

**MINUTES OF THE PARISH COUNCIL MEETING OF GREAT LIVERMERE PARISH COUNCIL
held on 1st March 2016**

	<p>Members present: Councillor Hartley in the chair, Clay, Coates, Hudson and Johnson along with County Councillor Rebecca Hopfensperger, Borough Councillor Simon Brown and Mrs. Waples (Clerk).</p> <p>A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. <i>A full transcript of the statement is available from the Clerk upon request.</i></p> <p>1.0 <u>Opening Public Session:</u> there were no members of the public present.</p> <p>2.0 <u>County Councillor's Report:</u> County Cllr. Hopfensperger was invited to submit her report in which she commented on the following:</p> <ul style="list-style-type: none"> • Budget - full Council had approved its budget on 11th February which would make savings of £34.4m over the next financial year. The Council tax itself was frozen for the 6th year in a row but there was a Social Care Levy of 2% which would be ringed fence for adult social care only. This would result in a tax of £22.50 per Band D Property and would generate around £5.4m. • Fire Service Consultation was now closed. The results were being collated and a report would be submitted to Cabinet in April for a decision. • WSOH Consultation had closed on 19th February. The results and additional information on the alternative sites coming forth was now being collated. Once finalised these would be presented to the Cabinet at St Edmundsbury and full Council at Suffolk County Council for signing off. A focus group had been established to look at the results and the information collated. <p>3.0 <u>Borough Councillor's Report:</u> Borough Cllr. Brown was invited to submit his report in which he commented on the following:</p> <ul style="list-style-type: none"> • Devolution - the government was now looking for a devolution bid from Suffolk; Norfolk; Cambridge and Peterborough. A number of organisations were on board and had come together to ensure that the bid being submitted was comprehensive. The government appeared to be responsive and it was hoped that the region would be able to be leading the way forward on devolution. • Eastern Relief Road - this had now been signed off and would generate a new business area; new school; 500 homes+ and a large number of employment opportunities. • St Edmundsbury Council tax - 1st time in last 7 years that the Council Tax had not been frozen - there would be an increase of around 1.6% • Brown Bins - all change - the last collections would be either 22 or 28 March. Cost of signing up to new scheme would be £40 per annum. Change had come about due to the new contract that was now in place for organic waste which employed a different processing method for organic waste. • 14th March 2016 - evening meeting to talk about the Good Neighbour Hood Scheme in Great Livermere and surrounding villages • Kitchen at the Village Hall - assisting with sourcing funding for this venture - RIGS and Locality Budgets <p>4.0 <u>SaferNeighbourhood Team - Bury Rural North Report:</u> no written report had been received from the SNT since the last meeting. Council was however informed of an email that had been circulated to all relating to changes to the SNTs with an invitation to attend a meeting on 30th March at Moreton Hall Community Centre at which the New Inspector Matt Dee would introduce himself. There would be an overview presentation of the changes being applied from 4th April with a Q&A session afterwards.</p>
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5.0	<p><u>Chairman's Welcome:</u> The Chairman welcomed all to the meeting.</p> <ul style="list-style-type: none"> i. There were no applicable apologies of absence.
6.0	<p><u>Declarations of Interest:</u></p> <ul style="list-style-type: none"> i. There were no declarations of Disclosable Pecuniary or local non-Pecuniary Interests for the agenda under discussion. There were no declarations of gifts of hospitality exceeding £25. ii. There were no requests for dispensation for the agenda under discussion.
7.0	<p><u>Minutes of the last meeting:</u> Minutes of the Parish Council Meeting of 26th January 2016 were approved and signed by the Chairman as a true and accurate record, aif.</p>
8.0	<p><u>To fill, by co-option, the vacancies for the post of Councillor:</u> there were no persons coming forth to fill the vacancies. Cllr. Hartley made the meeting aware that a parishioner had indicated that they might be prepared to express an interest in joining the Parish Council after the AGCM in May.</p>
9.0	<p><u>Chairman's Communications:</u> the Chairman made the Clerk aware of the following issues:</p> <ul style="list-style-type: none"> i. Collapsed footpath post on the entrance to the Footpath between Church Road and The Street ii. Cllrs. Coates also reported the damaged footpath sign at The Village Hall iii. Street Light on Church Road not functioning iv. Street Light at the top of Church Road not functioning.
10.0	<p><u>Clerk's Report:</u></p> <ul style="list-style-type: none"> i. No income had been received since the last meeting. ii. Payment of verified invoices was proposed by Cllr. Hartley and agreed by all: a breakdown of which can be seen in the table at the end of the minutes. iii. Council's Finances stood at £12,259.38 as of 1 March 2016. Overall the actual expenditure against budgeted for the year showed a potential under spend in all areas except for general maintenance. Council was aware that the Clerk had submitted a claim for monies under the Transparency Code Funding to support additional hours worked and a claim for financial assistance from County Cllr. Hopfensperger's Highways Locality Budget for the purchase of the VAS. Council was informed that the Clerk had submitted a claim for a refund of VAT to HMRC in the sum of £454.28. Council also assessed the amount of reserves it was likely to be holding going forth into 2016 and agreed that they were appropriate for the Parish's needs. iv. To receive an update on the purchase of a mobile VAS to be shared with Troston Parish Council - Council was informed that having only placed the order with Westcotec on 27th January the order had been fulfilled and delivered to the Clerk at the end of February. A request had been submitted to SCC for part funding. It was hoped that the sign would be operational at one of the agreed sites in Troston or Great Livermere within the next couple of weeks. v. To receive an update from Highways on flooding issues on The Street - the Clerk confirmed that the bottle banks had been moved and that she was now awaiting details from Highways as to when the remedial works would be carried out. Given that this situation was ongoing and was impacting negatively on parishioners, County Cllr. Hopfensperger had previously agreed to chase for this work to be carried out as a priority. vi. To review the Council's Financial Regulations and Standing Orders with reference to recent changes in legislation - due to changes in legislation (2015 Regulations) Council reviewed the previously circulated Standing Orders and Financial Regulations and agreed to adopt the version dated March 2016 - Fin Reg. 1.6; 6.4; 11 and S.O. 18a(v); 18c and 18f apply, aif. vii. To review the Council's Financial Risk Assessment including the Council's Asset Register - Council reviewed the first document and found it to be accurate in its assessment of the risks facing the Council. It was agreed that given the changes in legislation, Council would add a line assessing the risk to the Council in terms of regulations covering contracts. With this amendment, acceptance of the asset register was agreed by all. Council reviewed its Financial

