

LACKFORD PARISH COUNCIL
Minutes of the meeting held on Monday 8th December 2025

Councillors present: Stan Green (Chairman), Harry Lidster, Owen Jones and Andrew Ramsay.

Also present: Joanne Kirk (clerk), County Councillor Beccy Hopfensperger and District Councillor Susan Glossop.

1. Acceptance of apologies for absence.

Apologies were received from parish councillors John Sadler, Naomi Palmer and Roland van Wijk 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 13th October 2025.

It was resolved that the minutes would be approved. The chairman signed the minutes.

4. Public session.

No issues were raised.

5. County Councillor's Report.

Cllr Hopfensperger updated the Parish Council about the following issues:

- The mayoral elections have been delayed until 2028.
- The Local Government Review will still go ahead as planned.
- Beccy Hopfensperger agreed to give some funding towards the cost of skirting back the footway and shrubs from Old Kent Road to Manor Cottage.

6. District Councillor's Report.

District Councillor Susan Glossop spoke about:

- The proposed new recycling regime. The new system is national policy to streamline and standardise waste collection.
- She showed councillors an article about the action taken by a community in Surrey to combat motor bikes racing along the A24.

7. Police updates and matters for the Community Policing Team.

The Parish Council expressed their disappointment with the response from Suffolk Police following their letter raising concerns about the issue of motorbikes speeding through the village especially at weekends. Lackford Parish Council does not feel that their concerns are being taken seriously and feels that there is no real appetite by the Police and Suffolk County Council to do anything to improve the situation.

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

Setting up dedicated councillor email addresses. This item is ongoing.

9. Finance.

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

It was resolved that the following payments would be approved:

- Starboard Systems - Scribe accounting software – LGA 1972 s111 - **£165.60.**
- J P Kirk – expenses - LGA 1972 s111 – **£8.82**
- HMRC – PAYE - LGA 1972 s111 – **£166.20**

Stan Green and Harry Lidster signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings.

No payments were authorised between meetings.

c) Approval of the record 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
01/10/2025	323/9f	Footpath licence	Resident	£2.50
01/10/2025	323/9f	Footpath licence	Resident	£2.50
07/10/2025	350/10a	Insurance	Business Services at CAS Ltd	£429.99

14/10/2025	350/10a	Clerk's expenses	J Kirk	£28.09
14/10/2025	350/9a	Phone costs	Risby Parish Council	£26.78
14/10/2025	350/10a	Clerk's expenses	J Kirk	£20.00
14/10/2025	350/10a	Grass cutting	West Suffolk Council	£430.93
28/10/2025	339/8f	Website hosting fee	Community Action Suffolk	£66.00
Staff costs as per confidential cashbook				

d) **Bank balances as of 30th November 2025 and confirmation of bank reconciliation.**

Barclays current account	£1,302.47
Cambridgeshire Building Society	£11,000.00
Total in Banks	£12,302.47

Harry Lidster and Stan Green verified and signed the bank statements.

e) **Budget 2026/76 and reserves balance.**

With the budget allocations, the earmarked reserves balance in 2026/27 will be **£10,328**.

Earmarked reserves	Reserve Balance 2025/26	Budget allocations 2026/27	Reserve balance 2026/27
Village project	£6,665	£100	£6,765
Maintenance of VAS	£266	£100	£366
Clerk and councillor training	£94	£20	£114
Other admin costs	£100		£100
Maintenance of fixed assets	£284	£200	£484
Election costs	£2,500		£2,500
TOTAL EARMARKED RESERVES	£9,908		£10,328

It was resolved that the clerk would email the Community Council to find out what their plans are for the coming year and whether they will need the funding from the Parish Council.

It was resolved that the precept request would be **£6,752**. The parish council element for a band D household will be **£63.45** per annum an increase from **£60.34** which equates to **£3.11** per annum per band D household, an increase of **5.15%**.

f) **SALC subscription update.**

The SALC subscription will increase by 3% and the NALC element by 3.6%.

g) **Approval of regular payments for 2026/27**

It was resolved that the following regular payments would be approved for 2026 -27.

