

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 09 December 2019 at 7:30 PM in Lackford Church

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

In attendance Susan Glossop (Borough Councillor) (part time)

Apologies Harry Lidster
Rebecca Hopfensperger
Andrew Ramsay (apology received 10 December 2019)

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 approve the minutes of the Parish Council meeting held, Monday, 30 September 2019

1.1. **Minutes** - the Chairman asked for a proposal to approve the minutes

- ❖ **A Proposal to approve the minutes** - was made by Steve Jones
Seconded by Roland van Wilk
Council members 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.

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 was none.

3. Community Safety

3.1. **Report from the Safer Neighbourhood Team** - There was none.

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

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

4.1. **Report from Rebecca Hopfensperger** (County Councillor) - There was no formal report. However, the following note was received prior to the meeting "Highways will be attending in the early part of this week to clear the loose clippings. I've chased David Chenery three times since your e-mail but am afraid I have not had a reply. I will continue to chase and let you know when I have an update."

4.2. **Report from Susan Glossop** (Borough Councillor) - A formal report had been received by email prior to the meeting, which had been forwarded to Councillors.

4.3. **Matters for the County & Borough Councillors** - the Chairman advised Susan that the bulk of the footpath had been cleared as requested at the previous meeting. However, a small section remained outstanding. The Chairman agreed to send Susan a map showing the location of the outstanding work together with a photograph. ¹ (*Done*)

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

5.1. **The Road Safety review of the A1101 including improvements for pedestrian safety along the bend adjacent to Breckland Edge** - The Clerk advised Council, that he had spoken to David Chenery regarding the installation of the 50 mph signs, improvements



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for pedestrian safety adjacent to Breckland Edge, together with cutting back the verge on the south side of the A1101. David Chenery said that the installation of the 50 mph signs must be imminent, he was aware of Lackford's requirements for improvements for pedestrians, and will chase the operational team regarding the verge on the south side of the A1101. The Clerk to keep under review. ² (Also, see note from Rebecca in item 5.1 above.)

- 5.2. **The Speed Activated Road Sign** - This matter was not discussed during the meeting.
- 5.3. **Outstanding work by Suffolk County Council** - It was noted that a road sweeper had today been sweeping surplus chippings from Old Bury Road. However, it was the view of the Clerk that additional sweeping was needed including sweeping adjacent to the bank on the south side, which had not been done. ³
- 5.4. **Clearance and Reseeding the bank to the southern boundary of Old Bury Road adjacent to the steep bank and wooded area, East of Post Office Cottages** - An order had been placed for the work, but West Suffolk have delayed commencement.

Councillors considered whether this work was now necessary, following strimming that had encouraged new grass to grow. An inconclusive discussion followed relating to the best method of keeping this bank strimmed throughout the year. Finally, it was agreed that the Clerk should contact John Van Rheede Toas, Open Spaces Manager for West Suffolk to either delay the works until next year or cancel the order. ⁴ (Done)
Thus allowing the Council time for further consideration.

- 5.5. **Suffolk Neighbourhood Watch Association (SNWA)** - John Coldwell reported that 17 households had signed up and were receiving the newsletter. It was agreed that further publicity was needed.⁵
- 5.6. **Parking in Holden Road** - It was noted that no significant improvement had followed the circulation of a notice to all households. It was agreed that the residents of Holden Road should be consulted for individual observations. ⁶

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

- 6.1. **Resignation of the Clerk Christine Mason.** - The Chairman advised Council that following observations he had made to Christine, about the previous minutes and the current agenda that had omitted both, a budget reconciliation and a budget for 2020/21. He had received that morning at 07:54 an email from Christine Mason expressing concern about amendments made to her proposed budget and her agenda. For that reason, she decided to tender her resignation as Clerk with immediate effect.

Consequently, the Chairman contacted John Sadler, who agreed to act as Clerk as previously, until a properly suitable replacement could be found, subject to agreement by the Council.

Council approved the action taken.

