish Council				Lackford Parish Council			
		Budget Report				Budget Report			
From: Month 7, October 2019		To: Month 9, December 2019		Date: 06/12/2019		Time: 07:33:28		Page: 1	
Chart of Accounts: Default Layout		Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance	
<b>Receipts</b>									
Precept	0.00	0.00	0.00	0.00	7,650.00	100.00	7,650.00	0.00	
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,650.00</u>	<u>100.00</u>	<u>7,650.00</u>	<u>0.00</u>	
<b>Administration payments</b>									
Parish Clerk activities	0.00	0.00	1,380.00	(1,380.00)	2,752.44	35.98	2,760.00	(7.56)	
Office rent & internet - Clerk	0.00	0.00	55.50	(55.50)	55.50	0.73	111.00	(55.50)	
Internet contribution - Clerk	0.00	0.00	76.50	(76.50)	76.50	1.00	153.00	(76.50)	
Admin expense - Clerk	0.00	0.00	150.00	(150.00)	330.39	4.32	300.00	30.39	
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	0.00	0.00	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)	
Training	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	(100.00)	
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	21.34	0.28	1,500.00	(1,478.66)	
Other - Admin payments	0.00	0.00	0.00	0.00	738.08	9.65	500.00	238.08	
	<u>0.00</u>	<u>0.00</u>	<u>1,762.00</u>	<u>(1,762.00)</u>	<u>5,046.12</u>	<u>65.96</u>	<u>6,539.00</u>	<u>(1,492.88)</u>	
<b>Other payments</b>									
LCC - village services	0.00	0.00	0.00	0.00	390.00	5.10	390.00	0.00	
Grass cutting SEBC	150.00	0.00	200.00	(50.00)	150.00	1.96	200.00	(50.00)	
Footpath Licences	5.00	0.00	5.00	0.00	5.00	0.07	5.00	0.00	
Other - Other payments	0.00	0.00	16.00	(16.00)	872.12	11.40	16.00	856.12	
Section 137 Payments	0.00	0.00	500.00	(500.00)	462.64	6.05	500.00	(37.36)	
	<u>155.00</u>	<u>0.00</u>	<u>721.00</u>	<u>(566.00)</u>	<u>1,879.76</u>	<u>24.57</u>	<u>1,111.00</u>	<u>768.76</u>	
<b>Net Profit/(Loss):</b>	<u>(155.00)</u>	<u>0.00</u>	<u>(2,483.00)</u>	<u>2,328.00</u>	<u>724.12</u>	<u>9.47</u>	<u>0.00</u>	<u>724.12</u>	

		Lackford Parish Council		Lackford Parish Council	
		Balance Sheet		Balance Sheet	
From: Month 7, October 2019		To: Month 9, December 2019		Date: 06/12/2019	
		Time: 07:45:38		Page: 1	
Chart of Accounts: Default Layout		Period		Year to Date	
<b>Current Assets</b>					
Savings a/c		0.00		10,448.06	
VAT Control Account		30.00		30.00	
VAT Liability		0.00		1,044.27	
Barclays Community a/c		0.00		2,331.51	
			30.00		13,853.84
<b>Current Liabilities</b>					
Barclays Community a/c		185.00		0.00	
			185.00		0.00
<b>Current Assets less Current Liabilities:</b>				<u>(155.00)</u>	<u>13,853.84</u>
<b>Total Assets less Current Liabilities:</b>				<u>(155.00)</u>	<u>13,853.84</u>
<b>Represented by</b>					
Retained Balance		0.00		13,129.72	
P & L Account		(155.00)		724.12	
			<u>-155.00</u>		<u>13,853.84</u>

# LACKFORD PARISH COUNCIL

## 8.4 Budget for period April 2020 to March 2021. When approved, it will form the basis for the Precept application.

Proposed budget for 2020/2021 to be used in the application for Precept						
Details	Actual last Year 2018/19	Budget this Year 2019/20	Propose next Year 2020/21	Agreed next Year 2020/21	% age Change from last	Notes
<b>Administration Payments</b>						
Parish Clerk Activities	2944.14	2760.00	2890.00		4.71	5hrs/week @ £10.79 (SCP10) + 3% contingency for rate increase, rounded
Office rent - Clerk	108.00	111.00	114.00		2.70	
Contribution for Internet costs - Clerk	149.00	153.00	155.00		1.31	
Admin expense - Clerk	497.92	300.00	300.00		0.00	No change
Room hire for meetings	210.00	220.00	230.00		4.55	
Internal Audit	142.00	150.00	160.00		6.67	
External Audit	0.00	0.00	0.00		n/a	No fee expected
Insurance	266.00	275.00	300.00		9.09	New policy with long-term agreement
SALC - inc subscription	135.50	150.00	160.00		6.67	
Training	25.00	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	No change
Provision for election costs	0.00	1500.00	0.00		n/a	Any costs incurred will be included in next year's budget
Other - Admin payments / contingency	35.00	500.00	0.00		-100.00	No provision made
	<b>4512.56</b>	<b>6269.00</b>	<b>4459.00</b>	<b>0.00</b>	<b>-28.87</b>	
<b>Other Payments</b>						
Churchyard maintenance	260.00	270.00	280.00		3.70	
LCC - village services	380.00	390.00	500.00		28.21	Addition for cutting bank on the south side of Old Bury Road
Grass cutting SEBC	110.72	200.00	300.00		50.00	Increase based upon indication given to JFS
Footpath Licences	5.00	5.00	5.00		0.00	No change
Other - Other payments / contingency	2027.03	16.00	56.00		250.00	Rounding amount
Section 137 Payments	0.00	500.00	500.00		0.00	No change (£8.12 = limit 19/20)
<b>Other Payments</b>	<b>2782.75</b>	<b>1381.00</b>	<b>1641.00</b>	<b>0.00</b>	<b>18.83</b>	
<b>Reserve</b>		<b>0.00</b>	<b>-1000.00</b>			Reserve for discussion
<b>Actual &amp; Budget payments</b>	<b>7295.31</b>	<b>7650.00</b>	<b>5100.00</b>	<b>0.00</b>	<b>-33.33</b>	<b>Overall % age change</b>

Proposal to approve the budget as approved by the Council

Seconded by

Council members to approve the proposal

## 8.5 Application for Precept – shall be completed by the Clerk in accordance with the agreed budget and signed by the Chairman for submission to the District Council within the next seven days.

# LACKFORD PARISH COUNCIL

**9. Governance review of:**

**9.1 Standing Orders as adopted by the Council on 10 December 2018.**

**9.2 Financial regulations as adopted by the Council on 10 December 2018.**

**Review above in light of new Clerk appointment and proposal to be presented.**

**10. 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)**

**11. To confirm the date and time of the next and future meetings**

**The next Parish Council meeting (meeting No 4) was previously proposed as:**

**Monday 09 March 2020 at 7.30pm in the Church**

Proposed dates for future meetings:

Monday 11 May – 2<sup>nd</sup> Monday in May (AGM, APM No1)

Monday 12 October 2020 – 2<sup>nd</sup> Monday in October (No2)

Monday 14 December 2020 – 2<sup>nd</sup> Monday in December (No 3)

Monday 8<sup>th</sup> March 2021 (No 4)