

# LACKFORD PARISH COUNCIL

## COUNCIL MEETING No 4 (Second Monday in March)

### PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 09 March 2020 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

#### Apologies for absence received

Roland van Wijk

#### 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

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## AGENDA

### 1. To approve the minutes of the Parish Council meeting held, Monday, 09 December 2019

#### 1.1. Minutes - a proposal is required to approve the minutes.

##### ❖ Proposal to approve the minutes

Seconded by  
Council members to approve the proposal

If approved the Chairman to sign the minutes

#### 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)

### 3. Community Safety

#### 3.1. Report from the Safer Neighbourhood Team.

#### 3.2. Matters for the Safer Neighbourhood Team

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

#### 4.1. Report from Rebecca Hopfensperger (County Councillor)

#### 4.2. Report from Susan Glossop (Borough Councillor)

#### 4.3. Matters for the County & Borough Councillors

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

- 5.1. **Completion of footpath clearance by West Suffolk** – for report
- 5.2. **The Road Safety review of the A1101 and improvements for pedestrian safety along the bend adjacent to Breckland Edge** – for report
- 5.3. **Speed Activated Road Sign** – for report
- 5.4. **Outstanding engineering works by Suffolk County Council** – further road sweeping to remove surplus chippings – for report
- 5.5. **Clearance and reseeded the bank to the southern boundary of old Bury Road adjacent to the wooded area** - for report
- 5.6. **Suffolk Neighbourhood Watch Association (SNWA)** - for report
- 5.7. **Parking in Holden Road** – for report

**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. **The resignation of Christine Mason and the appointment of Vicky Bright as Clerk to Lackford Parish Council, under contract, as from 01 March 2020. A proposal is required to approve the appointment of Vicky Bright.**
  - ❖ **Proposal to approve the appointment of Vicky Bright**  
Seconded by  
Council members to approve the proposal
- 6.2. **Appointment of an internal auditor for year 2020** -
- 6.3. **Payroll bureau for the payment of Vicky Bright**
- 6.4. **Payment for Cortina Construction Ltd following the resignation of Christine Mason**
- 6.5. **Request for a donation of £50 from the Suffolk neighbourhood watch Association**
- 6.6. **New course General Data Protection Regulations Run by Burkett’s Solicitors and arranged by SALC** - for consideration principally by the Clerk.
- 6.7. **Thank you card from Willow cottage** - for councils support for their planning application

**7. Planning - to review applications since the last meeting and other planning matters**

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

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	Support	No	Yes
20/0003/LB	Application for Listed Building Consent - (i) remove concrete render on gable end and replace with black, wooden weatherboard (ii) remove and replace 1 no. Window	Hedgells Barn Bury Road	Andrew Bovingdon	Support	Yes	No

**8. Financial matters**

- 8.1. **Payments** - no payments are due. However, a payment of £4 was made on 29 January to the Land Registry to search their index map, to ascertain the ownership of the wooded area on the north side of the A1101 through which footpath number 1 passes. The search recorded that the ownership of the land was not registered.
  - ❖ **Councils retrospective approval is required for this payment**
- 8.2. **Budget Report and Balance Sheet - April to February** - for review by Council and to check and confirm that the reconciled bank statements agree with the current assets as

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shown in the Balance Sheet.

*(The Budget Report includes items in the accounts up to 29 February 2020. 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)*