	<p>Regulations and found them to be compliant with current regulations.</p> <p>viii. To review the effectiveness of the internal control and the scope of internal audit - as required by the Council's External Auditors, BDO LLP, Council reviewed the effectiveness of its internal control and scope of internal audit and found them to be appropriate and adequate for a parish the size of Great Livermere.</p> <p>ix. To confirm the appointment of the Council's Independent Internal Auditor - as required by the Council's External Auditors, Council reviewed the effectiveness of the internal audit in terms of independence, competence, proportionate and scope and agreed that the reporting aspect of the terms of reference provided by Suffolk Association of Local Councils (SALC) would be appropriate and adequate for a Parish the size of Great Livermere and as such agreement was forthcoming to appoint SALC as the Council's Independent Auditor. The internal audit would be completed prior to the given date for the submission of the Annual Return, once details had been received by the Clerk/RFO to the Council.</p> <p>x. To consider donations under the LGA 1972 s137 - following a letter received from Ixworth Surgery Patient Association, Council was in agreement to make a further donation under LGA 1972 s137 in the sum of £100 as it was felt this was a worthy cause to support and had provided assistance to members of the community, aif.</p> <p>xi. External Audit for Smaller Authorities - Council noted the further information released from Smaller Authorities' Audit Appointments Limited who have been set up to put external audit in place to take effect from 1 April 2017.</p> <p>xii. Clerk's position - the Clerk gave verbal notice that due to work commitments she would be resigning from the role of Clerk/RFO effective 01.04.2016 giving a month's notice. A notice would be placed with SALC advertising the vacancy and the Clerk would contact other Clerk's at neighbouring parishes to gauge interest.</p> <p>11.00 <u>Councillors' reports:</u> the following matters were brought to the Clerk's attention:</p> <p>i. Cllr. Clay reported that there was a depression at the junction of Brand Road and Bury Road by The Forge</p> <p>ii. Cllr. Clay made the meeting aware that the Village Hall Committee wanted to improve the kitchen facilities and needed to raise funds. It was indicated that funds could be raised from external sources such as RIGS; SCC Locality Budget and St Edmundsbury Locality Budget. The Village Hall would also be contributing sums and would like to seek a contribution from the Parish Council. It was noted that works would cost in the region of £6,500-£7,000. <i>Having declared a LNPI as a Village Hall Committee Member, Cllr. Clay did not participate in the vote that followed.</i></p> <p>Agreement was forthcoming that in principle the Parish Council would propose supporting the venture with a nominal sum of £500 or less if it was so required, aif.</p> <p>12.00 <u>Planning Issues:</u></p> <p>i. The following application was considered by the Council: Planning Application DC/15/2309/HH - erection of a car port and storage @ 5 The Birches, Troston Road. Council agreed to support the application as it was felt that it was in keeping with the existing garage, aif.</p> <p>13.00 <u>Correspondence:</u></p> <p>i. A number of emails and general correspondence had been previously circulated to all Councillors.</p> <p>ii. SALC - Report to Area Meetings March 2016 - Council noted that the Clerk had provided all with a copy of the report.</p> <p>iii. West Suffolk - Update on Brown Bin collections after 4 April 2016 - Council noted contents</p> <p>iv. St Edmundsbury Borough Council - Review of the Borough Council's Are working Parties Council noted contents</p> <p>v. West Suffolk - update on work relating to the proposed development of Gypsy and Travellers Short Stay Stopping Sites - Council noted contents.</p>
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14.00	<p>Closing Public Session: there were no members of the public present</p> <p>The Chairman indicated that he would be resigning as Chair at the May meeting but would still remain a Parish Councillor.</p> <p>There being no further business the Chairman declared the meeting closed 9.05pm.</p> <p>The Annual Parish Council Meeting would be on 3 May 2016 commencing at 6.30pm in the Village Hall which would be followed by the Annual Parish Meeting at 8.15pm</p> <p>Financial Transactions as agreed to be paid (see Agenda Item 10ii).</p>						
Date	Chq No	Payee	Description	Power	Nett	VAT	Gross
01/03	401	V Waples	Salary & Expenses	LGA 1972 s111 & 112	247.73		247.73
09/01	402	HMRC	PAYE for final Qtr	Inc & Corp Taxes Acts	138.40		138.40
09/01	403	Westcotec	VAS	LG Rating Act 1997 s30	1337.50	267.50	1605.00
09/01	404	SPS	Subscriptions	LGA 1972 s111	30.00		30.00
09/01	405	Ixworth Patients Assoc.	Donation	LGA 1972 s137	100.00		100.00