

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 21st January 2026 at 7.00pm in Great Livermere Village Hall

Present: Cllrs A Norburn, T Redman, A Johnston, N Wood, S Munroe, S Chalton & R Charlton.
Suffolk County Council (SCC) Councillor R Hopfensperger & West Suffolk District Council (WSDC) Councillor A Speed.

1. Co-option of new Parish Councillor No vacancy

2. Apologies for absence

The were no apologies.

3. Members Declarations of Interest and Dispensations:

3.1 To receive declarations of interest from councillors on items on the agenda. Cllrs A Norburn, T Redman, S Chalton & R Charlton. N Wood & S Munro declared an interest in item 12.1 DC/25/1992/FUL Planning application - composting closet against north wall. St Peters Church, Church Road.

Cllrs A Norburn, T Redman, S Chalton & R Charlton declared an interest and left the meeting for the discussion and decision making part of the meeting. Cllrs N Wood & S Munro, although living close to the site felt that they would be able to consider the application on its merit and remained in the meeting, to enable the Parish Council to be quorate

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. N/A.

4. Meeting Open to the Public No additional members of the public present.

In the interests of transparency, a discussion on the application was held during the public forum under item 12.1.

Concerns were raised regarding the proposed opening hours, potential public use of the toilet, and the signage advertising the facility. It was felt that this could make the toilet an "attraction" for campers and walkers, potentially leading to increased vehicle parking along Church Road.

Questions were also raised about the cleaning and maintenance of the toilet, to which a satisfactory response was provided. All comments and concerns expressed will be taken into account when Councillors consider the application under item 12.1.

5. Minutes - The minutes of the Wednesday 19th November 2025 meeting were agreed and signed as a correct record.

6. Report from County Councillor (SCC): R Hopfensperger.

Cllr Hopfensperger reported that Suffolk County Council has approved a new 20mph speed limit policy aimed at improving road safety and quality of life. The policy makes it easier to introduce 20mph limits in residential and high-pedestrian areas, with applications likely to be approved where average speeds are 28mph or below. The process is currently very expensive. Suffolk County Council has received around £8m in funding from Central Government from the Bus Service Improvement Plan (BSIP), to improve bus services and infrastructure, with £500,000 available through the "Scheme on a Page" process for local proposals. Ideas could include increased service frequency, extended operating hours, route improvements, or upgrades to bus stops and shelters. The Parish Council did not feel that they had any unmet requirements at this time. SCC stated that recent press figures, regarding Highways performance, were inaccurate. Suffolk County Council has been awarded £2.9 million from the Department for Transport's 2025/26 Incentive Fund, recognising best practice in highways management. This award reflects the council's strong track record of consistently securing maximum funding under similar schemes. The fund, introduced by the current government, rewards local authorities that demonstrate excellence in highway asset management and efficiency. Cllr Hopfensperger encouraged residents to report any highway issues via the SCC online portal and asked to be notified if no action is taken.

7. Report from West Suffolk district Council (WSDC). Councillor: A Speed.

Cllr Speed reported that the Mayoral elections are possibly going to be postponed, this would make sense as they then would be better aligned with the Local Government Review. It was also thought that the Suffolk County Council elections are likely to be postponed. The new recycling and food waste collections start in June 2026. Exact dates will be published before the change. Most homes will get a new paper and card recycling bin, a food bin for outside and a food caddy for indoors.

8. Progress reports from Chairman and Clerk

8.1 To look at options for cloud storage for shared documents.

Cllr Wood and the Clerk will explore options for cloud storage for shared documents.

Action Cllr Wood/Clerk

The Clerk attended a safeguarding session, hosted by SALC and delivered by Community Action Suffolk. There were suggestions made around the wording used in policies, the term vulnerable adult is no longer used, and it was suggested that 'adult at risk' is used instead. The Clerk will update our policy to reflect this. The Clerk would like to undertake some safeguard lead training. It was suggested that Introduction to Safeguarding is undertaken first, followed by Designated Safeguarding Lead Training: Referrals what happens next? The Clerk will sign up for both courses at a cost of £35 for the Introduction to Safeguarding course and £40 for the Designated Safeguarding Lead Training. The cost of this training will be split with her other parish councils and will therefore cost Great Livermere £15. The Councillors all agreed to the Clerk undertaking this training. It was agreed that Councillors would not undertake any safeguard training at this time.

Action Clerk

8.3 To receive any feedback from the recent Grant Writing training.

The course gave an overview of grants available and some very basic advice on making applications. Although a good refresher on funding available, the Clerk did not really feel that she gained any new knowledge from the training, which was disappointing.

9. Finance/Policy/Compliance.

9.1 The following accounts were approved/noted.

Description	Type	Account name	Total
Admin/salary	Payment	Various	-£903.46
Safeguard Training	Payment	Barningham PC	-£15.00
Bank charges	Payment	Unity Bank	-£6.00
Bank charges	Payment	Unity Bank	-£6.00
Bank interest	Receipt	Unity Bank	£113.92
Recycling credit	Receipt	West Suffolk DC	£138.00
Bus shelter Clean	Payment	Jeff Wells	-£22.00

9.2 Bank reconciliation, budget report and schedule of payments.

The Clerk provided the Councillors with a bank reconciliation and a schedule of payments.

The Chair signed the agreed schedule of payments. Cllr Wood carried out the additional accounts check.

9.3 To discuss and agree schedule for policy-document adoption and review.

The Clerk has prepared a schedule for the review and adoption of documents.. This will be a 'live' document to be read and reviewed alongside the Standing Orders.

Action Clerk

9.4 To review Asset Register.

The Asset Register will be reviewed, following a review of asset in the village and will be agreed at the next meeting.

Action All

9.5 To agree IT Policy.

An additional sentence was agreed, regarding the sending of emails containing personal information. The Clerk will update the policy to reflect this. It was noted that our IT Policy needs to be reviewed annually, the Clerk will ensure this is reflected in the policy schedule

9.6 To agree Website Disclaimer.

A website disclaimer, circulated by the Clerk was agreed. This will be added to the website

9.7 To agree update to Standing Orders. (circulated)

The Clerk made amendments to the Standing Orders to ensure the use of gender-neutral language and added a clause reflecting the adoption and use of the policy-document schedule discussed under Item 9.3.

9.8 To agree arrangements for Internal Audit Control Report and arrangements for the appointment of auditor for 2025/26.

Cllr Wood will carry out the internal audit control report. The Clerk will arrange a suitable time to undertake this. **Action Cllr Wood/Clerk**

It was agreed that we would use SALC to carry out the 2025/26 Audit.

9.9 To note receipt of Precept request for 2026-27 and confirmation of taxbase from WSDC.

It was confirmed that West Suffolk Council approved figures previously circulated, meaning there are no changes to the forms already issued or to the figures used to calculate the precept. Also agreed by West Suffolk Council was the continuation of the Local Council Tax Reduction Scheme for 2026-27 for the up to 100% discount for working age claimants. The tax base figures provided already assumed the continuation of the scheme.

9.10 To discuss WCAG2.2AA compliance.

It was agreed to ask Community Action Suffolk (CAS) to carry out a WCAG2.2AA compliance audit, and do any work required to ensure we are compliant. The cost for this will be in the region of £108. **Action Clerk**

9.11 To confirm Councillor contact details available in the public domain.

The Councillors provided the Clerk with up to date contact information. The Clerk will ensure the contact details available on the website are correct. **Action Clerk**

10. Play area

10.1 Play area report, circulated. **Noted.**

10.2 To discuss replacement of football nets/goals.

The installation of the goal posts is booked in for 28th January.

10.3 To discuss any areas of concern.

Cllr Johnston will look to see what works might need to be undertaken. **Action Cllr Johnston**

10.4 WSDC Communities Capital Fund. (circulated)

& 14.1 To receive information regards WSDC Get Back Into Sport fund. (circulated)

As noted above Cllr Johnston will see if there are any matters that might be suitable for repair using a grant from WSDC Communities Capital Fund. It was considered unlikely that we have any requirements under regards WSDC Get Back Into Sport funding.

11. Highway/village matters

11.1 Update on Highway matters to include:

11.1.1 To receive any Vehicle Activated Sign (VAS)

The battery on the device needs to be changed. This is in hand.

11.1.2 ANPR Raw Data –15/09/2025 – 13/10/2025.

This information was noted.

11.2 Footpath issues. To include

11.2.1 To receive any update on the issue with bridge at Ampton water.

Claire Dickson was unable to attend the meeting but sent the following, for information: Below is a summary of the progress that has been made over the last two months with moving forward with planning permission for the replacement structure on Great Livermere FP13. This was following Ampton Estate agreement to the repositioning of the public footpath and installation of a new structure on this alignment.

Several meetings have been carried out internally since November 2025 and steps to proceed with a planning application for permission for the installation of a new structure. Following meetings with SCC Planning colleagues we were advised of the documentation required and put in a request for pre application advice.

Whilst we awaited this pre application advice we have been able to proceed with additional surveys and assessments that are required. I can summarise as follows:

Pedestrian Access Statement – Drafted

Demolition management Plan – In discussion with contractors for method statement, although queried as new structure and is permission required for removal of old structure as on a highway (PROW)

Construction method statement – Drafted and in discussion with potential contractors. Ecology confirmation received and await Arboricultural confirmation following planned site visit.

Flood Risk Assessment – Requested in liaison with SCC floods. River Condition Assessment being undertaken week of 26th January 2026 (Ampton Estate permission obtained)

Biodiversity Net Gain Statement (Including Completed Matrix) or Exemption Statement – Await Preliminary Ecological Appraisal for completion.

Preliminary Ecological Appraisal and Method Statement – Full survey undertaken on site by SCC Ecologist on 7th January 2026, Slight delay as had to await Ampton Estate permissions for access. Meeting held with Ecology Team on 16th January 2026, no issues and expect full Appraisal and Method Statement by 30th January 2026.

Arboricultural Impact Assessment – No pressing issues raised by Ecology. SCC Senior Arboricultural Officer attending site 30th January 2026 with Ampton Estate permission.

Design and Access Statement – Draft produced and follows Ecology advise, Await Arboricultural Officer comments following site visit.

Planning Statement - draft produced

Heritage Assessment Plans – advice requested

Site Location Plan – produced

Block Plan – produced

Existing and Proposed Elevation Plans – draft drawing produced

Details of Materials and Finishes – details requested from supplier

Site Sections – draft drawing produced

Plan detailing how the proposal links into the existing Rights of Way network – produced.

Once all of the documents have been completed, we will be submitting planning permission.

Currently we are aiming for late February but my instruction is as soon as all documents are ready.

I have also requested a timeframe for the physical works (installation), this was following advice from the Ecologists. As no heavy clearance is required, we are not restricted for works within the bird nesting season (covering March to August). Following discussions with potential contractors they have all stated a four-week period. We are currently viewing works to be undertaken in the summer, following planning permission being granted and successful contractor tenders (this will be carried out during the planning process). We will need to allow contractor lead in time and manufacturing of the bridge following planning permission being granted. The supplier has stated that is currently 3 to 4 weeks.

Claire Dickson has offered to meet with the Councillors, outside of the meeting, if it was felt to be helpful. It was agreed that her, comprehensive, report would be sufficient at this time and that no additional meeting would be required.

11.3. Village Matters to include:

11.3.1 To discuss issues of feral chickens/cockerels in the village.

Cllr Wood is continuing to speak to Fresh Start For Hens, however the current bird Flu outbreak means that no bird movements are permitted. The Parish Council will continue to look for solutions to the issue.

Action All

11.3.2 To discuss Wildkingdom and Local Nature Recovery Strategy. (circulated)

A local resident is heading up a nature watch group and looking to ask Troston Parish Council if they can host some events at Troston Woods. It was proposed and agreed that Cllr Munroe would be our representative on this group. Cllr Munroe would like to do some work on environmental issue in our area, including potentially updating our Environmental Policy and adding Great Livermere Parish Council to the Wildkingdom map. The Councillors were happy for Cllr Munroe to lead on this and would give support where they can.

Action Cllr Munroe

11.3.3 To confirm date to meet with grass Contractor to discuss 2026/27 Grass Cutting contract, and to discuss arrangements for cutting the grass at The Forge.

A date of 28th January, 2pm, was agreed to meet with our Grass Cutting Contractor, Peter Kerry. All that could, would attend.

Action All

12. Planning Matters to include any applications/decisions received since the agenda was posted.

12.1 DC/25/1992/FUL Planning application - composting closet against north wall. St Peters Church, Church Road, Great Livermere. Livermere Parochial Church Council.

Cllrs A Norburn, T Redman, S Chalton & R Charlton declared an interest and left the meeting for the discussion and decision making part of the meeting. Cllrs N Wood & S Munro, although living close to the site, felt that they would be able to consider the application on its merit and remained in the meeting, to enable the parish council to be quorate.

After discussion the following was agreed:

Great Livermere Parish Council supports this application subject to the following conditions:

- The toilet shall only be available for use during church services and events. Accordingly, references in Appendix B, Section A ("The Need"), Parts 3 and 5, to the facility being available to the general public should be removed.
- No signage shall be installed other than that required to meet Disability Discrimination Act (DDA) requirements.
- The following statement in Appendix B, Section C ("The Pros and Cons of the Current Proposal"), Location, Point 4, shall be deleted as it is inaccurate:
"We have consulted with the owner of the nearest adjacent property who would have an oblique view of the installation from their first floor window. They have not only given this location their approval, but they also volunteer to help with the management of the facility."

The Clerk will submit these comments to West Suffolk District Council.

12.2 West Suffolk Affordable Housing Supplementary Planning Document 2026 consultation.
Noted.

13. Councillors reports and items for future agendas.

There were no additional matters raised.

14. Correspondence for action/information

14.1 To receive information regards WSDC Get Back Into Sport fund.

Noted. See under item 10.4.

14.2 To receive a request for financial support, Citizens Advice West Suffolk.

Noted.

14.3 To note Governments potential decision to postpone principal authority elections scheduled for May 2026 and receive any update.

Noted.

14.4 West Suffolk Parish and Town Forum – Honington and Sapiston Village Hall – 10 February 2026

The Clerk will attend this event.

14.5 To receive information on SCC 20mph speed limit policy.

See under Cllr Hopfensperger report, item 6.

14.6 To note SCC award of 2.9 million from DfT incentive fund.

See under Cllr Hopfensperger report, item 6.

14.7 Transport Made simple, Bus Service Improvement Plan (BSIP) funding information.

See under Cllr Hopfensperger report, item 6.

14.8 WSDC Community Governance Review.

Noted.

14.9 WSDC Warm Spaces information.

Noted.

15. Date of next meetings:

Date of next meeting Wednesday 18th March 2026, 7pm in the Village Hall

16. To consider the exclusion of the public and press in the public interest for consideration of the following items:

16.1 Personnel Issues. None

16.2 Legal Issues. None.