<b>From:</b> Month 11, February 2020	<b>Lackford Parish Council</b>				<b>Page: 1</b>			
<b>To:</b> Month 11, February 2020	<b>Budget Report</b>							
<b>Date:</b> 29/02/2020 <b>Time:</b> 09:16:26	<b>Period</b>				<b>Year to Date</b>			
<b>Chart of Accounts:</b> Default Layout	<b>Actual</b>	<b>Ratio(%)</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Ratio(%)</b>	<b>Budget</b>	<b>Variance</b>
<b>Receipts</b>								
Receipt	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	0.00	0.00	3,252.44	42.52	2,760.00	492.44
Office rent & internet - Clerk	0.00	0.00	0.00	0.00	55.50	0.73	111.00	(55.50)
Internet contribution - Clerk	0.00	0.00	0.00	0.00	76.50	1.00	153.00	(76.50)
Admin expense - Clerk	0.00	0.00	0.00	0.00	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	0.00	0.00	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>0.00</u>	<u>0.00</u>	<u>5,546.12</u>	<u>72.50</u>	<u>6,539.00</u>	<u>(992.88)</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	0.00	0.00	0.00	0.00	150.00	1.96	200.00	(50.00)
Footpath Licences	0.00	0.00	0.00	0.00	5.00	0.07	5.00	0.00
Other - Other payments	0.00	0.00	0.00	0.00	876.12	11.45	16.00	860.12
Section 137 Payments	0.00	0.00	0.00	0.00	462.64	6.05	500.00	(37.36)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,883.76</u>	<u>24.62</u>	<u>1,111.00</u>	<u>772.76</u>
<b>Net Profit/(Loss):</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>220.12</u>	<u>2.88</u>	<u>0.00</u>	<u>220.12</u>

**Date:** 29/02/2020 **Time:** 09:18:05 **Lackford Parish Council** **Page 1**  
**Balance Sheet**

**From:** Month 11, February 2020  
**To:** Month 11, February 2020

**Chart of Accounts:** Default Layout

	<b>Period</b>	<b>Year to Date</b>
<b>Current Assets</b>		
Savings a/c	0.00	10,448.06
Barclays Community a/c	0.00	3,401.78
	0.00	13,849.84
<b>Current Liabilities</b>		
Accruals	0.00	500.00
	0.00	500.00
<b>Current Assets less Current Liabilities:</b>	<u>0.00</u>	<u>13,349.84</u>
<b>Total Assets less Current Liabilities:</b>	<u>0.00</u>	<u>13,349.84</u>
<b>Represented by</b>		
Retained Balance	0.00	13,129.72
P & L Account	0.00	220.12
	<u>0.00</u>	<u>13,349.84</u>

**9. Governance - Standing Orders, Financial regulations and Data Protection and Management Policy.**

- 9.1. Standing Orders** - to consider the amended Standing Orders, adopted 08 October 2018, as mailed to Councillors for consideration on 29 January and subsequently adopt if approved.
- ❖ **Proposal to adopt**  
Seconded by  
Council members to approve the adoption.
- 9.2. Financial Regulations** - to consider the amended Financial Regulations, adopted 08 October 2018, as mailed to Councillors for consideration on 29 January and subsequently adopt if approved.
- ❖ **Proposal to adopt**  
Seconded by  
Council members to approve the adoption
- 9.3. Data Protection and Management Policy** - to consider the amended Data Protection and Management Policy, adopted a, as mailed to Councillors for consideration on 29 January and subsequently adopt if approved.
- ❖ **Proposal to adopt**  
Seconded by  
Council members to approve the adoption

**10. Governance - The Accounts and Audit Regulations**

*(These regulations require parish councils to carry out a review and consider the findings of the effectiveness of the internal audit and the systems of internal control. This review should be documented and noted in the Minutes before 31 March and be available to the internal and external auditors)*

**Parish Councillors to:**

- 10.1. Review and consider the effectiveness of the internal audit**
- 10.2. Assess the risks and consider the effectiveness of the systems of internal control**

**Subsequently, the following Motion is to be tabled**

Lackford Parish Council, having reviewed the effectiveness of the internal audit and the systems of internal control, consider the existing arrangements, (and having regard for the size, nature and the way the Council conducts its business, the financial controls that are in place, the insurance cover and the internal audit) to be adequate, effective and wholly appropriate for the affairs of the Council.

- ❖ **Motion moved by**  
Seconded by  
Council members to approve the motion

**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 (APM & AGM) was previously proposed as:**

**Monday 11 May 2020 at 7:30pm in Lackford Church.**

Proposed dates for future meetings:

Monday 12 October 2020 (Meeting No 2) - 2<sup>nd</sup> Monday in October  
Monday 14 December 2020 (Meeting No 3) - 2<sup>nd</sup> Monday in December  
Monday 08 March 2021 (Meeting No 4) - 2<sup>nd</sup> Monday in March  
Monday 10 May 2021 (APM & AGM) - 2<sup>nd</sup> Monday in May