

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 17th July 2024 7:00 in Great Livermere Village Hall

Present. Cllrs H Johnston, R Charlton, S Charlton, A Norburn, A Johnston & T Redman.

1. **Co-option of new Parish Councillor**

No applications received.

2. **Apologies for absence**

Apologies for absence received from Andrew Speed & SCC Cllr Hopfensperger.

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** - The minutes of the Wednesday 15th May 2024 Annual Parish Council meeting were agreed and approved as a correct record. (Minutes circulated)

5. **Meeting open to the public** None present

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

Cllr Hopfensperger was unable to attend the meeting. It was agreed the Clerk should ask Cllr Hopfensperger for a firm date for the traffic calming works. They were due to be undertaken on the 16th of July, at the time of the meeting they had not been started. The Clerk will also ask about the 30mph sign-stickers as, after a discussion with a SCC Engineer it was understood that we can purchase replacement plates quite inexpensively, and this might prove to be a better solution. It was reported that some potholes have been sprayed up in Church Road, it is hoped that means they are the responsibility of SCC and will be dealt with soon.

Action Clerk

7. **Report from B. Councillor: A Speed.**

Cllr Speed was unable to attend the meeting and sent the following report: 'I am on holiday this week but have chased the work on the verge (between The Birches and Village Hall) and hope to confirm a date this week.

You will know that this sort of work is partly impacted by policy around use of weed killer, so Livermere's issue is part of a wider problem and workload.' The path is getting worse by the day. The Clerk remains unconvinced that West Suffolk are responsible for the clearing of the path and will report this on the SCC reporting tool in a bid to get the work done.

Action Clerk

8. **Progress reports.**

8.1. **Chairman**

There has been reports that the dog pooh bin, in Callow Hill Lane, is not being emptied. The Clerk is in correspondence with West Suffolk Council regarding this.

Action Clerk

8.2 **Clerk:**

8.2.1 To receive update on. Gov website and associated email addresses.

Community Action Suffolk (CAS) has now been accepted on to the government approved list as a host for .Gov domain names, this means they are able to offer the .Gov domain name, and associated emails, and take advantage of the government grant. This means we can have a .Gov domain name for £18 for the next two years. After that it will be £138 for two years. It was agreed that we would take up this offer. We will also need at least one .Gov email addresses, it was therefore agreed to set one of these up for the Clerk at a cost of £24 per year.

Action Clerk

8.2.2 To receive feedback on recent Planning Training.

The training has been a helpful reminder for some of the more complicated planning matters and a number of new things were brought up. However, some of the new proposed legislation is on hold at the moment, until the new government is in. The Clerk will continue to try and keep up to date with any significant changes coming through.

9. Finance.

9.1 the following accounts were approved for payment/noted.

Mapping software	Payment	Geosphere ltd	-£48.00
Internal Audit	Payment	SALC	£212.40
Chairmans training	Payment	SALC	-£42.00
Bus shelter cleaning	Payment	Jeff Wells	-£20.00
planning training %	Payment	Barningham Parish Council	-£35.00
Grass cutting	Payment	Countryside Conservation and Tree services	-£679.20
Grass cutting	Payment	Countryside Conservation and Tree services	-£484.80
Administration	Payment	Various	£708.60
recycling credit	Receipt	West Suffolk	£152.40

Cllr R Charlton carried out the additional checks for this meeting. Cllr A Johnston will carry out the checks at the next meeting.

Action Cllr A Johnston

9.2 Bank reconciliation and accounts update.

The Clerk provided a Bank reconciliation, schedule of payments and budget report for the Councilors' information.

9.3 To confirm submission of Certificate of Acceptance to PKF and confirmation of works to fulfil compliance with Transparency Code regulations.

The Clerk confirmed that she has submitted the required documentation to the external Auditor, PKF Littlejohn. She has also uploaded all the documentation required, under the Transparency Code, to the Parish Council website.

9.4 To receive update on switch to Unity Bank.

As agreed at the May meeting, the Clerk has begun the switching process from Barclays to Unity Bank. It was agreed that all Councillors would have the ability to authorise payments, set up by the Clerk, on the account. The Clerk collected further details from the Councillors and, after checking there are no payments due to leave the Barclays account, she will continue with the switching process.

Action Clerk

9.5 Budget to consider items to be included in the 2025/26 budget.

For information, in advance of the September meeting, where we will begin to discuss the budget for next year, it was agreed that we needed to be looking at potentially increasing our budget for grass cutting as well as continuing to add funds to our play area replacement fund. The Clerk will check to see how much we have in the reserves account towards any play area works, ahead of this meeting.

