

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT LIVERMERE PARISH COUNCIL  
held on 3<sup>rd</sup> May 2016**

	<p>Members present: Councillor Hartley in the chair, Clay, Hudson and Johnson along with County Councillor Rebecca Hopfensperger, Borough Councillor Simon Brown, Mrs. Waples (Clerk) and 1 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>Election of Chair to the Parish Council</u> It was proposed by Cllr. Clay, seconded by Cllr. Johnson that Cllr. Hartley be re-elected to the position of Chairman for a further year and approved by all present. 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. Cllr. Hartley made the meeting aware that he was prepared to reconsider his previous comment on being Chair but that this would only be for the following year.</p>
2.0	<p><u>Chairman's Welcome:</u> The Chairman welcomed all to the meeting.</p> <ol style="list-style-type: none"> <li>i. Apologies of absence were received from Cllr. Coates, who due to personal circumstances would be taking a short break from the Parish Council.</li> <li>ii. Council consented to approve this apology, aif.</li> </ol>
3.0	<p><u>Declarations of Interest:</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>ii. There were no requests for dispensation for the agenda under discussion.</li> </ol>
4.0	<p><u>Minutes of the last meeting:</u> Minutes of the Parish Council Meeting of 1<sup>st</sup> March 2016 were approved and signed by the Chairman as a true and accurate record, aif.</p>
5.0	<p><u>To consider and approve the appointment to the post of Clerk/RFO to the Council</u> Following the previously circulated CV, Council was in full agreement to offer the post of Clerk/RFO to Mrs Vicki Gay. The scale and rate of pay was agreed by all and the Chairman was asked to write and offer the post effective 1st June 2016. The current Clerk agreed that she would make herself available for a hand-over at a time to suit both herself and the new Clerk.</p>
6.0	<p><u>To fill, by co-option, the vacancies for the post of Councillor:</u> the meeting noted that Tanya Clark had expressed an interest in joining the parish council. As she was present and reconfirmed that there were no reasons as to why she could not become a parish councillor, with reference to Schedule 12, para 39 of the LGA 1972, Tanya Clark was proposed for one of vacant the posts. It was unanimously agreed to co-opt Ms Clark to the Council, aif. Following the signing of her Declarations of Acceptance of Office, she was invited to join the Councillors at the table. The meeting was reminded that there was still one vacancy.</p>
7.0	<p><u>Chairman's Communications:</u> the Chairman had nothing further to report.</p>
8.0	<p><u>Clerk's Report:</u></p> <ol style="list-style-type: none"> <li>i. Income in the sum of ££4,321 as Precept and £409.00 as Grants both from St Edmundsbury; VAT Reclaim of £454.28; SCC Contribution of £500.00 towards the VAS and £279.87 from the Transparency Fund had been received since the last meeting.</li> <li>ii. Payment of verified invoices in the sum of £1,471.02 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.</li> </ol>

