

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 27th March 2023

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

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

1. **Acceptance of apologies for absence.**
Apologies were received from Naomi Palmer and Andrew Ramsay and the reason for absence accepted. County Councillor Rebecca Hopfensperger also sent her apologies.
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. **Approval of the minutes of the meeting held on Monday 12th December 2022.**
It was resolved that the minutes of the meeting held on Monday 12th December 2022 were correct. The chairman signed the minutes.
4. **Public session.**
No issues were raised during the public session.
5. **County Councillor's report.**
No report was received.
6. **District Councillor's report.**
Cllr Susan Glossop has given locality funding for the King's Coronation celebrations.
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 no outstanding councillor actions. The new bench been installed in the churchyard.
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 - **£173.20**
 - J P Kirk - expenses - LGA 1972, s111 – **£26.71**
John Coldwell and Steve Jones signed the Schedule of Payment. The Chairman countersigned it.
 - b) **Approval of payments authorised between meetings.**
One payment was authorised between meetings - delivery costs from France for replacement part for repair of the VAS (subsequently returned)- Road Traffic Regulation Act 1984, s.72 - **£120.00 + VAT.**
 - c) **Statement of receipts and payments made since the last meeting.**
It was resolved that the statement of receipts and payments would be approved:

Receipts

Date	Bank	Description	Total
30/01/2023	Barclays current account	Locality funding for community bench	£387.91

Payments

Date	Minute	Description	Total
20/02/2023		Delivery costs from France for replacement part for VAS	£120.00
		Staff costs as per confidential cashbook.	

- d) **Bank balances and confirmation of bank reconciliation as of 27th March 2023.**

Barclays current account	£1,322.44
Monmouthshire Reserve Account	£10,586.35
Total in Banks	£11,908.79

John Coldwell 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 2022/23 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2022/23 against the budget. At year-end Lackford Parish Council will be over budget because of the following additional payments:

- Community bench - £491.23 (less Suffolk County Council locality funding of £387.91).
- Donation towards platinum Jubilee celebrations - £375
- Donation to Citizen's Advice - £50.
- Additional staff costs

Reserves

Earmarked reserve	Opening balance	Transfers	Spend	Receipts	Current balance
Village project	£6,665				£6,665
Maintenance of VAS	£50	£400	£236		£214
Clerk and councillor training	£50	£50	£6		£94
Other admin costs	£50	£50			£100
Maintenance of fixed assets	£50	£275			£325
Election costs		£2,500			£2,500
TOTAL EARMARKED RESERVES	£6,865	£3,275	£243		£9,897
GENERAL FUND					£2,012
TOTAL FUNDS					£11,909

It was resolved that:

- The level of reserves was adequate.

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

The Parish Council's assets current insurance value is £36,407. The purchase value is £22,360.

It was resolved that:

- The insurance value of all the assets would be increased by 10% at the end of the financial year and the insurer Gallagher notified of the increase.
- The wooden benches in Holden Road and the churchyard would be removed from the asset register.
- The new recycled plastic bench in the churchyard would be added to the asset register.
- The clerk would obtain quotes for two recycled plastic noticeboards as the current ones need replacing.

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 2023. and complete the inspection checklist.**

Roland van Wijk agreed to inspect the village sign and bus shelter in Old Bury Road. Stan Green agreed to check the bus shelter in The Street.

- m) Update on the cost of the grass cutting contract for 2023-24.**

The new contract with West Suffolk Council will cost £386.32 for 8 cuts from March – October 2023.

10. Planning.

- a) Email from West Suffolk Council giving details of the revised timetable for the Local Plan.**

The pre-submission consultation will now take place in autumn/winter 2023 so that the draft document can include changes to the National Planning Policy Framework (NPPF).

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

- a) Possible purchase of a grit bin for the corner of Holden Road/Bury Road.**

The clerk agreed to apply for permission from Suffolk County Council to install a grit bin.

- b) Update on the Fornham All Saints Active Travel Plan – for information only.**

It was resolved that this item would be revisited after the May elections.

12. Parish Council elections on 4th May 2023.

- a) Email from West Suffolk Council about the pre-election period which began on Wednesday 22nd March.**

The pre-election period for the May elections started on Wednesday 22 March when the election notice was published. Parish councils must not publish any material which seeks to influence voters. Parish councils should also avoid expressing views or making decisions about things that may be controversial or lead people to vote in certain ways.

- b) Information about voter ID for people voting in person.**

Information has been put on All@Lackford and on the Parish Council website.

- c) Nomination forms.**

These have been taken into West Suffolk Council by the clerk.

13. To discuss any village issues:

- a) Request by Lackford Community Council for a donation towards cost of the King's Coronation Festivities.**

It was resolved that a donation of £500 would be made.

- b) Fallen trees and reed beds along the Lark.**

These have now been cut back and the blockage cleared.

14. To confirm the dates of meetings in 2023/24.

- Wednesday 17th May 2023 Annual Meeting of the Parish Council and Annual Parish Meeting
- Monday 9th October 2023
- Monday 11th December 2023
- Monday 11th March 2024

15. To agree the procedure and possible items for the Annual Parish Meeting.

It was resolved that the same format would be used as last year, with the Annual Parish Meeting taking place after the Council's Annual Meeting. The Annual Meeting of the Parish Council will start at 7pm.

16. To discuss the following correspondence:

- a) Email from the Greenest Community Network**

It was resolved that this item would be discussed after the May elections.

- b) Fit Villages email from Susan Glossop..**

It was resolved that this item would be discussed after the May elections.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Wednesday 17th May 2023 at 7pm and the Annual Parish Meeting at 8pm.

The Chairman asked for his thanks to Steve Jones and John Coldwell to be recorded as they have decided to step down as parish councillors.

There being no further business the meeting closed at 8.36pm

Signed: | **Dated:**

DRAFT