

LACKFORD PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

Held on Monday, 13th July 2020 at 7:30 PM via Zoom

Present Stan Green (Chairman)
Steve Jones
Naomi Palmer
John Coldwell
Roland van Wijk
John F Sadler (RFO)
Vicky Bright (Clerk)

In attendance Rebecca Hopfensperger (Suffolk County Council), Susan Glossop (WSC) & 1 member of Public was in attendance.

Statutory notices and the Agenda.

The Chairman ascertained that the statutory requirements for holding the meeting had been observed, there was a quorum (minimum 3 for the Council meeting).

Public Forum:

It was confirmed that the message displayed on the VAS machine had been changed at the weekend to display;

Under 30mph – Thank You

31-35mph – Too Fast

Over 35mph – Speeding Points

It was agreed to change the message monthly and to continue with rotation of both VAS' to re-fresh and educate drivers. It was also confirmed that the VAS Data is sent to the Police and analysis and summary is public information.

1. **Apologies** Harry Lidster & Andrew Ramsay

2. **Declaration of Members Interests** None.

3. **To approve the minutes of the Parish Council meeting held, Monday, 09 March 2020 Minutes**

- ❖ **A Proposal to approve the minutes** – was made by Cllr. Steve Jones
Seconded by Cllr. Stan Green
Council members approved the proposal

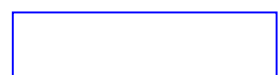
The minutes were then signed by the Chairman (SG)

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

(i) **Report from Rebecca Hopfensperger (County Councillor) See Appendix 1**

Cllr. Hopfensperger advised that West Suffolk have the lowest recorded rates of COVID-19 in East Anglia.

The Council wish to give thanks for the grant to purchase a second VAS unit. Cllr. Hopfensperger advised that a review is underway to extend the 30mph limit past the Grange Farm Barns.



(ii) **Report from Susan Glossop (Borough Councillor) See Appendix 2**

(iii) **Matters for the County & Borough Councillors**

The Council requested that the vegetation around the Highway Gates as you drive from Lackford to Mildenhall be cut back to improve visibility.

5. APPOINTMENT OF COUNCILLOR RESPONSIBILITIES & REPRESENTATIVES ON OUTSIDE BODIES

Neighbourhood Watch – Cllr. J. Coldwell
VAS = Cllr. S Green

6. APPOINTING OF RESPONSIBLE FINANCE OFFICER FOR THE FINANCIAL YEAR 2020/21

Resolved 20/07/6.01

It was agreed to appoint the Clerk, Vicky Bright as RFO for the financial year 2020/21.

7. i) ADOPTION OF ANNUAL GOVERNANCE STATEMENT (AGAR Sect.1) 2019/20

Refer to Appendix Annual governance statement. Council members are to approve and to be adopted by Council

Resolved 20/07/7.01

Council members approved and adopted the Section1 AGAR – Annual Governance Statement for 2019-20, it was duly signed by the Chair (SG) & RFO, J. Sadler.

ii) INTERNAL AUDIT REPORT 2019/20

Refer to Appendix Internal Audit Report 2019/20. For review and consideration

It was agreed to defer the Adoption of the Internal Audit Report once the final report has been completed and presented.

8. i) APPROVE THE END OF YEAR FINANCIAL STATEMENT & RECONCILIATION FOR 2019/20

Refer to the appendices; Financial Statement 2019-2020, Bank Reconciliation Statement and Explanation of significant variations. Council members are to approve and to be adopted by Council

Resolved 20/07/8.01

It was agreed to adopt the Financial Statement and Bank Reconciliation for End of Financial Year 2019-2020, this was duly signed by the Chair (SG) & RFO

ii) ADOPTION OF THE ANNUAL ACCOUNTING STATEMENT (AGAR Sect.2) 2019/20

Refer to Appendix Accounting Statement (AGAR Sect.2). To be adopted by Council

It was agreed to defer this item until the corrections can be made to Box 8, as per guidance from Internal Auditor.

iii) COMPLETION AND SIGNATURE OF THE CERTIFICATE OF EXEMPTION (AGAR) 2019/20

Formality following approval of Accounting Statement above, to be signed by the Chairman

It was agreed to defer this item until the AGAR Section 1 Accounting Statement has been amended.

9. (i) TO REVIEW BUDGET REPORT TO 4th July 2020

It was agreed to defer this item until the RFO (J. Sadler) can produce the Budget to Actual Report from 1st April 2020 to 4th July 2020.

