

**The next meeting of Lackford Parish Council will take place on Monday 13<sup>th</sup> October 2025 at 7p.m. in Lackford Church.**

**Members of the public are welcome. There will be a public session during the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may observe the rest of the meeting but may not address the Council.**

#### **AGENDA**

1. To accept apologies and reason for absence.
2. Declaration of interest by councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the Annual Meeting of the Parish Council held on Wednesday 7<sup>th</sup> May 2025.
4. Public session (15 minutes) - members of the public are invited to speak briefly about any items on the agenda.
5. County Councillors Report.
6. District Councillor's report.
7. Community safety.
  - a) Matters for the Safer Neighbourhood Team.
8. To receive an update on the list of actions agreed at the last meeting.
9. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments.
  - b) Approval of payments authorised between meetings.
  - c) Approval of the record of receipts and payments made since the last meeting.
  - d) Bank balances as 1<sup>st</sup> October 2025 and confirmation of bank reconciliation.
  - e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Barclays, and the use of variable direct debit or standing order where appropriate.
  - f) Six-month budget review.
10. To discuss any planning issues.
  - a) Update on the new West Suffolk Local Plan.
11. To discuss any highways/Rights of Way issues/tree/transport issues:
  - a) Update on the meeting with Nick Timothy MP about motorbikes speeding through the village.
  - b) Setting up a combined Community Speedwatch Group with Icklingham and Flempton cum Hengrave.
  - c) Letter from Moulton Parish Council about speeding and road safety.
12. To approve/review the following policy documents:
  - a) Financial Regulations
  - b) Updated Standing Orders.
  - c) Scheme of Delegation.
  - d) Updated Contact Privacy Notice.
  - e) Procedural policies as listed in appendix A.
  - f) Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.
  - g) Employment policies and procedures as listed in appendix C.
  - h) Other policies as listed in appendix D.
  - i) Planning documents listed in appendix E.
13. To discuss the following IT issues:
  - a) Approval of Lackford Parish Council's new IT policy.
  - b) Setting up dedicated email addresses for parish councillors.
14. To discuss any village issues.
15. To discuss the following correspondence:
  - a) Email from West Suffolk Council about their next Community Governance Review.
  - b) Email from West Suffolk Council about the next Parish and Town Council Forum which will be held on 21 October 2025 at West Suffolk House, Bury St Edmunds at 7pm.

- c) Email from the Suffolk Joint Emergency Planning Group about Community Emergency Rest Centre Training on Thursday 23<sup>rd</sup> October from 6-9pm in Honington and Sapiston Village Hall.

16. Any other business for noting or including on the agenda of the meeting on Monday 8<sup>th</sup> December 2025.

**Appendix A – Procedural policies**

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

**Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.**

- Data Protection and Information Management Policy.
- Social media policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Procedure for Handling Requests for information
- Freedom of Information Publication Scheme
- Assessment of personal data held by Lackford Parish Council.

**Appendix C - Employment policies and procedures.**

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

**Appendix D – Other policies.**

- Volunteer Policy
- Risk Assessment for volunteer litter pickers.
- Hedge Policy.

**Appendix E – Planning documents**

- The Role of Lackford Parish Council in Dealing with Planning Applications
- Planning applications and how to respond.