Action Clerk

10. Play area

10.1 Play area report, circulated.

The A Frame Climber in the play area was flagged as dangerous in the Annual Play Area report. Cllr A Johnston dealt with the problem and made it safe. The Council extended their thanks to Cllr A Johnston for his prompt action. The next day another piece of equipment, the Rope Bridge, was condemned by the Inspector carrying out the routine monthly report. It was agreed that as repair to this piece of equipment would be very costly that its removal, as a matter of urgency, would be undertaken. Any holes left by its removal will be filled in and the area will be left safe. The Clerk will put something on the website to let people know that this piece of equipment has been removed as it is unsafe.

Action All

10.2 To discuss damaged equipment and plan for any repairs/replacement moving forward. As discussed above action has been taken to address issues with damaged/condemned play equipment. A discussion was had about the remaining equipment. The Clerk met with the West Suffolk Parks Manager to look at issues in the play area. He suggested that we might consider not replacing the equipment as it fails and, rather than having twelve pieces of equipment, we have a smaller selection which is more manageable. The Councillors felt that this was a good idea, and this suggestion is something we will include in the questionnaire, discussed under item 11.3.

10.3 To agree Fund already available from reserves, for play area repair/replacement and explore match funding options.

This matter was discussed under item 9.5. The Clerk is waiting for some information, regarding possible sources of funding for play equipment, from West Suffolk Council. Information gathered from the upcoming Village Questionnaire, will help inform our discussions moving forward.

Action Clerk

10.4 To look at options for management/removal of bird mess on equipment.

There is a big issue with birds mess, on the equipment in the play area. The Parish Council are seeking advice on how best to address this. It was agreed that the ties on top of the swings should be renewed. The Clerk will meet with a pest control specialist to look at options to deal with the birds roosting and making a mess on the equipment.

Action Clerk

11. Highway/village matters Update on highway matters to include:

11.1. To receive any VAS/ANPR update

The ANPR device was put up on our VAS post by Orchard Close. The report Cllr Norburn has received so far indicated that 150 vehicles, over a period of a week, were identified as traveling over 30mph. Cllr Norburn will try and get some more information about the visit. Our VAS has been put back up on the post.

11.2 Footpath issues. To include

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

Clair Dickinson did not attend the meeting but sent the following update: 'Our structures team are continuing to carry out investigations and pull together design options for accommodating the crossing of the Mere. We are currently looking at the public footpath to continue on its definitive alignment as indicated previously. Once the designs and indicative costs are provided, we will then be able to discuss these further with the landowner and parish council. We anticipate that this will be provided prior to the September Parish meeting.' The Councillors would like to have seen more progress being made on this. They are working hard to keep the paths passable and were hoping that we might be closer to at least a temporary repair at this stage. The Clerk was asked to contact Claire Dickson and ask for a programme of works, with a timeline, so that we can manage expectations. Also, we are concerned that as the repair is likely to be expensive, that unless funds are ringfenced soon, we will miss our window of opportunity to get works completed in a timely manner.

Action Clerk

11.2.2 To discuss skirting of footpath opposite the village hall.

See under item 7.

11.2.3 To discuss overgrowth on footpath on The Street.

There are a number of areas in the village where vegetation is overhanging or encroaching on to the footpaths. It is understood that this matter is in hand with local residents.

11.3 Village questionnaire, to discuss questionnaire content, printing and distribution.

It was agreed that the Clerk will do some work on the questionnaire, following a discussion about what would be included, so it can be signed off at the September meeting, ready for distribution. It was suggested that the Councillors could deliver the questionnaire and that drop off points in the Church and Bus shelter could be made available. The matter of personal information and data

protection will be considered within these arrangements. The questionnaire will also be made available for completion online.

Action Clerk

11.4 To receive any update on the Biodiversity and Environmental policy.

This matter was deferred until the September meeting.

Action Cllrs Redman/A Jonston

11.5 To discuss option for the Rural Coffee Caravan visit.

The Coffee caravan would like to visit the village. It was agreed that this would be a good idea and that the area at the War Memorial would be a good location. The Clerk will contact the Coffee Caravan team to make this suggestion.

Action Clerk

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

None received.

13. Councillors reports and items for future agendas.

No additional reports received.

14. Correspondence for action/information

14.1 Street Trading consultation, circulated.

14.2 Taxi unmet demand survey, circulated.

15. Date of next meeting. Wednesday 11th September 2024 7.00pm

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

16.1 Personnel Issues. To discuss and agree Clerks' Annual Review Policy. This document was circulated and agreed.

16.2 Legal Issues.

At the end of the meeting Helen Johnston told the Councilors that, as soon as she has signed off on her actions/obligations from this meeting, she would be resigning from The Parish Council. The Councillors were very grateful to her for all that she had done over the years and for all her hard work, she will be greatly missed. It was agreed that Cllr A Johnston would Chair the next meeting, until a more permanent Chairman could be elected.