

**LACKFORD PARISH COUNCIL**  
**Minutes of the meeting held on Monday 11<sup>th</sup> March 2024**

**Councillors present:** Stan Green (Chairman), Naomi Palmer, Owen Jones, John Sadler and Roland van Wijk.

**Also present:** Joanne Kirk (clerk) and District Councillor Susan Glossop.

**1. Acceptance of apologies for absence.**

Apologies were received from Andrew Ramsey and Harry Lidster 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 11<sup>th</sup> December 2023.**

It was resolved that the minutes of the meeting held on Monday 11<sup>th</sup> December 2023 were correct. The chairman signed the minutes.

**4. Public session.**

No issues were raised during the public session.

**5. County Councillor's report.**

A written report was received and is available on the Parish Council website at

<http://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/11th-march-2024/>

Cllr Hopfensperger had also sent the following information:

- A bus stop design guide giving basic information as to the specification for various designs of hardstanding/kerbing. Suffolk County Council's Highways team have advised that this type of work could be covered by a minor works licence 278. They will need a completed application form and a drawing showing the proposed works. There will also be a £1k non-refundable fee. It was resolved that Lackford Parish Council would contact a local contractor to find out how much the construction work would cost and then discuss further at the next meeting.
- Breckland Edge. Highways have suggested that Lackford Parish Council asks landowners bordering the pavement to cut back their hedges. If the landowners are not willing, Suffolk County Council will take formal action. Cllr Stan Green agreed to speak to the landowners involved.
- Meeting re Flooding. Cllr Hopfensperger has not had any response from the Environment Agency. She has suggested that Lackford Parish Council set a date and Cllr Hopfensperger will invite the various agencies involved.

Councillors agreed that there was no point arranging a date without confirmation that the Environmental Agency would be able to attend.

**6. District Councillor's report.**

Cllr Susan Glossop spoke about the following:

- There is a lot of upset in Bury St Edmunds about the Records Office moving to Ipswich.
- Devolution in Suffolk.
- Primark and the new Everyman Cinema which have opened in Bury St Edmunds.

**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.

**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 – **£24.78**
- J P Kirk – ¼ of cost of a replacement work phone for the clerk - LGA 1972, s111 - **£12.50**
- Risby Parish Council – print cartridge - LGA 1972, s111 - **£13.52.**

- HMRC - PAYE - LGA 1972, s111 – **£184.80**

- SALC subscription - LGA 1972, s111 - **TBC**

John Sadler 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
12/12/2023	322/9a	Clerk's expenses	J Kirk	£54.31
12/12/2023	322/9a	Scribe accounting software	Starboard Systems Ltd	£165.60
12/12/2023	322/9a	Website hosting fee	Community Action Suffolk	£52.67
Staff costs as per confidential				

**d) Bank balances and confirmation of bank reconciliation as of 29<sup>th</sup> February 2024.**

Barclays current account	£729.74
Monmouthshire Reserve Account	£10,693.78
<b>Total in Banks</b>	<b>£11,423.52</b>

John Sadler verified and signed the bank statements and bank reconciliations.

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

CLr Andrew Ramsey has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

**f) To review the income and expenditure for 2023/24 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2023/24 against the budget. At year-end Lackford Parish Council will have a budget deficit of £733.53 because of the following additional payments:

- A donation of £500 for the King's coronation celebrations and PAYE payments.

**Reserves**

Earmarked Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Village project	£6,665				£6,665
Maintenance of VAS	£214	£50	£98		£166
Other admin costs	£100				£100
Clerk and councillor training	£94				£94
Maintenance of fixed assets	£325	£50	£119		£256
Election costs	£2,500				£2,500
<b>TOTAL EARMARKED RESERVES</b>	<b>£9,897</b>	<b>£100</b>	<b>£216</b>		<b>£9,781</b>
<b>GENERAL FUND</b>					£1,382
<b>TOTAL FUNDS</b>					<b>£11,163</b>

It was resolved that:

- The level of reserves was adequate.

**g) 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 **£37,455**. The purchase value is **£22,649**. No new assets were purchased in 2023/24. It was resolved that insurance values would be increased by 10% in 2024/25.

**h) To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

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

The levels of liability cover with the new Ansvar policy are:

All Risks (unspecified items)	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£1k	£10m	£25k	£10k	£10m

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

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

Cllr Andrew Ramsey 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.

k) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2024. and complete the inspection checklist.**

Cllr Roland van Wijk agreed to inspect the parish council's assets. New connectors are needed for the VAS. It was resolved that Stan Green would order replacement connectors and find out the cost of solar panels for the VAS. A payment of £50 for the connectors was approved.

l) **Update on the cost of the grass cutting contract for 2024-25.**

The new contract with West Suffolk Council will cost **£350.35** ex VAT which will include 7 cuts from April – October.

m) **Update on the proposal to open a new Lloyds current account.**

The clerk did not apply for a Lloyds account as the terms and conditions have changed and it is only free for the first 12 months and then £7 a month after that.

n) **Update on the Barclays bank mandate change and complaint to Barclays.**

Barclays upheld Lackford Parish Council's complaint and made a with apologies payment of £200. It was resolved that a payment of £100 would be made to the clerk to compensate her for all the additional work and the remainder would be donated to a charitable cause.

10. **Planning.**

a) **Email about the West Suffolk Local Plan Submission Draft Consultation which ends on 12<sup>th</sup> March.**

This final consultation asks specific questions required by the Planning Inspectorate (the body which checks that West Suffolk Council has prepared the Local Plan correctly). Comments are invited on whether the plan is legally compliant and sound. The Parish Council has also received an email from Suffolk Wildlife Trust asking parish councils to sign up to an online 'e-action' calling for developers to do more for nature.

It was resolved that Lackford Parish Council would sign up to the 'e-action'.

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

No issues were raised.

13. **To discuss any village issues.**

No issues were raised.

14. **To confirm the dates of meetings in 2024/25.**

- Wednesday 8<sup>th</sup> May 2024 - Annual Meeting of the Parish Council at 7pm followed by the Annual Parish Meeting.
- Monday 14<sup>th</sup> October 2024.
- Monday 9<sup>th</sup> December 2024.
- Monday 10<sup>th</sup> March 2025.

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 SARS requesting a donation.**

It was resolved that a donation of £100 would be made.

**b) Email from West Suffolk Council about their consultation on street trading.**

It was resolved that Cllr John Sadler would submit a response on behalf of Lackford Parish Council.

**Email from West Suffolk Council about their Homelessness Reduction and Rough Sleeping Strategy.**

It was resolved that the clerk would submit a response on behalf of Lackford Parish Council.

**c) Email from Suffolk County Council on their Local Transport Plan consultation.**

It was resolved that Cllr John Sadler would submit a response on behalf of Lackford Parish Council.

**d) Email from Plug in Suffolk about the installation of EV charging points.**

There are no suitable locations in Lackford. There are already EV charging points at Lackford Lakes.

**e) Email from Connecting Communities about the Community Transport Service they provide.**

This information has been uploaded on the Parish Council's website and circulated via All@Lackford.

**17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Wednesday 15<sup>th</sup> May 2024 at 7pm and the Annual Parish Meeting at 8pm.**

**The following items are for noting.**

The verges in Old Bury Road are encroaching onto the road. The clerk agreed to contact West Suffolk Council to ask them to sweep the road using their road sweeper with hard brush

**There being no further business the meeting closed at 8.33pm**

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