(ii) REVIEW OF THE BUDGET FOR 2020/21

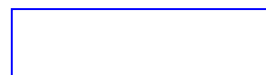
Refer to Appendix Budget for Precept 2020-2021. For Review and Approval

Resolved 20/07/9.01

The 2020/21 Budget was reviewed and no changes were needed. The Budget was approved and signed by the Chair (SG)

10. TO REVIEW AND ADOPT THE ASSET REGISTER 2020/21

It was agreed to defer this item to the October meeting, until the new Clerk can check the Register and make any necessary additions and amendments.



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11. TO REVIEW AND ADOPT STANDING ORDERS AMENDED July 2020

Refer to Appendix [Standing Orders July 2020](#). For review and to be adopted by Council

Resolved 20/07/11.01

It was agreed to adopt the reviewed and amended Standing Orders (NALC Model July 2018).

Resolved 20/07/11.02

It was agreed to adopt the Addendum to Standing Orders – Remote Meetings (June 2020).

12. TO REVIEW AND ADOPT FINANCIAL REGULATIONS AMENDED July 2020

Refer to Appendix [Financial Regulations July 2020](#). For review and to be adopted by Council

Resolved 20/07/12.01

It was agreed to adopt the reviewed and amended Financial Regulations (NALC Model July 2019).

13. TO REVIEW AND ADOPTION OF FINANCIAL RISK ASSESSMENT 2020/21

Refer to Appendix [Financial Risk Assessment 2020/21](#). For approval and to be adopted by Council

Resolved 20/07/13.01

The Clerk carried out a full Financial Risk Assessment of the Councils financial procedures for the financial year 2020/21, this was adopted by Full Council and signed by the Chair (SG).

14. REVIEW EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE 2020/21

Refer to Appendix [Review of Effectiveness of Internal Audit](#). For review and to be adopted by Council. Appointment of Internal Auditor for the Financial year 2020/21

It was agreed to defer this item until the internal audit for 2019-20 has been completed.

15. TO CONSIDER ANY ANNUAL DONATIONS 2020/21

Section 137 of the [Local Government Act \(LGA\) 1972](#) authorises a local council to spend money (subject to the statutory limit: £8.32 per electorate for 2020/21) for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

It was agreed to hold off on the donation for the Safer Neighbourhood Watch until signage provision has been confirmed.

16. Planning Matters (*Formal Resolution of Comments Submitted*):

- i. **DC/20/0915/HH – Single storey front extension. Location: 11 Holden Road Lackford IP28 6HZ**

Resolved 20/07/16.01

No Objections submitted 3rd July 2020

- ii. **DC/20/0696/HH – Two storey rear extension. Location: 14 Holden Road Lackford IP28 6HZ**

Resolved 20/07/16.02

Formal Resolution of No Objections submitted 22nd May 2020

(For Information & Consideration):

- iii. **DC/19/2230/HH – Appeal Ref: AP/20/0016/HAS
1 no. single storey outbuilding comprising annexe and storage (following demolition of existing outbuildings)
LOCATION: Willow Cottage Bury Road Lackford IP28 6HT**

Appeal granted 22nd June 2020.

17. Correspondence

To consider any items of correspondence which require a response from the Parish Council.

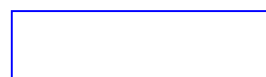
None.

18. Finance 2020/21

- i. **Parish Council Bank Balances and Reconciliation from list of Payments and Receipts April-June 2020**

The Parish Council Bank balances are as indicated in the Balance Sheet and have been fully reconciled. Please refer to appendix titled [Sage - 1b - BS - Months to YE](#). A green dot indicates the sums have been checked and a double green dot indicates a full reconciliation.

Resolved 20/07/18.01



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That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (SG). The bank account balance as of 4th July 2020 is £15,050.97.

- ii. **Approval and to authorise payments made between meetings and payment of outstanding invoices due to be paid** *Refer to Appendix – Payment Authority 2020-07-13*

Resolved 20/07/18.02

All payments made since the previous meeting on 20 March 2020 to 07 July 2020 were approved and authorised by Cllr. S. Green & Cllr. S. Jones

19. Items for the next meeting to be held on Tuesday 28th July 2020 at 7:30pm, via Zoom

- Internal Audit Report 2019/20
- Adoption of AGAR Section2 – Accounting Statement 2019/20
- Signature of Certificate of Exemption AGAR 2019/20
- Budget to Actual Report 1st Quarter 2020/21 to 4th July 2020
- Review Effectiveness of Internal Audit & Appoint Internal Auditor for 2020/21

Future Meetings Dates:

Monday 12th October 2020

Monday 14th December 2020

Monday 8th March 2021

Meeting Closed: 8:50pm

