

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 9th March 2026

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

Also present: Joanne Kirk (clerk).

- 1. Acceptance of apologies for absence.**
Cllr Andrew Ramsay sent his apologies and the reason for absence accepted.
- 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 8th December 2025.**
It was resolved that the minutes of the meeting held on Monday 8th December 2025 were correct. The chairman signed the minutes.
- 4. Public session.**
No issues were raised during the public session.
- 5. Community safety**
 - a) Matters for the Safer Neighbourhood Team.**
No issues were raised.
- 6. Update on list of actions agreed at the last meeting.**
The skirting back on the A1101 is scheduled for 15th and 16th April. Cllr Hopfensperger has agreed to fund the work from her locality budget.
- 7. 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 – **£21.26**
 - CAS – annual renewal of gov.uk domain name and email address - LGA 1972, s111 - **£54.50.**
 - HMRC - PAYE - LGA 1972, s111 – **£158.20**
 John Sadler and Harry Lidster 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.

Receipts

Date	Description	Supplier	Total
31/12/2025	Bank interest received	Cambridge Building Society	£70.68

Payments

Date	Minute	Description	Supplier	Total
09/12/2025	355/0a	Scribe accounting software	Starboard Systems Ltd	£165.60
09/12/2025	355/9a	Clerk's expenses	J Kirk	£3.60
09/12/2025	355/9a	Clerk's expenses	J Kirk	£5.22
09/12/2025	357/13e	Donation	Headway Suffolk	£50.00
Staff costs as per confidential cashbook.				

Transfers

Date	From	To	Amount
19/01/2026	Cambridgeshire Building Society	Barclays current account	£500.00

- d) Bank balances and confirmation of bank reconciliation as of 28th February 2026.**

Barclays current account	£730.74
Cambridgeshire Building Society	£10,570.68

Total in Banks**£11,301.42**

John Sadler and Harry Lidster 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 2025/26 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2025/26 against the budget. Details of budget overspends are listed below.

Overspends as of 31st March 2026**ICO Data Protection fee**

Budgeted	£35	
Actual	£47	
Difference	-£12	GDPR fee increased.

Community Room Hire for Meetings

Budgeted	£250	
Actual	£270	
Difference	-£20	Agreed annual increase

Website

Budgeted	£60	
Actual	£104	
Difference	-£44	Website hosting fee £55, Switching to gov.uk email address and domain name £49)

Phone costs

Budgeted	£25.00	
Actual	£26.78	
Difference	-£1.78	Annual increase in contract.

Churchyard maintenance

Budgeted	£300	
Actual	£350	
Difference	-£50	Increase agreed at Annual Meeting of the Parish Council on 7th May 2025.

Other payments

Budgeted	£100	
Actual	£2,958	
Difference	-£2,858	New hard standing for bus stop. Money refunded by SCC.

S137/GPC payments

Budgeted	£200	
Actual	£450	
Difference	-£250	Hedgehog signs £200, SARS £100, East Anglian Air Ambulance £100, Headway Suffolk £50.

Reserves

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Village project	£6,665				£6,665
Maintenance of VAS	£216	£50			£266
Clerk and councillor training	£94				£94
Other admin costs	£100				£100
Maintenance of fixed assets	£306	£50	£72		£284
Election costs	£2,500				£2,500
TOTAL EARMARKED RESERVES	£9,881	£100	£72		£9,908
GENERAL FUND					£1,393
TOTAL FUNDS					£11,301

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 **£42,100**.

No new assets were purchased in 2025/26.

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 2026. and complete the inspection checklist.**

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

- l) **To confirm a donation to Lackford Community Council.**

It was resolved that the donation of £400 would be confirmed.

- m) **Closing the Cambridge Building Society Savings account and opening an alternative account.**

It was resolved that:

- Lackford Parish Council would move its current account from Barclays to Lloyds and the Barclays account closed. There will be a monthly account fee of £4.25.
- Lackford Parish Council would open a savings account with Lloyds and close the Cambridge Building Society account. Should a savings account suitable for parish councils with a better interest rate be advertised in future, Lackford Parish Council will move its saving account.

8. Planning.

- a) **Proposed changes to the National Planning Policy Framework – for information only.**

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

- a) **Update from the Suffolk Parish Road Safety Group about Suffolk County Council's new 20mph policy.**

It was resolved that Lackford Parish Council would revisit this after the May elections.

- b) **Speed camera signs for the A1101.**

Councillors agreed to check possible locations for signs.

- c) **The Government's new Road Safety Strategy and 5 related consultations – for information only.**

- **Proposed changes to penalties for motoring offences**
- **Mandatory eye testing for older drivers**
- **Minimum learning period for learner drivers**
- **Mandating safer technologies**
- **Improving motorcycling training, testing and licensing**

- d) **Parish Council survey carried out by Suffolk Highways.**

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

10. To discuss any village issues.

No issues were raised.

11. To confirm the dates of meetings in 2026/27.

- Wednesday 6th May 2026 - Annual Meeting and Annual Parish Meeting
- Monday 12th October 2026
- Monday 7th December 2026
- Monday 8th March 2027

12. 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.

13. To discuss the following correspondence:

- a) **Email from West Suffolk Council about their Five Dinners initiative which is free to West Suffolk Council residents.**

This is a meal planning service which allows you to choose recipes and creates a shopping list.

- b) **Email from West Suffolk Council about changes to Renter's Rights which come into effect on 1st May 2026 – for information only.**

14. County Councillor's report.

Cllr Beccy Hopfensperger said that this would be her last meeting in Lackford, because if she is re-elected the county boundaries have been changed and she would no longer cover Lackford. Councillors thanked her for all her support during her time as county councillor for Lackford.

The election moratorium starts on 27th March. The outcome of the Local Government Review should be published in March.

Norfolk has pulled out of the devolution priority programme which involved six areas in England being put forward to be prioritised for devolution.

15. District Councillor’s report.

District Councillor Susan Glossop spoke about the following:

- She will be standing as a Suffolk County Councillor in the May elections.
- She spoke about the delivery schedule for new bins under the Better Recycling scheme.

16. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Wednesday 6th May 2026 at 7pm and the Annual Parish Meeting at 8pm.

No issues were raised.

17. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

- a) To discuss staffing matters.

There being no further business the meeting closed at 8.05pm

Signed: Dated:

DRAFT