

LACKFORD PARISH COUNCIL**Minutes of the meeting held on Monday 10th October 2022**

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

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

1. Acceptance of apologies for absence

Apologies were received from parish councillors Andrew Ramsay and Roland van Wijk and the reason for absence accepted. John Sadler also sent his 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 Annual Meeting of the Parish Council held on Monday 17th May 2022 and the planning meeting held on Monday 1st August 2022.

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

4. Public session (15 minutes)

The following issues were raised.

- The 'No Mow' May policy which was in place in May 2022 and that it is not sustainable when in place for only one month, particularly in an area when there are lots of wildlife areas.
- The fact that the Council ignored the results of the Green Space Survey where the majority of residents in Lackford did not want wildlife areas on the open spaces in Lackford.
- Problems with secondary children Lackford obtaining bus passes. The rules changed in 2018 to children only getting a bus passes to their nearest secondary school. The nearest secondary school to Lackford is St Benedict's which is a catholic school. County Upper is 0.08miles from St Benedict's. The children from both schools get on and off at the same bus stop.

Beccy has asked for an exception policy to be put in place for villages in this situation. She suggested people should contact her as she will help with appeals. The clerk agreed to put something on All@ Lackford telling residents about the appeal process.

Councillors asked how they could support Beccy Hopfensperger. She said that a letter to Suffolk County Council voicing residents' concerns about the unfairness of the process would be helpful. The Parish Council agreed to do this.

5. County Councillors Report.

Becky Hopfensperger sent a general report prior to the meeting. This has been uploaded onto the Parish Council's website at <http://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/10th-october-2022/>

- She has submitted a request for a hard standing at the bus stop in Bury Road
- The vegetation around the Lackford sign has been cut back.
- Breckland Edge has been cut back.

Councillors explained that the vegetation around the village sign has been cut back, but not round the village gateways. As for Breckland Edge, the problem is on the other side of the road.

Beccy Hopfensperger agreed to arrange for Highways Community Liaison Engineer Andy Moore to come out to Lackford and meet Stan Green and Steve Jones for a site visit. She also agreed to send through the link to Suffolk County Council's cost of living website.

6. District Councillor's report.

Susan Glossop sent her report prior to the meeting. The report is available on the Parish Council's website at <http://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/10th-october-2022/>

She spoke about the following:

- The new Warm Spaces grants which are available to warm community spaces.
- In next year's elections, people will need photographic evidence before they can vote.

Harry Lidster said that the Lackford Charity can provide money for people struggling to heat their homes.

7. Community safety.

c) Matters for the Safer Neighbourhood Team.

No issues were raised.

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

There was one outstanding councillor action.

9. 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 – £30.88 less £3 overpaid - **£27.88**
- Risby Parish Council -phone costs (15% of cost of clerk's mobile phone) - LGA 1972, s111 – **£15.93**
- Gallagher – insurance - LGA 1972, s111 – **£365.02** – I made this payment on 10th October as a regular payment as the renewal date is 11th October. They added in a £50 admin fee to the final invoice.
- HMRC – PAYE - LGA 1972, s111 - **£162.60**
- West Suffolk Council – grass cutting – Open Spaces Act - **£264.85** (cost reduced to reflect no mow May and in August due to drought).

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
10/05/2022	289/11a	Clerk's expenses	J Kirk	£51.11
10/05/2022	289/11a	Internal audit fee	Mrs C Whitaker	£70.00
10/05/2022	289/11a	SALC membership	SALC	£144.65
10/05/2022	289/11a	Churchyard maintenance	Lackford PCC	£280.00
10/05/2022	289/11a	Community room hire for meetings	Lackford PCC	£230.00
10/05/2022	289/11a	Donation	Lackford Community Council	£400.00
19/05/2022	291/11b	Donation	Suffolk West Citizens Advice Bureau	£50.00
23/05/2022	290/11a	Donation for Queen's Platinum Jubilee celebrations	Lackford Community Council	£375.00
25/05/2022	293/5	Batteries and chargers for VAS	SJS Green	£136.38
02/08/2022	293/5a	Print cartridge 10%	Risby Parish Council	£5.08
Staff costs as per confidential cash book				

d) Bank balances as of 26th September 2022 and bank reconciliation.

Barclays current account	£4,485.74
Monmouthshire Reserve Account	£10,586.35
Total in Banks	£15,072.09

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

e) Signatory to complete the checklist of Internal Controls .

Steve Jones and John Coldwell completed and signed the checklist of internal controls.

f) Approval of the continued use of electronic banking.

It was resolved that Lackford Parish Council would continue to use electronic banking.

g) Six month budget review.

