

LACKFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 17th May 2023.

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

Also present: Joanne Kirk (Clerk). District Councillor Susan Glossop 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. Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman.

The chairman signed a Declaration of Acceptance of Office.

3. Declarations of Acceptance of Office from parish councillors.

Councillors completed Declaration of Acceptance of Office forms.

4. Election of a vice chairman

Harry Lidster was nominated and following a vote, it was resolved that Harry Lidster would be vice-chairman.

5. Register of Members' Interests form.

Councillors completed Register of Members Interests forms.

6. Acceptance of apologies for absence

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

7. 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 4th May 2023 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

8. To sign a form agreeing to receive the summons to meetings and other information by email.

Councillors signed the form agreeing to receive a summons to meetings and other information by email.

9. To discuss the co-option of an additional parish councillor.

It was resolved that an advert for a new councillor would be included on the All@Lackford website.

10. 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.

11. Approval of minutes of meeting held on Monday 27th March 2023.

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

12. Finance

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

It was resolved that the following payments would be approved:

- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
- J P Kirk - expenses - LGA 1972, s111 – **£18.59**
- SALC – annual subscription – LGA 1972 111 - **£158.81**

Payments agreed in the budget:

- Lackford PCC – churchyard maintenance - Local Government Act 1972, s214(6)- **£300.00**
- Lackford PCC – rental of church for meetings - LGA 1972, s111 - **£250.00**
- Lackford Community Council – donation - Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£400.00**

b) Approval of payments authorised between meetings:

One payment was authorised between meetings:

- Realise Futures – bench for churchyard – Local Government (Miscellaneous Provisions) 1976 s19 - **£589.48** (less locality funding of £387.91 and VAT which will be reclaimed).

c) **Statement of receipts and payments made since 1st April 2023.**

Receipts

Date	Description	Supplier	Total
06/04/2023	VAT refund 2022-23	HMRC	£195.39
27/04/2023	Precept	West Suffolk Council	£5,727.00

Payments

Date	Minute	Description	Supplier	Total
13/04/2023	308/13a	Donation for King's Coronation celebrations	Lackford Community Council	£500.00
Staff costs as per confidential cashbook.				

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

d) **Bank balances as of 4th May 2023.**

Barclays current account	£6,280.43
Monmouthshire Reserve Account	£10,693.78
Total in Banks	£16,974.21

Roland van Wijk and Harry Lidster verified and signed the bank statements.

e) **Update on the inspection of parish council property carried out by Stan Green and Roland van Wijk.**

Stan Green and Roland van Wijk completed the inspection of Council property. No issues were raised.

f) **Internal auditor's report**

No issues were raised.

g) **To approve Lackford Parish Council's Annual Governance Statement 2022/23 (see separate document) and section 1 of the Annual Governance and Accountability Return 2022/23.**

It was resolved that Lackford Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2022/23 would be approved. The Chairman and RFO signed section 1.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statements 2022/23**

It was resolved that section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statement 2022/23 would be approved. The Chairman and RFO signed section 2.

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 2022/23 was £6,002 and its expenditure was £7,138 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 the dates for the exercise of public rights would be Monday 5th June 2023 – Friday 14th July 2023.

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 £5,727 was received from West Suffolk Council on 27th April 2023.

m) **To discuss the quotes for replacement noticeboards for the bus shelter in Old Bury Road.**

It was resolved that the Parish council would try to find someone locally to repair the noticeboards. Stan Green agreed to ask someone he knows first. If he is not interested, an advert will also be included on All@Lackford.

n) **Setting up two step payment authorisation.**

It was resolved that this would be postponed until Roland van Wijk has registered for online banking.

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

The following issues were raised:

- The bank in Old Bury Road needs strimming as the person who used to trim it is no longer coming to Lackford.

- There is a large amount of giant Hogweed along the A1101.

10. To discuss any village issues.

One issue was raised:

- Dogs howling at night. The clerk suggested the residents refer to the West Suffolk Council website about noise complaints.

11. Correspondence

- a) Email from Lackford Community Council thanking Lackford PC for their donation towards the cost of the celebrations for the King's Coronation – for information only.

12. Any other business for noting or including on the agenda.

The following items are for including on the next agenda:

- Email from 20 is Plenty for Suffolk.

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

Signed (Chairman) Dated