

## GREAT LIVERMERE PARISH COUNCIL

### Minutes of Great Livermere Parish Council meeting held on Wednesday 18<sup>th</sup> July 2018 7:30pm in Great Livermere Village Hall.

**Present:** Cllrs: A Hudson, J Hartley, P Johnson, B Clay, J Coates & Cllr Hopfensperger, B. Cllr S Brown

1. **Apologies for absence** None.

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

There are currently two vacancies on the Parish Council. Anyone interested in becoming a Parish Councillor should contact the Clerk at [Greatlivermerepc@hotmail.com](mailto:Greatlivermerepc@hotmail.com)

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

3.1 To receive declarations of interest from councillors on items on the agenda. Cllr Hudson declared an interest in item 18.1 and left the meeting during the discussion.

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 22<sup>nd</sup> May 2018 meeting were agreed and signed as a correct record.

5. **Meeting open to the public**

Paul Fox, our Police Community Engagement Officer, came to speak to the Councillors about the recent vandalism in the village and the changes currently happening at Suffolk Constabulary. Extra patrols were undertaken in the village following the phone box fire and vandalism to the bus shelter. Unfortunately, no leads were forthcoming, and the incidents have now been closed. There are going to be changes to Suffolk's safer neighbourhood teams (SNTs). Through restructuring the way they work and looking at the best use of their resources. They are proposing to move 104 police officers into their SNTs. As part of the restructure they are looking to reduce the number of police community support officers (PCSOs). This proposal would enhance the resilience of the local policing capability and ensure the right resource is in the right place at the right time. The aim is to establish an effective workforce mix focussing on early intervention and prevention, improve dedicated proactive policing resources, ensure visibility and accessibility, and deliver the Police and Crime Plan.

6. **Report from County Councillor:** R Hopfensperger

Cllr Hopfensperger reported that there is a new cabinet member for Highways, Mary Evans. She will be carrying a full review of how Highways is run and hopefully we will see improvements in the service following this. The new school and post-16 travel policy will be in place from September 2019. This will mean providing children aged 4-16 years old with transport to their nearest school with an available place but phasing in the policy from September 2019. This would only apply to children starting a new school, or moving home, and would be based on the current minimum distance criteria (i.e.: over 2 miles for those under 8 years old and 3 miles or over for 8-16-year olds) The damaged streetlight is still in situ and the light in Mere View is still waiting to be updated. There are concerns over the trench in the road at the Bury Road/Brand Road junction. Cllr Hopfensperger will look in to these matters.

## **7. Report from B. Councillor: S. Brown**

The deadline for response, for the current Boundary Review is the 27<sup>th</sup> August 2018. The details/documents can be viewed online at <https://consultation.lgbce.org.uk/node/13251> The Parish Council support the plans, which are to keep the Ward as it currently is. The initial proposal was to amend the Ward boundary.

Cllr Brown reported that there is a request by St Edmundsbury Borough Council that all residents confirm the residency in their village, so it can ensure all details are correct and up to date. This makes things a lot easier for residents should they need to confirm their address by supporting documentation of local Government and for St Edmundsbury Borough Council to be in contact with.

Cllr Brown agreed to pay for a new bench to replace the one that was stolen from the track.

**Action Clerk**

## **8.1 Chairman's Report**

It was proposed that the Clerk write to Ben Turner to thank him for the work he is undertaking in the village. A resident has enquired if the new wall, on the corner of Bury Road was restored to its original state. The Clerk will include this query in her correspondence.

**Action Clerk**

## **8.2 Clerk:**

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#### **8.2.1 Parish forum SCC highways & Suffolk cinema network**

The Clerk attended the recent Parish Forum which had its main focus on SCC Highways. SCC provided a detailed account about their position regarding highway repairs. A copy of the report has been sent to all the Councillors. In addition to the questions asked the Clerk has sent the following questions: 1. Why does it take so long to complete works the PCs are paying for if money is the issue? is there another way we can communicate rather than through Customer service to speed this up?

2. Can issues which aren't highways repairs e.g. introducing a new weight restriction be escalated (other than via our C. Cllr?) It is difficult to discuss things in a timely manner through the highways reporting tool and via customer services.

2. Are lay-bys subject to the same guidelines as roads re potholes?

As yet she has not received a reply but will pass the information on when she receives it.

