

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT LIVERMERE PARISH COUNCIL
held on 22nd May 2015**

	<p>Members present: Councillor Hartley in the chair, Coates and Johnson along with Borough Councillor Simon Brown, Mrs. Waples (Clerk) and one member of the public.</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>
1.0	<p><u>Declarations of Acceptance of Office:</u> The meeting continued with the signing of the Declaration of Acceptance of Office for the positions of Councillor for the newly elected Council.</p>
2.0	<p><u>Election of Chair:</u> It was proposed by Cllr. Johnson, seconded by Cllr. Coates that Cllr. Hartley be re-elected to the position of Chairman for a further year. The meeting continued with Cllr. Hartley's signing of the Declaration of Acceptance of the Office of Chairman. This would be retained by the Clerk in the Council's files.</p>
3.0	<p><u>Chairman's Welcome:</u> The Chairman welcomed all to the meeting and offered his congratulations to Borough Cllr. Simon Brown on his election to the Borough Council.</p> <p>i. There were no applicable apologies of absence .</p>
4.0	<p><u>Declarations of Interest:</u></p> <p>i. There were no declarations of Disclosable Pecuniary and local non-Pecuniary Interests for the agenda under discussion. There were no declarations of gifts of hospitality exceeding £25.</p> <p>ii. There were no requests for dispensation for the agenda under discussion.</p>
5.0	<p><u>Minutes of the last meeting:</u> Minutes of the Parish Council Meeting of 3rd March 2015 were approved and signed by the Chairman as a true and accurate record, aif.</p>
6.0	<p><u>To fill, by co-option, the vacancies for the post of Councillor:</u> The Chairman mentioned that there was the possibility that three people had expressed an interest in being co-opted onto the Parish Council. Council was reminded that it held 4 vacancies and should be encouraged to fill these as soon as practically possible. It was noted that the bus shelter base had been installed but there appeared to be an issue with the base that had been installed on the opposite side of the road. The Clerk agreed to look into this and seek some clarification that this would be rectified.</p>
7.0	<p><u>Clerk's Report:</u></p> <p>i. To confirm the appointment of the Clerk to the Council as Responsible Financial Officer - with regards to its own Financial Regulations it was proposed and agreed by all that the Clerk be appointed to the position of RFO for the following year.</p> <p>ii. Council's Finances stood at £17,422.81 as of 22nd May 2015.</p> <p>iii. Income in the sum of £465.26 as a VAT reclaim and £5031.00 as the Precept including applicable grants from St Edmundsbury Borough Council had been received since the last meeting.</p> <p>iv. 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</p> <p>v. To receive an update on works to the Car Parking Area in Mere View - nothing had been forthcoming from Havebury and the Clerk was asked to continue to follow this up. It was suggested that there might be a cheaper alternative although the issue was still pressing.</p> <p>vi. To note costs involved in the sharing of a mobile VAS with Troston Parish Council - Council</p>

	<p>noted that a report on the areas assessed had been received by the Clerk. In summary there was a need for a new post on either side of the footpath outside of School Gardens whilst existing posts along Troston Road could be used. The Parish Council would be expected to fund the additional post at an approximate cost of £200. It was agreed that the Council should continue to pursue the purchase of such a device on a shared basis with Troston and the Clerk was instructed to sign and return the Memorandum of Understanding and write to the owners of School Gardens advising them of the post to be installed.</p> <p>vii. To note the date of the Annual Review of the Clerk's contract - this would be carried out by the Chairman prior to the July meeting.</p> <p>8.0 <u>Annual Accounts for the year ending 31 March 2015:</u> The Accounts for the Year 2014/15 were presented to the Council for approval. Acceptance of the accounts was proposed and approved by all Councillors present and signed as such by the Chairman and the RFO. As Mrs. Waples had previously received the Annual Return from the auditors, BDO Stoy Hayward, which she had duly completed, Section 1 - Accounting Statements - was presented to the Council and following approval of the accounts as written, was signed by the RFO and Chairman. The section entitled Statement of Assurance Section 2, was approved by all Councillors present and signed as such by the Chairman and Clerk to the Council. She confirmed that she had already met with the Council's Independent Internal Auditor for the audit on the accounts and would now submit the relevant paperwork to the External Auditor by the due date of 23rd June 2015. It was noted that Councillor Johnson had carried out an internal review of the Council's financial controls and found all to be in order. Two recommendations had been made: that the Agenda should be so noted to allow the Council to review contractor's performances prior to contract renewal date and that the Chairman would carry out a review of the Clerk's contract prior to the next meeting.</p> <p>9.0 <u>Councillors' reports:</u> the following matters were brought to the Clerk's attention: i. Bus Shelter - was there a date for when the actual shelter would be installed? ii. Broadband - the box had now been enabled to allow for BT Infinity iii. A report was received of a fox chasing the feral chickens and killing them. It was agreed that this should be passed onto the local gamekeeper.</p> <p>10.0 <u>Planning Issues:</u> there were no planning applications or decisions coming forth.</p> <p>11.0 <u>Correspondence:</u> i. SALC - Transparency Code for Parish and Town Councils with a turnover not exceeding £25,000 - Council was advised that Regulations had been made which brought into force the Transparency Code for Smaller Authorities on 1 April 2015. It was noted that the Parish Council, being a smaller authority, would be subject to a light touch assurance external audit rather than a full external audit of their accounts. ii. Havebury Housing Partnership - Havebury had announced a new partnership with Keepmoat and Macquarie Bank which would see it install Solar Photovoltaic Panels to around 2,000 of its properties. Properties would be surveyed from May onwards as to suitability.</p> <p>12.0 There being no further business the Chairman declared the meeting closed 6.50pm. Date of future meeting: Parish Council Meeting commencing at 7.30pm on 7th July 2015.</p>
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Financial Transactions as agreed to be paid (see Agenda Item 7iv).

Date	Chq No	Payee	Description	Power	Nett	VAT	Gross
03/03	383	V Waples	Salary & Expenses	LGA 1972 s111 & 112	126.67		126.67
03/03	384	Aon UK	Insurance	LGA 1972 s150	837.89		837.89
03/03	385	SALC	Annual Subscription	LGA 1972 s143	123.00		123.00