

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 30th September 2019 at 7:30pm in Lackford Church

Present Stan Green (Chairman)
Steve Jones
Harry Lidster
Naomi Palmer
Roland van Wijk (later in the meeting)
Christine Mason (Clerk)

In attendance Rebecca Hopfensperger (County Councillor) (part time)
Susan Glossop (District Councillor) (part time)
John Sadler (observer)

Apologies John Coldwell
Andrew Ramsey

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 to determine if any Councillors wish to declare an interest in any matters on the Agenda.

The Chairman welcomed Christine Mason, the new Parish Clerk, to the meeting.

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 - reviewed.

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 was made by Steve Jones

Seconded by the Chairman

Members of the Council approved the proposal

The minutes of both meetings to be signed by the Chairman.

1.3 Matters arising from the Minutes not elsewhere on the Agenda - there was none.

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*)

There were no members of the public present.

3. Community Safety

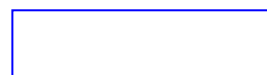
3.1 Report from the Safer Neighbourhood Team - there was none.

3.2 Matters relating to community safety

Motorbikes are continuing to use the A1101 as a racetrack.

Lorries detoured from the A14 - Highways England have been informed and advised A1101 rerouting had been put in place but being ignored by some drivers.

At Hedges - Farmer has cut back the hedge in question, however SCC intend to cut it back further (behind the line of the telegraph pole). How effective this is stopping the traffic going over the centre of the road will be monitored. If there are still problems, the footpath issue will be looked at along with Hedges at Breckland Edge.



Footpath at end of Bury Road, trees are overhanging and along the footpath opposite Manor House (ownership to be ascertained) both areas require attention. In addition the footpath along Spinners.

4. Matters by or for the County and District Councillors.

4.1 Report from Rebecca Hopfensperger (County Councillor)

New 50mph speed signs to be implemented,

New road lining and cleaning of all existing signs imminent.

Date for clearing brambles from Village Gateways yet to be confirmed.

New cat's eyes completed to improve road safety.

Priorities for residue of monies available to Parishes- funding for a second VAS as existing was requested.

Boundary review, the first since 2004 – All Councillors have been asked to put proposals together on what they consider the divisions should look like. Lackford PC agreed to delay their response until firm proposals are put forward.

Report from Susan Glossop (District Councillor)

A thank you was given to the PC for responding to the Rural Task Force Survey, and information gathered will be fed into the Local Plan

4.2 Matters for the County & District Councillors

Following re-chipping of the whole of Bury Road, the surplus stones have not been sufficiently removed and re-sweeping is required. – Rebecca to action.

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

5.1 Road sweeping – covered in agenda item 4.2.

Chippings have noise implications, Rebecca to investigate why this method of resurfacing with chippings is still being used.

Clearance and Re-seeding the verge to the southern boundary of Old Bury Road adjacent to the steep bank and wooded area, East of Post Office cottages.

Quotation for the works has been received from West Suffolk Council. Proposed by Stan Green, seconded by Harry Lidster that the sum of £691.50, for spraying/re-seeding the Bank be approved - unanimous.

West Suffolk Council to be asked whether there is an alternative herbicide that could be used instead of Glyphosate.

The Community Council to be approached to determine whether they would be willing to take on the ongoing maintenance of the Bank.

Clumps of wildflowers i.e. primroses/cowslips to be planted once re-grassed. Quotation for plants (Greener Growth to be contacted for advice) to be obtained and an application for a Locality Budget Grant submitted to both Susan and Rebecca, For further consideration.

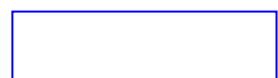
5.2 Road Safety Review of A1101 - Covered previously in the agenda, item 4.1.

5.3 Speed Activated Road Sign –Owing to problems with the battery, it has been necessary to purchase a new charger. High speeds through the village have been logged last month with 95mph approaching the camera and 105mph from the other direction – possibly a motorbike?

Buses have been noted travelling above speed limits. If this a regular occurrence the bus operator to be informed. Overall, traffic is not complying with the speed limits.

5.4 Proposals made to David Chenery to improve the safety for pedestrians using the footpath adjacent to Breckland Edge at the bend on the A1101 - Covered in agenda item 3.2.

It was furthermore suggested writing to owner of Beckland Edge requesting their hedge



be cut back.

5.5 **General Data Protection Regulations (GDPR)** - What has been implemented is adequate - no change.

5.6 **Suffolk Neighbourhood Watch Association**
Fifteen householders have signed up so far, the first newsletter will not be sent out until the end of October.