8.2.1.1 Suffolk Cinema Network are a non-profit organisation who support pop-up and community film screenings right across Suffolk. They have four sets of fully portable cinema equipment around the county that can be used at any time. Although they can't screen films currently in the cinemas they do have access to films 6 weeks before they go on general release. There is a very successful scheme in Stanton and regular events there are well attended

#### **8.2.2 Suffolk Constabulary Funded PCSOs**

Over the last few months the Constabulary has been undertaking a review of how they manage the way in which Police and Community Support Officers are provided to districts, towns, parishes and other organisations. The Police and Crime Commissioner and Chief Constable have reaffirmed their commitment to the continued provision of 'funded' PCSOs and as such have written to see if we would be interested in working with them to fund a PCSO and they would welcome notification of any intention to seek a funded PCSO by Friday 17<sup>th</sup> August.

## **7.3 Volunteers sought**

Members of the public are being invited to support Suffolk Constabulary by becoming the "eyes and ears" of their communities as part of a new initiative.

The Local Policing Volunteer pilot scheme, which was originally launched across six towns and villages including, in Bungay, Beccles, Woodbridge, Eye, Stanton and Long Melford in April, has now been opened up to the whole county and has already attracted early interest but spaces remain for further dedicated individuals.

As part of the non-uniform role, volunteers become accessible points of contact for their communities and help Suffolk Constabulary to detect crime by promoting effective communication and the prompt reporting of suspicious and criminal activity in each area.

Volunteers are not expected to become involved in any incident where conflict or threat exists and will have no power of arrest or detention. They are there to report anything suspicious or unusual directly to the police. They will receive full induction training and have access to their local police station to attend appropriate briefings.

Local Policing Volunteers are an important element of our police family, which includes police officers, PCSOs, police staff and the Specials.

Local Policing Volunteers:

- must be aged over 18 years
- don't have an upper age limit
- can work up to a maximum of 20 hours per week and hours are mutually agreed locally
- are not required to wear a uniform
- will be covered by public liability insurance wherever they undertake their volunteering duties

Anyone interested in becoming a Local Policing Volunteer will undergo a training package, be given a tabard and have a direct point of contact with police, as well as be included in regular meetings. The supportive role is also designed to work alongside usual activities and at no point requires participants to directly get involved in tackling crime.

Volunteers will need to undergo and pass security checks at the appropriate level for the role, although no medical assessment is required.

To gain further information regarding any of the constabulary's volunteering roles, visit [www.suffolk.pnn.police.uk/joinus](http://www.suffolk.pnn.police.uk/joinus) or email [specialsandvolunteers@suffolk.pnn.police.uk](mailto:specialsandvolunteers@suffolk.pnn.police.uk) or phone on 01473 613589.

### 8.2.3 Boundary Commission review

The Clerk attended a briefing on how the Boundary Commission prepare their draft recommendations for the West Suffolk Council wards. The consultation on this started yesterday and we are encouraged to comment as they can only base their result on comments received. If objections are received these need to be weighed against support. To this end the Clerk will make comments in support of the proposals put forward. See also under Cllr Browns report.

**Action Clerk**

### 8.2.4 Community Energy and Neighbourhood Planning

The Clerk attended a Community Energy and Neighbourhood Planning event. There was some very helpful advice on renewable energy as well as information about Community Energy

### 8.2.5 Questionnaire, distribution of questionnaire

The Clerk gave out the questionnaire for distribution. It was agreed to deliver them out w/c 23<sup>rd</sup> July and collect them back in w/c 6<sup>th</sup> August.

**Action All**

### 8.2.6 Schedule for road sweeper

Following a query at the last meeting the Clerk has ascertained that the sweeper aims to do 3 or 4 visit a year to the villages, it does have a schedule and does try to maintain it as far as is possible, but St Edmundsbury Borough Council only have one large sweeper.

### 8.2.7 Relocation of litter bin

With regards to the bin moving, as long as St Edmundsbury know where it is to empty it and can easily access it then we are free to relocate it elsewhere if it would be better used. The Clerk will send a map to St Edmundsbury Borough Council to check the proposed location is on one of their routes.

**Action Clerk**

### 8.2.8 Possible purchase of new SID (Speed Indicator Device)

Troston Council would still like to share the VAS with Gt Livermere and they are going to purchase a new one which also records data. It was suggested that we offer £600 to Troston Parish Council to buy them out and own the device completely.

