MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT LIVERMERE PARISH COUNCIL held on 14th May 2013

Members present: Councillor Storey in the chair, Councillors Benson, Coates, Hartley, Johnson, King and Williams along with Mrs. Waples (Clerk) and one member of the public.

1.0 | Election of Chair

It was approved and agreed that Cllr. Storey be re-elected to the position of Chair until she moves from the village when she will vacate the position. To cope with this eventuality Cllr. Hartley was elected to the position of Vice-Chair. Both completed and signed their Declaration of Acceptance of Office for their respective positions. These would be retained in the Parish's files.

2.0 Chairman's Welcome:

The Chairman welcomed all to the meeting and thanked all present for their support over the past year.

3.0 Declarations of Interest:

- i. There were no declarations of Disclosable Pecuniary and non-Pecuniary Interests for the agenda under discussion.
- ii. There were no requests for dispensation for the agenda under discussion.

4.0 Minutes of the last meeting:

Acceptance of the minutes of 19th February 2013 as a true and accurate record was proposed and seconded with all in agreement and signed as such by Chairman Storey. It was noted that the Chairman had purchased and sent a card and flowers to the parishioner who had looked after the Book Store which had been much appreciated.

5.0 | Clerk's Report:

- i. Finances stood at £17460.22 as of 14th May 2013. (Appendix A refers). Income in the form of £288.77 as VAT reclaim and £5405.00 as Precept had been received since the last meeting along with a credit of £75 for an un-presented cheque that was written back into the account. Since the previous meeting the following cheques had been raised Mrs V Waples £71.37 (LGA 1972 s143); HMRC £63.00 (Inc. & Corp. Taxes 1988) and St. Edmundsbury £529.15 (Litter Act 1983 s5&6).
- ii. Payment of verified invoices was proposed by Cllr. Johnson and agreed by all: SALC £117.00 cheque 337 (LGA 1972 s143); Community Suffolk £30.00 cheque 338 (LGA 1972 s111); AON Ltd £824.63 cheque 339 (LGA 1972 s151); SCC £700.00 cheque 340 (Open Spaces Act 1908 s9&10) and V Waples £153.01 cheque 341 (LGA 1972 s111 & 112).
- iii. Bus Shelter & Bottle Bank Area the Chairman and Clerk confirmed that they had met with Representatives of Highways to discuss the bottle bank lay-by issue. A quotation to provide a layby for both areas to appropriate standards had been provided in the sum of approximately £12,500. Council were in agreement that this was beyond its budget and alternative solutions to the bottle bank area should be explored. Council discussed whether the bottle banks should be re-sited and if so where would be the most appropriate place to locate them. It was agreed by all that a survey of the village should be undertaken as to the best solution.

v. Renovation of the benches on the Playing Field - it was agreed to accept Mr. Clarke's quotation to clean down, repaint and re-stain the benches on the Playing Field.

v. To receive a report from the Internal Auditor on the Council's Internal Controls - Council was made aware that the Clerk had met with Cllr. Johnson who had reviewed the Council's internal controls and found them to be acceptable. The Council's asset register was also reviewed and whilst it was found to be in order, confirmation was requested as to ownership of the Village Hall and whether it had any impact on the Parish Council.

Clerk

6.0 Accounts for the Year ending 2012/13 & Statement of Assurance:

The Accounts for the Year 2012/2013 were presented to the Council for approval. Acceptance

ALL

of the accounts was proposed by Cllr. Johnson, seconded by Cllr. Williams and approved by all present and signed as such by the Chairman, Cllr. Storey and the RFO, Mrs. Waples (appendix C refers). As the Clerk had received the Annual Return from the Auditors, BDO Stoy Hayward, which she had duly completed, Sections 1 (Annual Return) and 2 (Statement of Assurance) were approved by all present and signed as such by the Chairman and RFO. Following confirmation of the appointment of Mr. D. Hurrell as the Council's Independent Auditor the Clerk/FO confirmed that she would now arrange to meet with him for an audit on the accounts prior to the Annual Return being submitted by 29th May 2013.

Clerk

7.0 Councillors' reports:

- i. Cllr. Johnson made the Clerk aware that there was a dead tree in the verge just up from The Birches.
- ii. Cllr. Williams made the meeting aware that she wished to resign from the post of SALC Representative. It was agreed that Cllr. Coates would take on this role.
- iii. Cllr. Johnston made the meeting aware that the spikes on top of the swings had been vandalised once again. As they had already been replaced once it was felt that alternatives methods might need to be investigated. It was held that something needed to be done as the swings and surface were in quite a mess.
- iv. Cllr. Coates made the meeting aware that there had been complaints that the dog bins in Church Road and near to the bus shelter were not being emptied often enough. The Clerk agreed to pass this onto the Borough for investigation.
- v. Village Welcome Pack it was agreed that following a spelling amendment the Welcome Pack was ready to be issued.
- 8.0 | Planning Issues: there were no applications for the Council to consider.

9.0 <u>Correspondence:</u> particular items brought to Council's attention:

- i. Village Hall Committee the Council were informed that the Village Hall Committee had wished to sight a lit noticeboard close to the telephone kiosk and connect to the existing electricity supply in the kiosk. It was noted that this would not now go ahead as planning permission would be required and the electrical supply was the responsibility of BT. The Clerk was informed that the light in the kiosk was currently not working. This would be reported to BT for repair.
- ii. SCC Rights of Way Annual Surface Clearance Programme 2013 Council were advised that the scheduled for the paths to be cut by SCC contractors for 2013 had been received and was held by the Clerk.
- iii. Suffolk Flood Risk Management Partnership Flood Risk leaflets on a local strategy which sets out how the partnership will undertake its statutory duties in dealing with all types of flooding.
- iv. SALC LAIS1351 Precept Referendums Bill second reading delayed

There being no other business the Chairman declared the meeting closed at 8.05

Date of next meeting: Parish Council Meeting on Tuesday 1st October 2013 commencing at 7.30pm in the Village Hall (note date change).

Clerk

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