

Minutes of a Meeting of Livesey Parish Council held on 10 May 2019 at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.

Present: Cllrs J Malowana – Murphy (in the Chair), D Hardman, K Malowana - Murphy, J Pearson and C Hardman.

#### **5474 Apologies for Absence**

There were apologies for absence from Cllrs. J Croasdale and I Simm.

#### **5475 Declarations of Interest**

Declarations of interest were received from, Cllr J. Malowana - Murphy Livesey Parish Hall Committee, Rosebay Wood Group, Livesey Library and St Pauls School. Cllr K Malowana-Murphy Livesey Library. Cllr D Hardman Planning, Immanuel Scouts and Cherry Tree Cricket Club. Cllr J Pearson Rosebay Wood Group, Planning and Feniscowles Trust.

#### **5476 Minutes of the Meeting held on 12 April 2019**

**RESOLVED:** that the Minutes of the Meeting held on 12 April 2019, having been circulated, be received as a correct record, and be approved and signed by the Chairman.

#### **Meeting adjourned at 7.50pm for local issues**

Details of local issues are included in the clerks report.

#### **Meeting reconvened at 8.30pm**

#### **5477 Accounts**

**RESOLVED:** that the following accounts be approved:

Clerks Salary: £ 257.60, Annual Insurance:£826.83.

#### **5478 Planning**

There were six planning applications on the schedule.

**Councillors objected to planning application Ref: 10/19/0178 and asked the clerk to contact the Borough to put forward their objection.**

***Action: The clerk to contact the Borough Council and object to planning application Ref: 10/19/0178.***

### **5479 Rosebay Wood**

There was no further update on Rosebay Wood. Councillors asked if the accounts were available which would assist in any further works required in future. This issue was still outstanding. There had previously been noted that there was a fund of £6k available but this had been an error.

### **5480 Defibrillator for the Parish Hall.**

Councillors had received two similar quotes for the defibrillator. Following discussions, it was agreed that the equipment should be purchased from London Hearts.

***Action: the clerk to contact London Hearts.***

### **5481 Land Registry.**

The clerk had contacted the Land Registry Office to officially find out about the status of York Terrace and who owned the Land and Buildings. The automated system appeared to be very complicated and required legal input.

***Action: Cllr Pearson would contact a solicitor so the work could be carried out.***

### **5482 To Receive Items for Information**

There were no items for information.

## **Exclusion of the Public and Press**

### **5483 Financial Position 10 May 2019**

The clerk had circulated to Councillors the latest financial position of the Parish which related to 10 May 2019.

***The financial position was noted and approved by Councillors.***

### **5484 Certificate of Exemption (2018-19)**

As the Parish Council had a total gross income and total gross expenditure of less than £25k, there was no need to send off detailed accounts to the External Auditor. Instead an exemption certificate was signed by the chairman and the clerk which would be submitted to the External Auditor on **14 May 2019**. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights still needed to be fully completed and, along with a copy of this certificate, published on a public website\* before **2 July 2019**. By signing this certificate, the Parish Council were also confirming that this would be done.

***Action: Clerk to ensure that all the above actions were completed.***

#### **5484 Annual Internal Audit Report (2018-19)**

The Annual Internal Audit for **2018-19** had been carried out in accordance with the needs of the Parish Council. Acting independently **Mr F Cumpstey** had looked at the assessment of risk carried out selective assessment of compliance with the relevant procedures and controls that were in operation during the financial year to **31 March 2019**. On the basis of the findings in the areas examined the internal audit conclusions were summarised. The conclusion was that in all significant respects the control objects were being achieved throughout the financial year. The Internal Auditor had concluded that the accounts were materially accurate and correct.

***Councillors accepted the report and conclusion of the Internal Auditor and thanked him for carrying out the audit for 2018-19 financial year.***

#### **5485 Annual Governance Return (2018-19)**

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement **2018-19** with councillors. Councillors acknowledged that there was a sound system of internal control, including arrangements for the preparation of Accounting Statements. The statement was signed by the chairman.

#### **5486 Annual Accounting Statement (2018-19)**

The clerk explained to councillors' section 2 which was the Accounting Statements relating to **2018-19**. Councillors accepted/approved the return which was signed off by the Chairman.

#### **5487 Gardening Services 2019-20**

There were a number of issues raised regarding the Gardening Services Contract and how it should be handled for the future. The clerk was asked to check out various aspects of the contract and to meet with Councillor Simm to agree a future way forward. Councillor Simm had also been underpaid by £475.00 relating to 2016-17 which Councillors agreed should be paid. As Cllr Simm had already started the grass cutting for 2019-20, the tendering process would take place for 2020-21.

***Action: the clerk to contact Cllr Simm and discuss the issues with the Gardening Services Contract and pay the outstanding check to him.***

#### **5488 Date and Time of Next Meeting**

**RESOLVED:** that the next meeting of Livesey Parish Council will take place on **Friday 14 June 2019 at 7.30pm** at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.