

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 10th March 2025

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

Also present: Joanne Kirk (clerk).

1. Acceptance of apologies for absence.

No apologies were received. District Councillor Susan Glossop and County Councillor Rebecca Hopfensperger sent their 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 9th December 2024.

It was resolved that the minutes of the meeting held on Monday 9th December 2024 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 <https://lackford.onesuffolk.net/parish-council/meetings/>

6. District Councillor's report.

District Councillor Susan Glossop sent a written report which available on the Parish Council website at <https://lackford.onesuffolk.net/parish-council/meetings/>

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.

Naomi Palmer updated councillors the Parish Council about the proposal to buy hedgehog warning signs. A Hedgehog afternoon has been organised on 28th April where people can find out how to support hedgehogs. The Community Council has chosen some warning signs.

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 – **£19.12**
- HMRC - PAYE - LGA 1972, s111 – **£149.60**

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
10/12/2024	338/8a	Scribe accounting software	Starboard Systems Ltd	£165.60
10/12/2024	338/8a	Clerk's expenses	J Kirk	£11.44
10/01/2025	341/13b	Donation	Headway Suffolk	£50.00
Staff costs as per confidential cashbook				

d) Bank balances and confirmation of bank reconciliation as of 27th February 2025.

Date	From	To	Amount
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09/01/2025	Monmouthshire Reserve Account	Barclays current account	£500.00
11/02/2025	Monmouthshire Reserve Account	Barclays current account	£500.00

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

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

Cllr 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 2024/25 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2024/25 against the budget. Details of budget overspends are listed below.

Yearend budget review			
Details of overspends			
Other payments			
Budgeted		£0	
Actual		£1,001	
Difference		-£1,001	
Breakdown of other payments			
Solar panels for VAS		£875	
Cables and charger for VAS solar panels		£126	
Total		£1,001	
Other admin costs			
Budgeted		£0	
Actual		£20	
Difference		-£20	Printer fee
S137/GPC payments			
Budgeted		£100	
Actual		£200	
Difference		-£100	Donation West Suffolk Citizen's Advice £150, Headway Suffolk £50

Reserves

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Earmarked					
Village project	£6,665				£6,665
Maintenance of VAS	£166	£50			£216
Clerk and councillor training	£94				£94
Other admin costs	£100				£100
Maintenance of fixed assets	£256	£50			£306
Election costs	£2,500				£2,500
Total earmarked reserves					£9,881

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.**

Asset Description	Purchase Value	Insurance Value
Municipal Infrastructure		
Bus shelter + seat (Old Bury Road)	£4,470	£9,649

Bus shelter with bench seat (The Street)	£13,585	£20,328
Elan City Vehicle Activated Sign	£1,629	£2,287
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Litter bin		£128
Main noticeboard		£1,016
New recycled plastic bench	£386	£508
New recycled plastic bench	£416	£508
Solar panels for VAS	£789	£900
Village sign		£3,812
All risk Items		
Batteries and chargers for VAS	£136	£169
Speed sign components	£398	£508
Total	£23,439	£42,100

The Parish Council's current asset value (purchase value) is **£23,439**. The insurance value is **£42,101**.

Two new assets were purchased in 2024/25 – 2 x solar panels for the VAS.

It was resolved that insurance values would be increased by 5% when the insurance is next renewed.

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
£677	£10m	£5k	£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 2025. and complete the inspection checklist.

Cllr Roland van Wijk agreed to inspect the parish council's assets.

l) Monmouthshire Building Society account.

The Parish Council's Monmouthshire savings account is on 30 Day notice for an interest rate of 2%. It was resolved that the Parish Council would close the Monmouthshire Account and open a Parish Council Saver Account with Cambridge Building Society which is currently offering an interest rate of 2.15%.

m) Increase in One Suffolk website hosting fee.

The fee will increase from 1st April 2025 to £66 a year.

n) Increase in Data protection fee.

The annual data protection fee paid to the Information Commissioner's Office has increased from £35 to £47 (normally £52 but Lackford Parish Council will get a £5 reduction for paying by direct debit).

10. Planning.

a) Planning applications received between meetings.

DC/25/0132/HH 11 Holden Road, Lackford	a. insertion of first floor side window, b. first floor rear extension, c. alterations to fenestration on rear elevation
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A Response of 'no objections' was submitted using the clerk's delegated powers as both neighbours were consulted and had no concerns.

b) West Suffolk Council's Local Plan Main Modifications Consultation – for information only

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

a) Update on the hard standing for the bus stop.

The materials for the hard standing have been purchased and the licence application for the work approved by Suffolk County Council but the installation of fibre cables has delayed the work starting. City Fibre's contractor has now sent through a map showing where the cables will be laid in Old Bury Road. They will be on the opposite side of the road and will not interfere with the installation of the hard standing.

12. Update on employment training on 3rd December 2024 and approval of a Sexual and General Harassment Policy.

The clerk attended some online training about recent changes in employment law. If an employer can show that it has taken all reasonable steps to tackle harassment it would not be liable at a tribunal, therefore having a robust policy in place is vital. This also includes making sure that all councillors and employees are aware of the policy and sign to say that they have read it or be willing to attend training.

It was resolved that the Sexual and General Harassment Policy, based on the SALC template, would be approved.

13. To discuss any village issues.

No issue were raised.

14. To confirm the dates of meetings in 2025/26.

- Wednesday 7th May 2025 - Annual Meeting and Annual Parish Meeting at 8pm
- Monday 13th October 2025
- Monday 8th December 2025
- Monday 9th March 2026

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 at 8pm 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 One Suffolk about a reduction in the price of a gov.uk domain name to £25 a year and £2 a month for a gov.uk email address.

It was resolved that the Parish Council would sign up for a gov.uk domain name at a cost of £25 a year and £24 a year for a gov.uk email address for the Parish Council.

b) Letter from Suffolk Accident Rescue Service requesting a donation.

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

c) SALC area forum for the Western Area Tuesday 25th March online 7-8.30pm to discuss devolution.

No councillors wished to attend.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Wednesday 7th May 2025 at 7pm and the Annual Parish Meeting at 8pm.

No issues were raised.

There being no further business the meeting closed at 7.45pm

Signed: Dated: