

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Tuesday 17th March 2020
7:30pm in Great Livermere Village Hall.

Present: Cllrs: A Hudson, H Johnston, A Johnston, B Bryers, WS Cllr S Brown & C. Cllr Hopfensperger

1. **Apologies for absence** Cllr J Hartley

2. **Co-option of new councillors**

3. **Members Declarations of Interest and Dispensations:**

3.1 To receive declarations of interest from councillors on items on the agenda. None.

3.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

3.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

4. **Minutes** Minutes of the Tuesday 28th January 2020 meeting were agreed and signed as a correct record.

5. **Meeting open to the public**

Sgt Angela Puiy attended the meeting to give an update from Suffolk Constabulary. The Bury St Edmunds Safer Neighbourhood Team (SNT) area consists of 53 parishes and 9 town wards. Under Inspector Matt Paisley, there are 3 Sgts: Sgt Angela Puiy, Sgt Naomi Lofthouse & Sgt Rebecca McCarthy. Andre De Jongh has stepped down from the Community Engagement role and moved into the rural crime unit. They are looking at recruiting someone else but they want to take the time to ensure that the person appointed will be the right fit. Out of the 14 investigations reported, the following four related directly to Gt Livermere. Fraud, which was on line fraud 8th March. Attempt theft of car 9th January. Criminal damage to vehicle 2nd January. Theft of a dog 11th February. This does not include assaults or domestic incidents. Parking enforcement is now overseen by West Suffolk Council. Response time for 999 calls, for Gt Livermere, is 20 minutes. Improvements have been seen to the 101 service and more improvements are being made. People are being asked to make reports online wherever possible. Of course, all emergencies need to be reported straight away on 999.

6. **Report from County Councillor:** R Hopfensperger. No report received.

7. **Report from B. Councillor:** S. Brown. No report received

8. **Progress reports. For information, from:**

8.2.1 Coronavirus Covid-19, Community arrangements.

The Parish Council are keen to be ready to assist the residents of Gt Livermere during the Coronavirus outbreak. The current situation involves advice to self-isolate from this weekend for those over 70 or with certain health problems. In addition, people have been asked to self-isolate if they become unwell. There is lots of advice available on the internet we would recommend <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> or <https://www.nhs.uk/conditions/coronavirus-covid-19/> Within our community there are some elderly residents who may live on their own and perhaps do not have access to the internet. In situations like these, it is essential that no one be left abandoned. It was agreed that Cllr H Johnston would work with the church, potentially using a template produced by Hopton Parish Council, to find a way to contact and offer assistants to residents in the village either for contacts for medical advice or, in the event of their self-isolation, to collect prescriptions or essential foodstuffs. In addition, residents will be asked if they are able to offer any practical assistance. Cllr Johnston will be reimbursed any out of office expenses.

Action Cllr H Johnston

The Clerk anticipates that there will be some disruption for the Parish Council going forward if they are unable to meet. To mitigate any impact it was **resolved to agree the following**:

To agree temporary arrangements to conduct council business within the restrictions, recommendations and guidance from Government resulting from the pandemic of Covid-19.

The arrangements aim to minimise the risk to health of the Clerk, Councillors and their families, while performing the statutory duties of the Council as closely as possible. The most significant restriction that we are proposing is the reduction of meetings for the avoidance of unnecessary social contact. The arrangements will be kept under review as government guidance changes in response to the development of the pandemic. The Council will therefore consider the following actions:

- To cancel all meetings of the Parish Council, including the Annual Parish Meeting and any other planned gatherings.
- To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to planning matters;
- To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to any urgent correspondence that requires the input of the full Council;
- To delegate power to the Clerk (RFO), in email consultation with all Parish Council members, to make any urgent payments not authorised below, by cheque or online banking if necessary (the latter with online oversight from the Chairman);

These actions to remain in place until the normal meeting schedule resumes in line with government guidance.

8.2.2 Litter pick, update.

The litter pick was attended by 8 volunteers. Several refuse bags were filled and the verges, footpaths and play area are free from rubbish. The PC would like to express their appreciation for the efforts of those that attended.

8.2.4 Councillors roles. To consider Councillors roles in the Parish Council going forward.

Due to the Covid-19 virus any non-urgent business, such as above was postponed until a later date.

9 Finance.

9.1 To consider payments. To include:

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|--------------------|---------------|---------|
| | Admin | £617.70 |
| SALC | Training | £24.00 |
| Community Workshop | Defibrillator | £3.00 |

9.2 Bank reconciliation and accounts update.

The Clerk provided the Councillors with a bank reconciliation, income and expenditure account details and a budget report.

9.3 Resolution to adopt internet payments

Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking. The Clerk has discovered that we are able to make electronic payments using 'faster payments' within our Community Account. In order to do this we must legally resolve to adopt this means of payment. The Clerk will need to become a signatory, in order to set up the payments and then the two other signatories will need to sign it off. The Council needs to appoint two Councillors (who are not cheque signatories) to verify the schedule of

payments made from the internet banking account against sample invoices selected at the next meeting.

