

LACKFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 8th May 2024.

Councillors present: Stan Green (Chairman), Harry Lidster, Roland van Wijk, Andrew Ramsay, Owen Jones and Naomi Palmer.

Also present: Two members of the public.

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. Election of a vice chairman

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

4. Register of Members' Interests form.

Councillors checked their Register of Members Interests forms. No amendments were necessary.

5. Acceptance of apologies for absence

Apologies were received from John Sadler and the reason for absence accepted.

6. 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.

7. Approval of minutes of meeting held on Monday 11th March 2024.

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

8. Public session (5 minutes).

The following issues were raised during the public session:

- Planning application DC/24/0515/HH.

9. To receive an update on the list of actions agreed at the last meeting.

There were no outstanding councillor actions.

10. Finance

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

It was resolved that the following payments would be approved:

- JP Kirk - expenses - LGA 1972 111 – **£13.33**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£75.00**
- SALC – annual subscription – LGA 1972 111 - **£172.34**

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:

No payments were authorised between meetings:

c) Statement of receipts and payments made since 1st April 2024.

Receipts

Date	Description	Supplier	Total
09/04/2024	VAT refund 2023-24	HMRC	£84.67
25/04/2024	Precept	West Suffolk Council	£5,947.00

Payments

Date	Minute	Description	Supplier	Total
02/04/2024	323/9f	Data protection fee	ICO	£35.00
Staff costs as per confidential cashbook				

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

d) Bank balances as of 30th April 2024.

Barclays current account	£6,065.95
Monmouthshire Reserve Account	£10,977.87
Total	£17,043.82

John Sadler and Harry Lidster had verified and signed the bank statements prior to the meeting.

e) Update on the inspection of parish council property carried out by

Roland van Wijk had completed the inspection of Council property. The following issues were raised:

- The top hook of one of the speed cameras is cracked.
- The bus stop timetable board needs to be repaired.

f) Internal auditor's report

No issues were raised.

g) To approve Lackford Parish Council's Annual Governance Statement 2023/24 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 2023/25 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 2023/24

It was resolved that section 2 of the Annual Governance and Accountability Return 2023/24- the Accounting Statement 2023/24 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 2023/24 was £6,406 and its expenditure was £6,946 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 3rd June 2024 – Friday 12th July 2024.

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 2023/24

A precept payment of £5,947 was received from West Suffolk Council on 25th April 2024.

m) Review of clerk's hours.

It was resolved that the clerk's hours would be reduced to three hours a week in line with one of her other parishes which has reduced to four meetings a year. Her hours will be completed Monday – Wednesday during office hours.

11. To discuss the following planning issues:**a) DC/24/0515/HH - Hedgells Barn Bury, Road, Lackford - detached greenhouse.**

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

b) DC/24/0537/HH - Maple House, Old Bury Road, Lackford - Single storey rear extension, new dormer windows to main roof and associated works.

It was resolved that no objections would be made to this application but a comment submitted asking if a biodiversity survey is required as it is within the designated distance of a water course (a stream) and also within the potential habitat of specific species, such water vole and great crested newt.

12. Highways/rights of way matters/tree or transport issues.**a) Quote from DJ Hail for a hard standing for the bus stop.**

Lackford Parish Council has received a quote of £2,750 + VAT for a hard standing, this includes scanning to check for pipes and underground cables. It was resolved that Lackford Parish Council would proceed with the work subject to confirmation of a contribution from Cllr Hopfensperger and whether SCC will review their fee of £1,500.

b) Quote for solar panels for the VAS.

It was resolved that the quote of £906.78+VAT would be accepted and that Stan Green would order the solar panels.

c) Update on the meeting with the Environment Agency and other organisations about flooding from the River Lark.

No update has been received yet.

d) Breckland Edge

County Councillor Rebecca Hopfensperger confirmed that there is no money to cut back the hedge opposite Breckland Edge any further and the landowner should be contacted about carrying out any additional work. Stan Green agreed to speak to the owner.

e) Chevrons and bends signs from Flempton which are disappearing into the hedge.

These will be reported to Suffolk County Council.

13. Suffolk Devolution consultation which ends on 26th May.

Councillors did not feel devolution would be of any real benefit to Suffolk residents and did not support it.

14. To discuss any village issues.

No issues were raised.

15. Correspondence

a) Letter from SARS thanking LPC for their donation - for information only.

b) Any other business for noting or including on the agenda.

No issues were raised.

There being no further business the meeting closed at 9.26pm.

Signed (Chairman) Dated