- iii. Council's Finances stood at £16,752.51 as of 3rd May 2016.
- iv. To receive an update on the deployment of the mobile VAS shared with Troston Parish Council - Council was informed that the sign had been deployed on the sign outside school Gardens and that the battery had lasted 5 days. Between Saturday and Thursday of the previous week there had been 71 speed infringements. Cllrs. Hartley and Hudson had also lifted the sign higher up the bracket as someone had started to park their car very close up to the sign.
- v. To consider correspondence received from a resident over the siting of the VAS and costs involved with proposed changes to move the pole or reduced the pole in height - Council reviewed the correspondence received and agreed that it had 2 options with regards to the siting of this post - 1) reduce the height of the pole 2) move the post further along the grass verge. Council was in agreement to ascertain from Highways why that particular spot had been chosen and why the pole was not sited 2.5 mtrs further along on a common area? Agreement was forthcoming that the meeting was sympathetic to the resident's concerns and that it should investigate the possibility of moving the sign. The Clerk agreed to liaise with both SCC and the new Clerk on this matter.
- vi. To receive an update on works agreed with Highways concerning flooding issues on The Street - it was agreed to ask Cllr. Hopfensperger for an update as to the matters outstanding at the APM scheduled for later that evening.
- vii. To receive and approve the Internal Audit on the accounts for the year ending 31.03.16 as carried out by SALC - the Internal Audit report was discussed by all and a comment noted under section 8 Asset Control. The Internal Auditor had recommended that this be signed off by a Councillor. The Council confirmed that this had in fact been actioned by Cllr. Johnson whilst undertaking his Internal Control Audit. As such the meeting accepted the Audit Report except for the comment made under Asset Control, aif. The Clerk confirmed that, in her role as Finance Manager at SALC, she had not carried out this audit.
- viii. To receive and approve the Accounts for the year ending 31<sup>st</sup> March 2016 - the Accounts for the Year 2015/16 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.
- ix. To approve and sign the Governance Statements and Accounting Statements on the Annual Return to be submitted to the External Auditors - As Mrs. Waples had previously received the Annual Return from the auditors, BDO Stoy Hayward, which she had duly completed, Section 1 - entitled Statement of Assurance - was presented to the Council and following responses in the affirmative to all of the statement was signed by the Clerk and Chairman. The section entitled Accounting Statements Section 2, was approved by all Councillors present as representing a true reflection of the Council's financial activities during the year and signed as such by the Chairman and RFO to the Council.
- x. To note the period for the Exercise of Electors' Rights with regards to the Accounts for the period ending 31<sup>st</sup> March 2016 - It was confirmed that the Council's 30 working day period for the exercise of public rights commenced on 13<sup>th</sup> June 2016 and that the new Clerk would be required to submit the relevant paperwork to the External Auditor by the due date of 27<sup>th</sup> June 2016.
- xi. To consider the Play Area Inspection Report for April 2016 - it was noted that the problem of algae on some areas was still an issue. Whilst the report mentioned the state of the frames of the swings, work to this area had since been undertaken.
- xii. Transparency Fund - it was noted that this fund was once again open for applications for funding to assist with compliance with the Transparency Code. It was agreed that this would be for the new Clerk to research and determine the level of funding to be accessed.

9.0 Councillors' reports: the following matters were brought to the Clerk's attention:

- i. Brand Road/Livermere Road - just after this junction heading towards Great Livermere there was a large hole in the road. Agreement was forthcoming for this to be forwarded onto the Clerk to Great Barton as the road lay in their area.
- ii. Dog Waste Bin - could the Clerk obtain a quotation from St Edmundsbury for installation of a new dog bin on the footpath leading from Brand Road up behind The Cottages. It was confirmed that this was a popular route for dog walkers.

iii. Footpaths - the state of a number of footpaths, and in particular the one leading to and from the Village Hall were covered in mud and a hindrance for walkers. It was noted that the responsibility for this type of work as opposed to maintenance was down to the Parish. Agreement was forthcoming to arrange a working party to undertake such tasks. Cll.r Johnson agreed to head this up.

10.0 Planning Issues:

i. There were no planning applications coming forth.

11.0 Correspondence:

- i. A number of emails and general correspondence had been previously circulated to all Councillors.
- ii. Jo Churchill, MP - contact details for distribution and uploading onto the website
- iii.

12.00 Closing Public Session: there were no members of the public present

There being no further business the Chairman declared the meeting closed 7.30pm.

The date of the next Parish Council Meeting would be confirmed once the new Clerk/RFO was in place.

Financial Transactions as agreed to be paid (see Agenda Item 8ii).

Date	Chq No	Payee	Description	Power	Nett	VAT	Gross
03/05	406	V Waples	Salary & Expenses	LGA 1972 s111 & 112	160.47		160.47
03/05	407	SCC	Installation of VAS post	L Gov Rating Act 1997 s30	150.00		150.00
03/05	408	AON UK	Insurance	LGA 1972 s150-151	865.55		865.55
03/05	409	R Cook	Repairs to swings	LG (Misc. Prov Act 1976 s19	295.00		295.00