

**LACKFORD PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Monday 9<sup>th</sup> May 2022**

**Councillors present:** Stan Green (Chairman), Harry Lidster, Steve Jones, Roland van Wijk and Andrew Ramsay.

**Also present:** Joanne Kirk (clerk). County Councillor Beccy Hopfensperger arrived at 7.30pm.

**1. Election of chairman**

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

**2. Adoption of the new model Code of Conduct.**

It was resolved that the new model Code of Conduct would be approved.

**3. 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.

**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 John Coldwell and Naomi Palmer 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 2<sup>nd</sup> 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 14<sup>th</sup> March 2022**

It was resolved that one amendment would be made to the minutes. Item 20 was amended. 'Anglian Water' was corrected to 'An independent body'. The chairman signed the minutes.

**9. Public session**

No issues were raised.

**10. Update on list of actions agreed at the last meeting**

There were three outstanding councillor actions.

**11. Finance**

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

It was resolved that the following payments would be approved:

- J P Kirk – expenses - LGA 1972, s111 - **£20.94**
- SALC subscription, LGA 1972, s111 - **£144.65**
- Mrs C Whitaker – internal audit - LGA 1972, s111- **£70.00**
- J Kirk – hard drive for backing up PC files (25%) - LGA 1972, s111 - **£24.94**
- J Kirk – mileage BSE – Exning – BSE – delivering and collecting accounts (1/5) on 09/04 and 05/05 - LGA 1972, s111 - **£5.22**

Payments agreed in the budget:

- Lackford PCC – churchyard maintenance - Local Government Act 1972, s214(6)- **£280.00**
- Lackford PCC – rental of church for meetings - LGA 1972, s111 - **£230.00**
- Lackford Community Council – donation - Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£400.00**

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 1<sup>st</sup> April 2022**

**Receipts**

Date	Description	Supplier	Total
29/04/2022	Precept	West Suffolk Council	£5,385.00
21/04/22	VAT refund	HMRC	£121.32

**Payments**

Date	Minute	Description	Supplier	Total
01/04/2022	280/10g	Data protection fee	ICO	£35.00
Staff costs as per confidential cashbook				

**d) Bank balances as of 3<sup>rd</sup> May 2022 and bank reconciliation.**

Barclays current account	£7,443.69
Monmouthshire Reserve Account	£10,586.35
<b>Total in Banks</b>	<b>£18,030.04</b>

Steve Jones verified and signed the bank statement and bank reconciliation.

**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**

No issues were raised.

**f) Internal auditor's report**

No issues were raised.

**g) To approve Lackford Parish Council's Annual Governance Statement 2021/22 (see separate document) and section 1 of the Annual Governance and Accountability Return 2021/22.**

It was resolved that Lackford Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2021/22 would be approved. The Chairman and RFO signed section one of the AGAR.

**h) To approve and sign section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statements 2021/22**

It was resolved that section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22 would be approved. The Chairman and RFO signed section two of the AGAR.

**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 2021/22 was £6,110 and its expenditure was £5,386 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

**j) Confirmation of the dates for the notice of the period for the exercise of public rights.**

It was resolved that the dates for the exercise of public rights would be Monday 13<sup>th</sup> June 2022 – Friday 22<sup>nd</sup> July 2022.

**k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

**l) Precept information for 2022/23**

A precept payment of £5,385 was received from West Suffolk Council on 29<sup>th</sup> April 2022.

**m) Request from Flemspton Parish Council for a donation of £445 towards a water quality assessment.**

It was resolved that Lackford Parish Council would approve a payment of £445 subject to further clarification about the process of testing, what the results will be used for and the total anticipated cost.

**n) Request for funding from Lackford Community Council for the Queen's Platinum Jubilee Celebrations.**

It was resolved that a donation of up to £375 would be approved to be match funded by County Councillor Beccy Hopfensperger subject to details of the costings being sent to the Parish Council. Stan Green agreed to speak to Colin Holmes.

**12. Planning**

**a) Email from West Suffolk Council about their Preferred Options consultation which will begin on 26<sup>th</sup> May.**

The next public consultation will commence on the 26<sup>th</sup> May for eight weeks on the Preferred Issues and Options document. Lackford has been designated as countryside in the new West Suffolk settlement hierarchy as it lacks the level of services and facilities required for a large settlement.

There are circumstances where policies will allow development to take place in the countryside.

Examples might include:

- Small scale infill development comprising one or two dwellings
- Replacement of existing dwellings on a one-for-one basis
- Conversion or reuse of buildings for employment or residential use
- An affordable housing exception site within or adjacent to the Housing Settlement Boundary
- An agricultural or essential workers dwelling

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

The clerk agreed to report the following Highways issues:

- The vegetation around the Lackford Gateway sign at the Mildenhall end of the village needs cutting back.

There is a problem with the number 355 and 16 buses not turning off the A1101 into Old Bury Road to pick up passengers from the bus stop in Old Bury Road. Beccy Hopfensperger agreed to report this to the bus company.

**14. To approve the following documents:**

**a) Procedure for dealing with planning applications.**

It was resolved that the document would be approved and uploaded onto the website.

**b) How to respond to planning applications.**

It was resolved that the document would be approved and uploaded onto the website.

**c) Risk assessment and volunteer guidance for volunteers.**

It was resolved that:

- The document would be approved and uploaded onto the website.
- Under 16's would not be allowed to act as volunteer litter pickers for Lackford Parish Council as they would not be covered by the Parish Council's insurance.
- Roland van Wijk would be lead volunteer and keep a record of volunteer litter pickers who wish to be covered by the Parish Council's insurance and ensure that they use protective equipment. He also agreed to draft an article for *all@Lackford* asking for volunteers.

**d) Risk assessment for VAS volunteers.**

It was resolved that:

- The document would be approved and uploaded onto the website.
- Stan Green would be lead volunteer and keep a record of volunteer camera movers who wish to be covered by the Parish Council's insurance and ensure that they use protective equipment.
- Under 16's would not be allowed to move the VAS for Lackford Parish Council as they would not be covered by the Parish Council's insurance.

**15. To discuss any village issues**

**a) Purchasing a community defibrillator.**

It was resolved that no defibrillator would be purchased as Lackford is part of the Lark Valley Community First Responders group.

**16. Correspondence**

**a) Email from Lighthouse requesting a donation.**

It was resolved that no donation would be made.

**b) Email from Citizens Advice West Suffolk requesting a donation.**

It was resolved that a donation of £50 would be made.

**17. Any other business for noting or including on the next agenda.**

The Parish Council's files have not been handed over by the former clerk, despite a request to do so by 14<sup>th</sup> March 2022. The clerk agreed to contact him to remind him of this date and to ask for the parish council files to be handed over straightway.

**There being no further business the meeting closed at 8pm.**

**Signed:** ..... **Dated:** .....