Six month budget summary September 2022		
Receipts (excluding VAT refund and precept)	Amount	Details
Budgeted	£0.00	
Actual	£0.00	
Difference	£0.00	
Payments		
Budgeted	£5,385.00	
Actual	£3,551.00	
Difference	£1,834.00	
Overspends as of 26th September 2022		
Other payments including GPC/S137)		
Budgeted	£150.00	
Actual	£425.00	
Difference	-£275.00	Lackford Community Council for Platinum Jubilee event £375, donation to Citizen's Advice £50.
Budgeted	£50.00	
Actual	£136.38	Battery and chargers for VAS
Difference	-£86.38	

Details of overspends are listed above. The budget is currently on track.

10. Planning

- a) **DC/22/1585/HH - Rosemary Cottage, Old Bury Road, Lackford - a. render to all external elevations on dwelling b. cladding to all external elevations on outbuilding.**

It was resolved that no objections would be made to this application.

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

- d) **Review of grass cutting in Lackford and 'No Mow' May trial.**

The trial was unsuccessful, mainly due to the fact that West Suffolk Council did not keep to three weekly cuts in between. It was resolved that the 'No May' policy would not be continued in 2023. The clerk agreed to let West Suffolk Council know.

- e) **Feedback from a resident about grass cutting.**

A resident emailed the Parish Council about the impact of the 'No Mow May' policy on the grass on Kent Road and the fact that it looked unsightly without any obvious benefit to wildlife. See item 11a above.

- c) **Suffolk lorry route survey carried out by Suffolk County Council.**

It was resolved that no further comments would be submitted.

- d) **Use of herbicides on verges cut by Suffolk County Council**

It was resolved that the Parish Council would not ask Suffolk County Council for any change to their current policy for using herbicides. The clerk agreed to send a copy of Suffolk County Council's weed control policy to councillors.

- f) **Guidance for volunteers under the aged of 16 and insurance.**

Lackford Parish Council has received the following information from their insurers Gallagher:

As long as a volunteer is working for, or on behalf of the Parish Council, with the Parish Council having control of their duties and therefore accepting responsibility for their actions, our policy will provide cover under the following sections of the policy, with no limits on the number of volunteers:

Employers' Liability - £10m

This cover will protect the Council should a volunteer sustain an injury during the course of their duties and can successfully prove that the Council has failed to provide an adequate duty of care towards them.

The Council should ensure they are competent to carry out the tasks expected and that they have access to the correct tools as well as suitable clothing/protective equipment e.g. high vis jacket.

Personal Accident

If aged between 16 and 90, they will be automatically covered under this section. There is a sum payable of £100,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent them from pursuing their usual occupation.

Public Liability – £10m

This section of the policy will operate should the Council be found legally liable for any work undertaken by a volunteer that leads to loss, injury, illness or damage being sustained by a member of the public.

A risk assessment should be carried out, with any increased risks or issues identified acted on accordingly, with written evidence kept on file. I have attached a sample risk assessment to assist further.

Whilst not a policy condition, it would also be prudent to record the details of each volunteer and obtain their written consent for the duties expected of them – the attached document also has a one page template to assist with this.

f) Update on the speeding forum attended Stan Green.

There is mixed experience of enforcement across the county, with speeding clearly an issue across the county. Information was given about how to engage with the Police over enforcement.

Councillors also discussed the questionnaire circulated to residents in Lackford about the ANPR trial which took place recently. The clerk was asked to contact SCC questioning the wording of the questionnaire. Key to answering the question was an awareness of when and where the Council's ANPR SID was present in the village, when Lackford Parish Council was explicitly told not to announce it. Many of the residents would, therefore, not have been aware of its presence. As SIDs were regularly present at different locations in Lackford prior to the trial, it is unlikely that residents would have given any special attention to the ones used in the trial or even realised that they were different. Even if people remember seeing the device and did not relate it to the village SID activities, they are being asked to remember traffic patterns for two separate weeks over a two month period.

13. To discuss the following policy documents.

a) Review of Lackford Parish Council's Financial Regulations.

It was resolved that no amendments to the existing Financial Regulations were necessary.

b) Review of Lackford Parish Council's Standing Orders

It was resolved that no amendments to the existing Standing Orders were necessary.

12. To discuss any village issues

a) Lackford Emergency Plan.

It was resolved that the Lackford Emergency Plan would be approved and an edited version uploaded onto the website.

13. Correspondence

a) Email from Connecting Communities requesting a donation.

It was resolved that no donation would be made.

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

The following items are for noting:

Update on flooding on the Lark. The Environment Agency had agreed to remove some trees blocking the Lark on 29th September but they did not come out. The Parish Council has been trying to contact them for an update since then.

There are two trees in Holden Road which need to be felled as one is dead and one is dying. The clerk asked for photos and location plan so that she can report them to the correct local authority.

The following items are for including on the next agenda:

Request for a community bench for the churchyard.

There being no further business the meeting closed at 9pm.

Signed: **Dated:**