The Council must advise its insurers and introduce further safeguards, such as increased fidelity insurance, if required. Hard copies of the bank statements need to be seen by the Chairman regularly and made available for inspection at the Parish Council meeting. It was **Resolved** to adopt electronic payments. The Clerk will become a signatory. The Chairman and Cllr H Johnston will become counter signatories. Two members at every meeting will be appointed to check the schedule of payments made from the internet banking account against sample invoices selected at random, if electronic payments are made All in agreement.

Cllr Hudson will submit his paperwork to Barclays bank. Cllr H Johnston has already submitted her forms to Barclays.

Action Cllr Hudson

9.4 Confirmation of internal auditor and Councillor to carry out an internal audit review

It was agreed that we would employ Trevor Brown to carry out our internal audit this year. He comes highly recommended and is experienced with local council accounts.

9.4.1 Cllr Hudson will carry out the internal audit review.

9.5 To consider closing old Lloyds bank account.

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

10. Grass cutting contract

To consider grass cutting tenders for 2020/21

The Clerk received 4 Tenders after sending out a number of Invitations. These were opened at the meeting. Due to the confusing nature of some of the replies, the Chairman took them away to format them for comparison. Once this is done, he will email the other Councillors and the Clerk so a decision can be made. Once this decision is made, we will contact the contractors with our decision.

Action Cllr Hudson/All

11. Footpath leaflet

11.1 Update on progress.

The landowner has consented for a permissive footpath along the side of the Bury Road. The Clerk has been in correspondence with the agent for the landowner and this matter is progressing. It is unlikely that this will be sorted before the leaflet is printed but this matter can be addressed with markers once it has been formalised.

Action Clerk

12. Highway/village matters

12.1 VAS, to discuss repair

The sign has been assessed and requires a new radar at £550 + VAT. There are also 4 LED's out on the roundel and to replace this is £125 + VAT but it does not affect the sign working if we decide not to. We have been invoiced for the collection carriage but there will also be delivery carriage at £27.50 + VAT and labor at £29.50 + VAT. It was agreed that we need to look at prices for repair elsewhere and the cost of a replacement. The Clerk will contact Westcotec and express our concerns that the device should not develop such an expensive fault at this stage in its life.

Action Clerk

12.2 Feral Chickens. To discuss plan going forward.

The Clerk has written to Ben Turner asking about his plans for the feral chickens in the village. Letter attached. As discussed, via email, plans have been made for the local gamekeeper to address the problem. Going forward it is suggested that any resident that has a problem keeps a record of their concerns and reports this to West Suffolk Council Environment Services. This is something that has to come from the residents and not through the Parish Council.

12.3 Update street sweeping/ footpath skirting. Troston Road.

A request for the street sweeper has been made. SCC have responded to a request to have the footpath skirted.' This has been inspected but currently does not meet the intervention criteria as per the Highway Maintenance Operational Plan (HMOP) that we adhere to when assessing issues.' However, looking at the footway, they think it would benefit from being swept to remove the dead twigs and loose dry dirt that has accumulated on the footway. SCC suggested that we should contact West Suffolk Council and request that the footway be cleaned, as this would be their responsibility to carry out such works. The Clerk has this in hand. **Action Clerk**

12.4 Roadside Nature Reserve issues and event. (RNR)

The Clerk has been in contact with SCC. They have acknowledged that there has been an issue here and are trying to find out who the landowner is. They would like a volunteer warden for the site. The warden would arrange for the thatching's to be removed once the RNR has been cut, keep an eye on the verge and if they wanted to write an article for the RNR news column. The Clerk is hoping to attend an event in April. This was invitation was circulated.

13. Village Hall

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

14. Defibrillator

14.1 Success of awareness training, arrangements for Voluntary Emergency Telephone system (VETs) Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

14.2 To arrange weekly checks.

Cllr Bryers has agreed to undertake the weekly check. The Clerk will set this up.

Action Cllr Byers/Clerk

15 Play Area to include:

15.1 Play area report.

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

15.2 Play area signs

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

16. Planning Matters None received.

Ben Turner has approached Cllr Hudson about a planning application. Cllr Hudson informed Mr Turner that if he wanted input, from the Parish Council, about his application he would need to attend a Parish Council meeting.

17. Councillors reports and items for future agendas.

A large vehicle, with caterpillar tyres, has driven over the verge at the war memorial and has done a lot of damage. It was agreed that as we did not know who was responsible it would be difficult to address the issue. Concerns were raised over the ability of this area to recover without work. The Clerk will report this to SCC. **Action Clerk**

18. Correspondence for information

18.1 The Clerk has re-applied for membership to Community Action Suffolk. This is free of charge.

19. Date for next meetings: Tuesday 12th May 2020 Annual Parish and Annual Parish Council meeting

20. To consider the exclusion of the public and press in the public interest for

consideration of the following items: 20.1 Personnel Issues. None. 20.2 Legal Issues. None.