Payment	2025/26 - ex VAT (Amounts may vary slightly)	2026/27 - ex VAT (amounts may vary slightly)
Admin costs		
Rental of church for meetings	£270	£280
Business Services at CAS Ltd - insurance	£430	£480
SALC membership subscription	£171	£180
Internal audit fee	£80	£85
Scribe accounting software	£138	£150
Risby Parish Council (phone costs - shared cost)	£27	£30
Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£60	£60
ICO - data protection fee	£47	£50
Maintenance costs		
West Suffolk Council - grass cutting	£360	£375
Other payments		

Lackford Community Council - for village services	£400	£400
Footpath licences (standing order)	£5	£5
Lackford PCC churchyard maintenance	£350	£350
Staff costs		
Salary costs	£3,165	£3,200
PAYE	£633	£650
Pension	£192	£192
Ongoing authorisations (as and when required)		
VAS consumables	£300	£300

- l) To approve the Internal Control Statement for the year ended 31st March 2026.**
It was resolved that the Internal Control Statement would be approved.
- m) To appoint a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report.**
It was resolved that Andrew Ramsay would carry out the internal control checks and complete the Internal Control Report.
- n) To review the effectiveness of the internal audit.**
Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.
- o) Appointment of an internal auditor.**
It was resolved the Mrs Cathy Whitaker would act as Internal Auditor again this year and a fee of £85 paid.
- p) To review any contracts.**
The grass cutting contract for 2026/27 was agreed at the October meeting.
- 10. To discuss any planning applications/issues.**
- a) West Suffolk Council's consultation on validation requirements for planning applications.**
This details what documentation would need to be provided when a planning application is submitted. It was resolved that no response would be submitted as the consultation is aimed largely at developers.
- 11. To discuss any highways/Rights of Way issues/tree/transport issues.**
- a) Ways to slow traffic down.**
Councillors discussed possible options but felt that there were no realistic solutions other than police enforcement.
- 12. To discuss any village issues.**
- a)** The clerk was asked to write a thank you letter to the residents who painted the bus stop on the A1101.
- 13. To discuss the following correspondence:**
- a) Email from Suffolk County Council about the Government's consultation on the Local Government Review which ends on 11th January 2026.**
It was resolved that Lackford Parish Council would submit a response supporting three unitary councils as this would maintain a more local connection and be less centralised than a single unitary which would be based in Ipswich.
- b) Email from West Suffolk Council about postal vote reapplications – for information only.**
Residents who applied for their postal vote on or before 31 January 2024 and wish to continue with this arrangement will need to reapply for their postal vote before 31 January 2026.
- c) Email from West Suffolk Council about their consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027.**
It was resolved that no comments would be submitted.
- d) Urgent dental care in Suffolk - – for information only.**
Suffolk and North East Essex Integrated Care Board have shared the following information: Urgent care dental appointments are available across Suffolk within 1 to 7 days by contacting NHS 111. Adults and children experiencing dental pain, infection and other urgent issues can access NHS care seven days a week, including in the evenings. Go online at 111.nhs.uk or call 111 for an appointment.
- e) Letter from Headway Suffolk requesting a donation.**

It was resolved that a donation of £50 would be made.

f) Email from West Suffolk Council about recycling small electrical goods – for information only.

Residents can locate their nearest recycling point via <https://maps.westsuffolk.gov.uk/>

The new collection points can be filled with small electricals including mobile phones, tablets, cables, kettles, toasters and kids’ toys, anything smaller than a standard sized microwave.

The nearest locations to Lackford are:

Bury St Edmunds

- Moreton Hall Community Centre, Symonds Rd, IP32 7EE
- Southgate Community Centre Car Park, Heron Road, IP33 2QA
- Ram Meadow Car Park, Cotton Lane, IP33 1XP
- Parkway Surface Car Park, Parkway North, IP33 3BA
- Vinery Road Car Park, Vinery Road, IP33 2JP

14. Any other business for noting or including on the next agenda on Monday 9th March 2026.

The following issues were raised:

a) Email from Citizen’s Advice West Suffolk requesting a donation.

Councillors decided not to make a donation.

There being no further business the meeting closed at 8.14pm.

Signed: Dated: