

LACKFORD PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Monday 17th May 2021**

Councillors present: Stan Green (Chairman), Harry Lidster, Steve Jones, Naomi Palmer, Roland van Wijk, and John Coldwell.

Also present: One member of the public

1. Election of chairman

Stan Green was nominated and following a vote, it was resolved that he would be chairman.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. To elect a vice chairman

Steve Jones was nominated and following a vote, it was resolved that he would be vice-chairman.

4. Register of Members' Interests form.

The clerk was asked to notify West Suffolk Council of two amendments. The remaining councillors confirmed that their Register of Interest forms did not need updating.

5. Acceptance of apologies for absence

Apologies were received from Andrew Ramsay and the reason for absence accepted.

6. General Power of Competence

It was resolved that Lackford Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May 2019 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

7. Declaration of Interest in items on the agenda and dispensation requests

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

8. Approval of minutes of meeting held on Monday 8th March 2021

It was resolved that the minutes were correct. The chairman signed them.

9. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

10. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- Lackford PCC – churchyard maintenance as agreed in the budget - Local Government Act 1972, s214(6)- **£280.00**
- Lackford PCC – rental of church for meetings - LGA 1972, s111 - **£230.00**
- Lackford Community Council – donation as agreed in budget - Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£400.00**
- Cathy Whitaker – internal audit - LGA 1972, s111- **£65.00**
- J P Kirk -Zoom – annual subscription (1/8) - LGA 1972, s111 - **£17.99**
- J P Kirk – expenses - LGA 1972, s111 - **£6.00**

Stan Green and Steve Jones signed the Schedule of Payment. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since 1st April 2021

Receipts

Date	Supplier	Description	Total
08/04/2021	HMRC	VAT refund 2020-21	£738.84
29/04/2021	West Suffolk Council	Precept	£5,274.00

Payments

Date	Minute	Supplier	Description	Total
07/04/2021	261/7c	Suffolk Association of Local Councils	SALC membership	£144.72
14/04/2021	261/7c	ICO	Data protection fee	£35.00
Staff costs as per confidential cash book				

d) **Bank balances as of 30th April 2021**

Barclays current account	£7,345.42
Monmouthshire Reserve Account	£10,538.92
Total in Banks	£17,884.34

Stan Green and Steve Jones verified and signed the bank statement.

e) **Signatory to complete the checklist of Internal Controls**

Steve Jones completed and signed the checklist of internal controls.

f) **Update on the inspection of parish council property carried out by John Coldwell**

The benches in Kent Road and Holden Road are damaged. John Coldwell agreed to remove them. It was resolved that the bench in Holden Road would be replaced. A payment of up to £500 was authorised for a replacement bench and fixings.

The post for the village sign is starting to rot and needs monitoring.

f) **Internal auditor's report**

No issues were raised.

g) **To approve Lackford Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.**

It was resolved that Lackford Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO signed the Annual Governance Statement.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21**

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO signed the Accounting Statement.

i) **To decide whether Lackford PC should submit a Certificate of Exemption from an external audit**

It was resolved that Lackford Parish Council would submit a Certificate of Exemption from an external audit as its income in 2020/21 was £7,593 and its expenditure was £7,177 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) **To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

k) **Precept information for 2020/21**

A precept payment of £5,274 was received from West Suffolk Council on 29th April 2021.

l) **To approve the clerk's Contract of Employment**

It was resolved that the Contract of Employment would be approved. The Chairmen and RFO signed the contract.

m) **Update on the change of mandate for the Monmouthshire Reserve Account**

The mandate form has been updated. The clerk can now access the account.

11. **Planning**

No planning applications have been received.

12. **Highways/rights of way matters/tree or transport issues:**

a) **Email from Suffolk Safety Camera Team**

The Parish Council has received an email from Suffolk Roadsafe saying that they do not have the resources to act on VAS data. It was resolved that the Parish Council would follow this up with the Police and Crime Commissioner.

b) **Grass Cutting schedule for the village greens**

It was resolved that the clerk would request the first cut in the first week in June.

13. Email from the Joint Emergency Planning Unit about producing an Emergency Plan

It was resolved the Roland van Wijk and the clerk would produce a draft Emergency Plan.

14. To discuss any village issues

The following issues were raised:

- **Use of herbicide round the signage and lampposts**

The clerk was asked to contact West Suffolk Council to ask them not to use herbicides on the areas they cut on behalf of the Parish Council. The Parish Council will try and find volunteers to trim round the posts and telegraph poles so that herbicides are not required.

- **Litter**

Two volunteers have been out and collected four bags of rubbish in Lackford. It was resolved that the clerk would contact McDonalds at Barton Mills about the problem of McDonalds packaging being thrown out of cars and ask if there is anything they can do to help.

15. Correspondence

a) Boundary Commission Review

The clerk was asked to circulate the information to councillors.

There being no further business the meeting closed at 8pm

Signed: **Dated:**