**Action Clerk**

### 8.2.9 Civic Leadership Review

With the creation of a new West Suffolk Council in April 2019, there is an opportunity to redefine the arrangements for civic leadership. The new arrangements need to look to the future while recognising and building on the traditions of the past. At present, the focus of civic leadership for Forest Heath is the Council Chairman, and for St Edmundsbury, the Mayor. Civic leadership has a particular focus on representing, supporting and promoting local organisations, businesses and communities, as well as chairing council meetings. Regardless of whether focus of civic leadership in the future is a Mayor or Chairman, the civic leader will be a figurehead for the council, supported by their deputy and all councillors. The decisions about future civic leadership will be taken by the Council, but they are keen to ensure that a wide range of views are heard in order to ensure the future arrangements reflect the needs and aspirations of their communities. We are invited to give our comments and opinions on the issues in hand by completing a short online survey. The survey will be running from Monday 9th July 2018 to Sunday 2nd September 2018 and it can be found at the following address; <https://www.smartsurvey.co.uk/s/civicleadershipsurvey/>

### 9. **Finance.** The following accounts were approved and signed by two signatories

Admin	£405.45
Grass cutting	£210.00
Community Workshop, questionnaire printing	£90.00

### 9.2 BACS Transfers

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. However, it is imperative that proper processes are in place to ensure safe and efficient methods of payment for goods and services. It is recommended that: -

Any application to open an internet banking account in the name of the Council MUST be approved by resolution and the application form signed by at least two existing cheque signatories. The Bank must be instructed that overdraft facilities are not authorised.

Forms or letters of authorisation to transfer sums to the internet account are to be signed by any two existing cheque signatories.

The Council appoints two Councillors (who are not cheque signatories) to verify the schedule of payments made from the internet banking account against sample invoices selected at random on a regular basis.

The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers.

Hard copies of the bank statements to be sent to the Chairman monthly and made available for inspection at Council

Barclays said they didn't offer BASC with our current community account. It was decided not to pursue this at this time.

### 9.3 Bank reconciliation

The Clerk prepared an up to date bank reconciliation for the Councillors consideration.

### 10. **Bus Shelter**

No report was made.

**11. Footpath leaflet**

We are still waiting for Troston to get back regarding this matter.

**12. Welcome Pack.**

The Clerk is working on formatting this.

**Action Clerk**

**13. Highway/village matters**

Streetlights, Troston Road. This is still not working; the Clerk will pass these details on Cllr Hopfensperger.

**Action Clerk**

**14. Village Hall**

No report was made.

**15 Play Area** to include: Annual play area report.

The Parish Council have received a very in-depth report on the play area. It was decided, after discussion, that although Cllr Johnson will carry out monitoring the area, that all Councillors should be involved in examining the monthly report. To this end the reports will now be circulated to all Councillors and a hard copy taken to the meetings for further discussion.

**Action All**

**16. Phone box, book exchange** To discuss recent vandalism

The Clerk is struggling to find anyone to do the work, and the insurance company need at least 2 quotes. It was suggested that she contact D Palmer, who has an advert in the Living Magazine.

**Action Clerk**

**17. War Memorial** Update on refurbishment

Due to the hot weather recently, the ground is too hard to sig the posts in, so this is on hold at the moment. It was agreed that the Council will look into the possibility of installing CCTV at the war memorial in a bid to reduce vandalism in this area.

**Action Cllr Hudson**

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

18.1 DC/18/0902/LB & DC/18/1153/HH Church Close Church Road (i) First floor rear extension with balcony (ii) Single storey rear extension (partial demolition of existing rear extension) (iii) Alterations to roof structure (iv) Replacement staircase (v) Replacement windows (vi) Internal and external alteration works as listed in Heritage Statement. **No objections**

18.2 DC/18/0563/HH 9 Mere View The Street. Granted by St Edmundsbury Borough Council

**19. Councillors reports and items for future agendas.**

It was brought to the attention of the Councillors that there are some feral chickens which are causing a considerable noise and health nuisance.

It is understood that they have originated from one, possibly two properties, in Troston Road The near neighbours are under constant noise assault as the cockerels call relentlessly, this is not to mention the mess both the chickens and cockerels make. With no restriction on their breeding this problem is escalating. With the assistance of Cllr Brown, the Clerk will contact environmental health and ask if you could investigate this situation as a matter of urgency.

**20. Data Protection Act** To discuss future arrangements to comply with new Data Protection laws.

There is a requirement to register our DPO with the ICO. The Clerk has done this.

**21. Correspondence for information**

None received.

**22. Date for next meetings:** 12<sup>th</sup> September 2018 and then 14<sup>th</sup> November

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

**23.1 Personnel Issues.**

Following discussion, the Parish Council agreed to provide the Clerk with a Pension. it was resolved that the Clerk, Vicki Gay, is an eligible employee and would therefore be eligible to be enrolled in the Local Government Pension Scheme, under LG Pension Scheme Regs 1997, SI 1997/1612 (as amended) Therefore Great Livermere Parish Council Resolved to enrol Vicki Gay in the LG Scheme. This enrolment would take immediate effect. The Clerk will make the necessary arrangements with SCC pensions.

**16..2 Legal Issues. None**