6. **Matters that have arisen since the previous meeting and not already considered including matters arising from correspondence circulated or forwarded by e-mail**
Item raised in 3.2, An email has been received from Suffolk Highways concerning the overhanging tree branches along the footpath opposite Manor to Old Bury Road - no action on their part to be taken as it falls within the responsibilities of the relevant district council for this area. A copy has been forwarded to Susan and Rebecca.

An invoice for £21.34 from West Suffolk Council for election expenses has been paid.

7. **Planning - To review any applications since last meeting and other planning matters**

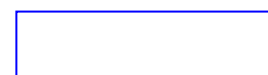
Planning						
Planning - Application No	Proposal	Location	Applicant	Comments	Planning Granted	Planning Refused
DC/19/1554/LB	Application for Listed Building Consent Installation of 6no. radiators and heated towel rail	The Cottage, Old Bury Road, Lackford, Suffolk IP28 6HR	John Williamson	No objections		
DC/18/1553/HH	Installation of external oil boiler, tank and flue	The Cottage, Old Bury Road, Lackford, Suffolk IP28 6HR	John Williamson	No objections		

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 was requested to approve the following payments already paid or due.

Date	Name	Details	Power	Amounts	Total
01/04/16	Cortina Construction Limited	Additional hours during year ending 31 March 2019 Recoverable VAT	S111	206.00 41.20	247.20
23/04/19	SALC	Internal audit Recoverable VAT	S111	145.00 29.00	174.00
11/06/19	John A Welton	Electrics to car park light Recoverable VAT	S137	366.90 73.38	440.28
19/06/19	Dell Products	Dell Latitude 3500 BTX with 5year Pro support Recoverable VAT	Grant	688.09 137.62	825.71
20/06/19	Cortina Construction Limited	Works in connection with providing car park light Recoverable VAT	S137 Grant	595.74 119.15	714.89
08/07/19	The Safety Centre	4 Batteries for Speed Sign Recoverable VAT	S111	137.75 27.55	165.30
19/07/19	Stan Green	Chairman's Expenses	LGA s15 & s35	211.38	211.38
14/08/19	Came & Company	Insurance for year commencing 11/10/2019 with Ecclesiastical	S111	266.00	266.00



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05/09/19	Microsoft	Office 365 Recoverable VAT	S111	49.99 10.00	59.99
	Stan Green	Battery charger for speed sign Recoverable VAT	S111	22.99 4.60	27.59
30/09/19	Cortina Construction Limited	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	Payment as Footpath Licence - (Therefore, No invoice)	S111	2.50	2.50
01/10/19	Mrs F E Rigby	Payment as Footpath Licence - (Therefore, No invoice)	S111	2.50	2.50
	West Suffolk Council Awaiting invoice	Grass maintenance Recoverable VAT	S111	Not to exceed budget of £200	

❖ **Proposal to approve payments made or due was made by Steve Jones**
 Seconded by Roland van WIJK
 Council members approved the proposal

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

8.4 Budget Report and Balance Sheet – April to September

(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

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To: Month 6, September 2019

Budget Report

Date: 10/09/2019

Time: 09:56:54

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	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

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.

- ❖ A proposal to approve Trevor Brown as the internal auditor for 2019/20, as suggested by the new Clerk Christine Mason, was made by Stan Green
 Seconded by Harry Lidster
 Council members approved 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

It was proposed by the Chairman that as Lackford Parish Council meets the criteria for eligibility, relating to the electoral mandate and relevant training of the Clerk Christine Mason for the use of the General Power of Competence, required training to be investigated.
 Seconded by Councillor Steve Jones
 Council members approved the resolution

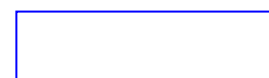
11. Questions from members and registered electors of the Parish attending the meeting on: **Matters of concern, for report or for information only, by permission of the Chairman.** *(Note: the Parish Council cannot make decisions on any matter not on the agenda)*

A matter was raised regarding inconsiderate and dangerous parking in Holden Road. A letter to be sent to all residents requesting private land and driveways are fully used before parking on the road.

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

The next Parish Council Meeting was approved as Monday 09 December 2019 at 7:30pm in Lackford Church.

Proposed dates for future meetings:
 Monday 09 March 2020 – 2nd Monday in March



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Monday 11 May 2020 (APM & AGM) – 2nd Monday in May
Monday 12 October 2020 – 2nd Monday in October
Monday 14 December 2020 – 2nd Monday in December

With no further business the meeting closed at 9.15pm.

Chairman

Date