

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 14th March 2022

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

Also present: Joanne Kirk (clerk), County Councillor Rebecca Hopfensperger District Councillor Susan Glossop and 2 members of the public.

1. Acceptance of apologies for absence.

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

2. 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.

3. Public session.

The following issues were raised during the public session.

- John Browning spoke about blockages on the River Lark causing flooding. The Environment Agency has agreed in principle to remove two trees. The rushes and reeds are causing the river to narrow and flow at reduced capacity. The EA has a licence to spray them but they really need to be removed. A meadow near the River Lark is going to be flooded to become a habitat for wildlife.
- The state of the verge in Bury Road opposite the Old Post Office which is encroaching about 2 ft onto the road. West Suffolk Council's road sweeper also needs to do a more thorough job to keep it clear.
- County councillor Beccy Hopfensperger confirmed that cutting back verges which encroach onto Highways has been written into the Highways Maintenance Operation Plan as regular maintenance commencing in April 2022.

4. Approval of the minutes of the meeting held on Monday 13th December 2021 and the planning meeting held on Wednesday 16th February 2022.

It was resolved that the minutes of the meeting held on Monday 13th December 2021 were correct.

It was resolved that the minutes of the planning meeting held on Wednesday 16th February 2022 were correct subject to the following amendments:

He (the applicant) explained that the outbuilding would be used for storage and paddock mowing equipment.

Item 3 – correction - Lackford Parish Council has subsequently found out that some, but not all of the trees behind Baytree were dead.

The chairman sign the amended minutes.

5. County Councillor's report.

Beccy Hopfensperger spoke about the following:

- Suffolk County Council's budget has been approved.
- Warm homes grants.
- Possible ways to assist Ukrainian refugees. The best way to support them is through monetary donations.
- She has suggested that the cabinet member for Highways gets involved in making sure that the work at Breckland Edge gets completed.
- The meeting with local parishes about improving walking and cycling links between them.

6. District Councillor's report.

District Councillor Susan Glossop sent a written report which is available on the Parish Council website at <http://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/14th-march-2022/>

Susan Glossop also sent the following planning information through prior to the meeting:

As your West Suffolk ward councillor I have been made aware that not all residents know of the regulations before carrying out work to reduce or removing trees in a Conservation area . Also before building any structure in the garden or carrying out any building works it is advisable to check as to whether you require planning permission . Any alterations to listed buildings require listed building consent and there are tighter regulations for buildings within the curtilage of a listed building and/or conservations.

There is plenty of information provided on the West Suffolk website and nationally through the planning portal. Please find below a link to our webpage on Conservation areas, which also provides a link to our tree advice:

<https://www.westsuffolk.gov.uk/planning/Conservation/conservationareasandappraisals.cfm>

The national planning portal web pages also provide a wealth of information in this regard:

https://www.planningportal.co.uk/info/200125/do_you_need_permission

Individual homeowners have a responsibility to check the regulations before embarking on a development project or tree works.

Concern was raised about the fact that brown bins were not collected in January when it was frosty and that a follow-up collection was not arranged by West Suffolk Council. Cllr Susan Glossop agreed to speak to the Waste Management Team.

A question was asked about litter picking on the A1101 towards Flempton and Icklingham. There are volunteers available but it is too dangerous without support. Susan Glossop agreed to speak to the Waste Management Team about offering assistance with traffic management. The clerk agreed to check with Lackford Parish Council's insurers about whether volunteers are covered under the policy.

7. Community safety

a) Matters for the Safer Neighbourhood Team.

No issues were raised.

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

There were two outstanding councillor actions.

9. Finance

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

It was resolved that the following payments would be approved:

HMRC - PAYE - LGA 1972, s111 - **£146.20**

J P Kirk - expenses - LGA 1972, s111 – **£28.31**

Risby Parish Council – 1/5 of cost of a print cartridge - LGA 1972, s111 - **£8.15**

John Coldwell 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 the last meeting.

It was resolved that the statement of receipts and payments would be approved:

Payments

Date	Minute	Description	Supplier	Total
14/12/2021	278/9a	Scribe accounting software	Starboard Systems Ltd	£138.00
Staff costs as per confidential cashbook.				

d) Bank balances and confirmation of bank reconciliation as of 23rd February 2022.

