

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 14th October 2024

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

Also present: Joanne Kirk (clerk).

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Andrew Ramsay and Roland van Wijk and the reason for absence accepted. District Councillor Susan Glossop and County Councillor Rebecca Hopfensperger also 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 Annual Meeting of the Parish Council held on Wednesday 8th May 2024.

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

4. Public session.

No members of the public were present.

5. County Councillors Report.

County Councillor Rebecca Hopfensperger sent a written report which is available on the Parish Council website at <https://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/14th-october-2024/>

She also gave the following update:

- **Hard standing for the bus stop in Old Bury Road.**

The Highway Licensing Team has developed an alternative to the Minor Works Licence for simple construction schemes such as village gateways, footway crossing channels etc. Building a hard standing for the bus stop would also come into this bracket. The fee would be £200. In addition, as the cost is being met by Cllr Hopfensperger and Lackford Parish Council the normal Road Space Charge would not be charged.

The process is a lot simpler now and Lackford Parish Council can submit the design and relevant licence to work on the highways in a similar way to a Street Furniture Licence application. Cllr Hopfensperger agreed to cover the work including the licence fee up to £3,500.

- **Flooding.**

With regards to the environment agencies report on flooding along the River Lark apparently there has been another change in personnel and they are not considering any work a priority at this time. Cllr Hopfensperger is trying to work with Suffolk County Council to resolve as they have been dealing with them on other issues where the EA needs to take action.

- **Clearing of ditches.**

It was agreed that the ditches would be cleared once the Environmental Agency had carried out their work because one affects the other. If SCC cannot get any action from the EA they will need to co-ordinate this work again.

6. District Councillor's report.

District Councillor Susan Glossop sent a written report which is available on the Parish Council website at <https://lackford.onesuffolk.net/parish-council/meetings/meeting-reports/14th-october-2024/>

7. Community Safety

a) Matters for the Safer Neighbourhood Team.

No issues were raised.

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

There were no outstanding councillor action.

10. 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 – **£22.44**

- Risby Parish Council -phone costs (15% of cost of clerk's mobile phone) - LGA 1972, s111 – **£22.81**.
Councillors Harry Lidster and John Sadler signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings.

No payment was 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

09/05/2024	331/10a	Internal audit fee	Mrs C Whitaker	£75.00
09/05/2024	331/10a	SALC membership	Suffolk Association of Local Councils	£172.34
09/05/2024	331/10a	Clerk's expenses	J Kirk	£13.33
09/05/2024	331/10a	Community room hire for meetings.	Lackford PCC	£250.00
09/05/2024	331/10a	Churchyard maintenance	Lackford PCC	£300.00
09/05/2024	331/10a	Donation	Lackford Community Council	£400.00
17/06/2024	333/12b	Solar panels for VAS	Elan City	£1,049.69
17/06/2024	333/12b	Cables and charger for VAS solar panels	Elan City	£151.66
16/09/2024	329/9l	Grass cutting	West Suffolk Council	£420.42
18/09/2024	323/9f	Insurance	Business Services at CAS Ltd	£382.30
Staff costs as per confidential cashbook				

d) Bank balances as of 1st October 2024 and bank reconciliation.

Barclays current account	£1,708.25
Monmouthshire Reserve Account	£10,977.87
Total	£12,686.12

Harry Lidster and John Sadler verified and signed the bank statement and bank reconciliation.

e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Barclays, and the use of variable direct debit or standing order where appropriate.

It was resolved that Lackford Parish Council would continue to use electronic banking and BACS payments, the Council's banking arrangement with Barclays, and the use of variable direct debit or standing order where appropriate.

f) Six month budget review.

Details of overspends not included in the budget are listed below.

Overspends as of 1st October 2024			
Other Payments			
Budgeted	£0		
Actual	£1,001	Solar panels for VAS	£874.74, cables and chargers for VAS
Difference	£1,001		£126.38

Reserves balance as of 1st October 2024:

Earmarked Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Village project	£6,664.66				£6,664.66
Maintenance of VAS	£165.90	£50.00			£215.90
Clerk and councillor training	£93.76				£93.76
Other admin costs	£100.00				£100.00
Maintenance of fixed assets	£256.24	£50.00			£306.24
Election costs	£2,500.00				£2,500.00
TOTAL EARMARKED RESERVES	£9,780.56	£100.00			£9,880.56
GENERAL FUND					£2,805.56

TOTAL FUNDS**£12,686.12****g) Email from One Suffolk offering a gov.uk domain name and email addresses.**

It was resolved that Lackford Parish Council would not pursue this at this stage due to the cost of £168 per year for each councillor to have their own gov.uk email address.

h) Replacement printer for the clerk.

Moulton Parish Council bought a replacement work printer for the clerk. It was resolved that Lackford Parish Council would pay a one-off rental fee of £20. The cost of consumables will be shared between the clerk's five parish councils.

11. Planning

No applications have been received.

12. Highways/rights of way matters/tree or transport issues:**a) Hard standing for the bus stop in Old Bury Road.**

It was resolved that Lackford Parish Council would proceed with the work with £3,500 of the cost to be covered by Cllr Hopfensperger as detailed in item 5 above. The clerk agreed to contact DJ Hail to see if the price quoted for the work in May still stands.

b) Suffolk County Council's consultation on their Local Transport Plan to 2040 – for information only.**c) Trees in Holden Road.**

Some trees in Holden Road were removed by West Suffolk Council. The clerk was asked to contact West Suffolk Council to find out the trees will be replaced and request either a silver birch, rowan or hornbeam, if possible.

13. To discuss the following policy documents.**a) Updated Financial Regulations.**

It was resolved that the following amendments would be made to the updated Financial Regulations:

- 5.9 - increase the minimum value to £1,000.
- 5.15 - reduce the figure from £2,000 to £1,000.
- 5.18 and 6.8ii reduce the £2,000 figure to £1,000.

b) Standing Orders.

It was resolved that the Standing Orders would be approved. No changes were required.

c) Hedge Policy.

It was resolved that clause 4 would be amended to include the words 'highway' and 'verges' and that the updated version would be approved.

d) Other policy/procedural documents.

The clerk has reviewed the following policy documents:

- Document Retention and Disposal policy.
- Data Protection Policy.
- Complaint's Procedure.
- Contact Privacy Statement.
- Personal Data Breach Policy.
- Subject Access Request Policy.
- Code of Conduct.
- The Role of the Parish Council in Dealing with Planning Applications.
- Planning Applications and how to respond.
- Scheme of Delegation.
- Procedure for the public session.
- Procedure for dealing with correspondence.
- Filming and Recording at Meetings policy.
- Co-option Policy.
- Email Guidance for councillors.
- Freedom of Information Publication Scheme.

No amendments are required. These documents are available on the Lackford Parish Council website.

14. To discuss any village issues.

- a) A number of hedgehogs have been killed in Lackford recently. The clerk agreed to investigate possible hedgehog warning signs. It was resolved that a budget of up to £200 would be allocated.

15. Correspondence.

- a) **Email from West Suffolk Citizen's Advice updating Lackford Parish Council about the services they provide to support West Suffolk Residents and requesting a donation.**

It was resolved that a donation of £150 would be made and that information about claiming pension credit and help provided by Citizen's Advice would be circulated on All@Lackford.

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

No issues were raised.

There being no further business the meeting closed at 7.40pm.

Signed: **Dated:**