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

The table below summarise the status and movements in planning applications since the last meeting.

| Planning | | | | | | |
|---------------------------|---|---|----------------|---------------|------------------|------------------|
| Planning - Application No | Proposal | Location | Applicant | Comments | Planning Granted | Planning Refused |
| 19/2230/HH | 1 no. single storey outbuilding comprising annexe and storage (following demolition of existing outbuildings) | Willow Cottage Bury Road Lackford IP28 6HT. | Mr & Mrs Jones | No Objections | No | No |

8. Financial matters

- 8.1. **Payments.** A proposal was requested to approve the following payments already paid or due. *(Approval in principle for the sums already paid was given when the Budget for the current year was agreed. See Minute reference 2017/10/09 - 6.1.1)*

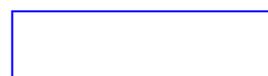


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| Date | Name | Details | Power | Amounts | Total |
|----------|---|---|-------|-----------------|--------|
| 18/10/19 | West Suffolk Council <i>(already paid)</i> | Grass maintenance Recoverable VAT | S111 | 150.00 30.00 | 180.00 |
| 09/12/19 | Christine Mason | Parish Clerk - 01/09/19 to 09/12/19 = 100 Days 52x4x£10.79/365x100 = £614.88 | S112 | To be agreed | |
| 09/12/19 | Christine Mason | Parish Clerk expenses - ink cartridges | S112 | 38.69 | 38.69 |

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

- 8.2. **Payment authority for the above** – A payment authority had not been prepared for the meeting. Consequently, the document will be prepared by the Clerk for signature by the Chairman and another Councillor. ⁷ *(Done)*
- 8.3. **Budget Report and Balance Sheet April to December** –
(The Budget Report includes items in the accounts up to 09 December 2019. The Balance Sheet is included as recommended by the auditor to show the financial position in all bank accounts and for Councillors to check that the bank balances as shown in the balance sheet correspond with the bank statements)
- 8.3.1. The Budget Report and Balance Sheet were reviewed, bank balances were checked and agreed against the bank statements (see yellow dots on the Balance Sheet) and the documents were accepted by Council.



From: Month 7, October 2019
 To: Month 9, December 2019
 Date: 06/12/2019 Time: 07:33:28

Lackford Parish Council
 Budget Report

| Chart of Accounts: Default Layout | Period | | | | Year to Date | | | |
|-----------------------------------|-----------------|-------------|-------------------|-------------------|-----------------|---------------|-----------------|-------------------|
| | Actual | Ratio(%) | Budget | Variance | Actual | Ratio(%) | Budget | Variance |
| Receipts | | | | | | | | |
| 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> |
| Administration payments | | | | | | | | |
| 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> |
| Other payments | | | | | | | | |
| 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> |
| Net Profit/(Loss): | <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> |

Date: 06/12/2019
 Time: 07:45:38

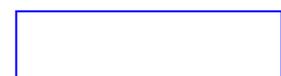
Lackford Parish Council
 Balance Sheet

From: Month 7, October 2019
 To: Month 9, December 2019

Chart of Accounts: Default Layout

| | Period | | Year to Date | |
|---|----------|-----------------|--------------|------------------|
| Current Assets | | | | |
| 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 |
| Current Liabilities | | | | |
| Barclays Community a/c | 185.00 | | 0.00 | |
| | | 185.00 | | 0.00 |
| Current Assets less Current Liabilities: | | <u>(155.00)</u> | | <u>13,853.84</u> |
| Total Assets less Current Liabilities: | | <u>(155.00)</u> | | <u>13,853.84</u> |
| Represented by | | | | |
| Retained Balance | 0.00 | | 13,129.72 | |
| P & L Account | (155.00) | | 724.12 | |
| | | <u>-155.00</u> | | <u>13,853.84</u> |

- 8.4. Budget for period April 2019 to March 2020 - the following budget proposal, had already been considered by the Chairman. Councillors were requested to consider the budget which, when approved, will form the basis of the "Application for Precept".



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| 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 |
| Administration Payments | | | | | | |
| Parish Clerk Activities | 2944.14 | 2760.00 | 2890.00 | 2890.00 | 4.71 | 5hrs/week @ £10.79 (SCP10) + 3% contingency for rate increase, rounded |
| Office rent - Clerk | 108.00 | 111.00 | 114.00 | 114.00 | 2.70 | |
| Contribution for Internet costs - Clerk | 149.00 | 153.00 | 155.00 | 155.00 | 1.31 | |
| Admin expense - Clerk | 497.92 | 300.00 | 300.00 | 300.00 | 0.00 | No change |
| Room hire for meetings | 210.00 | 220.00 | 230.00 | 230.00 | 4.55 | |
| Internal Audit | 142.00 | 150.00 | 160.00 | 160.00 | 6.67 | |
| External Audit | 0.00 | 0.00 | 0.00 | 0.00 | n/a | No fee expected |
| Insurance | 266.00 | 275.00 | 300.00 | 300.00 | 9.09 | New policy with long-term agreement |
| SALC - inc subscription | 135.50 | 150.00 | 160.00 | 160.00 | 6.67 | |
| Training | 25.00 | 100.00 | 100.00 | 100.00 | 0.00 | No change |
| Publications & subscriptions | 0.00 | 50.00 | 50.00 | 50.00 | 0.00 | No change |
| Bank charges & Interest paid | 0.00 | 0.00 | 0.00 | 0.00 | n/a | No change |
| Provision for election costs | 0.00 | 1500.00 | 0.00 | 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 | 0.00 | -100.00 | No provision made |
| | 4512.56 | 6269.00 | 4459.00 | 4459.00 | -28.87 | |
| Other Payments | | | | | | |
| Churchyard maintenance | 260.00 | 270.00 | 280.00 | 280.00 | 3.70 | |
| LCC - village services | 380.00 | 390.00 | 500.00 | 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 | 300.00 | 50.00 | Increase based upon indication given to JFS |
| Footpath Licences | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 | No change |
| Other - Other payments / contingency | 2027.03 | 16.00 | 56.00 | 56.00 | 250.00 | Rounding amount |
| Section 137 Payments | 0.00 | 500.00 | 500.00 | 500.00 | 0.00 | No change (£8.12 = limit 19/20) |
| | 2782.75 | 1381.00 | 1641.00 | 1641.00 | 18.83 | |
| Reserve | | 0.00 | -1000.00 | -1000.00 | | Reserve for discussion |
| Actual & Budget payments | 7295.31 | 7650.00 | 5100.00 | 5100.00 | -33.33 | Overall % age change |

- ❖ **A Proposal to approve the Budget that will form the basis for the application for the Precept** - was made by Roland van Wilk
 Seconded by John Coldwell
 Council members approved the proposal

8.5. **The Application for Precept** - This will be prepared by the Clerk for signing by the Chairman and Clerk for the total sum of £5100.⁸

9. Governance review of:

- 9.1. Standing Orders as adopted by the Council 08 October 2018 - Council considered that no review was required.
- 9.2. Financial regulations as adopted by the Council 08 October 2018 - Council considered that no review was required.

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) - There was none

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

The next Parish Council Meeting (Meeting No 4) shall take place as previously proposed:



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Monday 09 March 2020 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

- 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
- Monday 08 March 2021 (Meeting No 4) - 2nd Monday in March

The above minutes are confirmed as a correct record of the meeting.

Chairman

Date

Notes relating to these minutes:

Blue text in italics relates to subsequent action or for information, it does not form part of the minutes.

Green text that is underlined indicates that action is required.

The following endnotes do not form part of these minutes.

-
- ¹ The Chairman to send Susan a map showing the location of the outstanding work together with a photograph. *(Done)*
 - ² The Clerk to keep under review the work to be carried out by Suffolk County Council for the A1101 improvements
 - ³ The Clerk to follow up additional road sweeping that was needed in Old Bury Road, including sweeping adjacent to the bank on the south side, which had not been done.
 - ⁴ The Clerk to contact John Van Rheede Toas, Open Spaces Manager for West Suffolk to either delay the works until next year or cancel the order. *(Done)*
 - ⁵ All Councillors and the Clerk to promote the advantages of joining the neighbourhood watch scheme.
 - ⁶ The Clerk to contact all households in Holden Road for their views on the street parking.
 - ⁷ The Clerk will prepare a Payment Authority for signature by the Chairman and another Councillor. *(Done)*
 - ⁸ The Clerk will prepare the application for precept for signature by the Chairman and Clerk.

