

LACKFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 7th May 2025.

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

Also present: Joanne Kirk (clerk).

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 Naomi Palmer and the reason for absence accepted.

6. Declaration of Interest in items on the agenda and dispensation requests.

Stan Green a non-pecuniary interest in planning application DC/25/0630/HH as the applicant is his neighbour. John Sadler and Harry Lidster declared a non-pecuniary interest in item 10a on the agenda and did not take part in the vote on contributions for churchyard maintenance.

7. Approval of minutes of meeting held on Monday 10th March 2025.

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

8. Public session (5 minutes).

No issues were raised.

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:

- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£80.00**
- SALC – annual subscription – LGA 1972 111 - **£170.88**
- JP Kirk - expenses - LGA 1972 111 – **£11.23**

Payments agreed in the budget:

It was resolved that the payments for churchyard maintenance and rental of the church for meetings would be increased from £300 to **£350** (Lackford PCC – churchyard maintenance - Local Government Act 1972, s214(6)) and Lackford PCC – rental of church for meetings - LGA 1972, s111 – from £250.00 to **£270.00**.

- 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 2025.

Receipts

Date	Description	Supplier	Total
------	-------------	----------	-------

04/04/2025	VAT refund 2024-25	HMRC	£307.90
------------	--------------------	------	---------

Payments

02/04/2025	344/9n	Data protection fee	ICO	£47.00
09/04/2025	323/9f	PAYE	HMRC	£149.60
09/04/2025	345/16a	IT services	IT Services at CAS Ltd	£49.00
10/04/2025	323/9f	Pension costs	Risby Parish Council	£16.00
21/04/2025	34011a	Contribution to hedgehog warning signs	Lackford Community Council	£200.00
23/04/2025	345/16b	Donation	Suffolk Accident Rescue Service	£100.00
30/04/2025	342/1b	Clerk's salary	J Kirk	£204.58

Transfers

Date	From	To	Amount
10/04/25	Monmouthshire Building Society	Barclays current account	£2,000
16/04/2025	Monmouthshire Building Society	Barclays current account	£8,257.48

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

d) **Bank balances as of 7th May 2025.**

The balance in the current account is £16,657.85. 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.**

This item is ongoing.

f) **Approval of the Receipts and Payment Summary for the financial year 2024-25.**

It was resolved that the Receipts and Payments Summary would be approved.

g) **Internal auditor's report**

No issues were raised.

h) **To approve and sign sections 1 and 2 of the Annual Governance and Accountability Return 2024/25.**

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2024/25 would be approved. The Chairman and RFO signed section 1 and 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 2024/25 was £6,317 and its expenditure was £6,983 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 Tuesday 3rd June 2025 – Monday 14th July 2025.

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 2024/25**

A precept payment of £6,347 was received from West Suffolk Council on 28th April 2025.

m) **Update on the closure of the Monmouthshire Building Society Account and the opening of a new Cambridge Building Society account.**

The Monmouthshire account is now closed. £8,257.48 was transferred to the Council's current account on 16th April. An application form has been submitted to Cambridge Building Society. The clerk, Stan Green and John Sadler will need to take their ID in.

11. **To discuss the following planning issues:**

a) **DC/25/0630/HH - Kattina Cottage, Bury Road, Lackford - Replacement roof finish to be changed from peg tiles/pantiles to slate.**

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

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

The hard standing has now been built.

13. To discuss any village issues.**a) Request from LCC for the cost of paint to repaint the bus stop to be covered by Lackford Parish Council.**

It was resolved that the Parish Council would cover the cost of materials on receipt of an invoice. Volunteers will carry out the work.

14. Correspondence.**a) Email from East Anglian Air Ambulance requesting a donation.**

It was resolved that a donation of £100.00 would be made.

15. Any other business for noting or including on the agenda of the next meeting on 13th October 2025.**The following items are for noting:**

- Town and Parish Forum on 17th June at Newmarket Memorial Hall.
- SALC AGM at 75th anniversary in the Athenaeum on Tuesday 1st July 2025 at 9.30am.

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

Signed (Chairman) Dated