Barclays current account	£2,781.93
Monmouthshire Reserve Account	£10,538.92
Total in Banks	£13,320.85

Steve Jones verified and signed the bank statements and bank reconciliations.

e) Councillor to complete the checklist of internal controls.

John Coldwell completed and signed the checklist of internal controls.

f) Update on the financial checks carried out by a councillor.

John Coldwell has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

g) To review the income and expenditure for 2021/22 against the budget and discuss the level of reserves for general and earmarked expenditure

Councillors reviewed the receipts and payments for 2021/22 against the budget. At year-end Lackford Parish Council should be within budget.

Budget Summary 2021 - 2022

Receipts	
Budgeted	£5,274
Actual	£6,013
Difference	£739
Payments	
Budgeted	£5,474
Actual	£4,963
Difference	£511
Overspends	
Insurance	
Budgeted	£330
Actual	£338
Difference	-£8
Other payments (see separate explanation)	
Budgeted	£50.00
Actual	£386.20
Difference	-£336.20
Explanation	
New bench	£386
Less budget allocation	£50
Difference	£336

Reserves

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
Earmarked					
Village project	£6,664.66				£6,664.66
Vehicle Activated Sign					
TOTAL EARMARKED RESERVES	£6,664.66				£6,664.66
GENERAL FUND					£6,656.19
TOTAL FUNDS					£13,320.85

It was resolved that:

- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.
- The level of reserves was adequate.
- A reserve for maintenance of fixed assets would be created.

h) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.

One new asset was purchased, a new bench for Holden Road. The Parish Council's assets current insurance value is £33,894. The purchase value was £22,097. It was resolved that the asset values would be increased by 5% and then reviewed annually. Steve Jones sought confirmation that the Parish Council's insurance covers the teams that relocate the speed sign on the A1101. The clerk agreed to check this.

i) To review the Council's risk assessment.

It was resolved that the risk assessment would be approved.

j) **To check that the levels of liability insurance are adequate.**

The levels of liability cover are as follows:

Public Liability	Fidelity Guarantee (Dishonesty)	Business Interruption	Employers' Liability
£10m	£2K	£100K	£10m

It was resolved that the levels of liability cover were adequate.

k) **Review of confidential cashbook and deductions by a councillor.**

John Coldwell reviewed the clerk's Confidential Cashbook when he carried out the internal control checks and has confirmed that the PAYE details and tax code were correct.

l) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2021 and complete the inspection checklist.**

John Coldwell agreed to inspect the Council's property.

m) **Appointment of an internal auditor.**

It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £70 would be paid.

10. **Planning**

DC/22/0065/HH - The Oaks, Lackford - Detached outbuilding

This application is recommended for approval.

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

a) **Email from Fornham Parish Council about the possibility of trying to create footpath links between local villages.**

Naomi Palmer had agreed to attend the meeting on 16th March 2022 but has had to send her apologies.

b) **Email about flooding on The Lark**

See item 3 above.

c) **Review of grass cutting in Lackford and 'No Mowing May'.**

It was resolved that the clerk would contact West Suffolk Council about the grass cutting in Kent Road and Holden Road and check if they are going to adhere to the Council's 'No Mowing May' request in Kent Road.

d) **Updates on the meetings on 1st March 2022 about damage to the Icknield Way and creating footpath links between neighbouring villages.**

The meeting was attended by representatives from West Suffolk Council, Suffolk County Council and the Police along with neighbouring parishes. Discussions were held with members of the public about the impacts of the anti-social use of motor vehicles in and around the byway network and road networks. The following actions were agreed:

- Enhance advisory signage.
- Good neighbour scheme. Community Action Suffolk to be linked in with community should they wish to pursue this option, along with Neighbourhood Watch information.
- Explore a Traffic Regulation Order (TRO) with community support and evidence they put forward.
- Meeting with user groups.
- Police enforcement days and education.
- Resident led information to share for evidence gathering, photographic statements, evidence of damage.

e) **Request for a bus stop in Bury Road.**

It was resolved that the clerk would contact Cllr Beccy Hopfensperger to find out if Suffolk County Council would put in a level area at the bus stop in Bury Road.

12. **To review the following documents:**

a) **Scheme of Delegation.**

It was resolved that no amendments would be made to the document.

b) **Updated Contact Privacy Statement**

It was resolved that the updated Contact Privacy Statement would be approved.

