

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 15th July 2026 at 7.00pm in Great Livermere Village Hall.

Present: Cllrs A Norburn, T Redman, A Johnston, N Wood & S Munroe.

1. Apologies for absence

Apologies were received, and the reason given, accepted and approved by the Councillors from R Charlton & Suffolk County Council (SCC) Councillor Tim Kent.

2. Notice of Vacancy

Following the sad death of Simon Charlton, there is a vacancy on the Parish Council. The Vacancy is being advertised.

Cllr Simon Chalton was a valued member of the Parish Council and he will be greatly missed.

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. N/A

4. Minutes - The minutes of the Wednesday 20th May 2026 meeting were agreed, approved and signed as a correct record.

5. Meeting open to the public

No members of the public present.

6. Report from County Councillor: Tim Kent

Cllr Kent was unable to attend the meeting and sent his apologies. He also submitted a report, which is available upon request.

7. Report from B. Councillor: A Speed.

Cllr Speed reported that it was a funny time at WSDC currently, with the Council being slightly in limbo. Suffolk County Council's cabinet has agreed to pursue legal action against the Government. This follows correspondence revealing that the Secretary of State rejected officials' advice in choosing the three-unitary option for Suffolk. Suffolk County Council argues the decision exceeded his statutory powers and failed to follow the Government's published criteria. The new bin roll out has been a bit of a challenge and has experienced a few teething problems. WSDC Councillors unanimously voted against housing asylum seekers at the old RAF Barnham site saying that proposals to house asylum seekers, at the RAF Barnham Camp, should be prevented under national Habitat Regulations. Cllr Speed offered a grant of up to £750 towards the replacement of the basket swing in the play area.

8. Progress reports from Chair

The Chair had no additional reports to make.

9. To receive any progress report from Clerk:

The Clerk reported that, following a report on the Webnos site, consumables for the defibrillator had been ordered.

10. Finance/compliance.

10.1 The following accounts were noted/approved for payment.

Description	Type	Supplier / customer	Total
Mapping software	Payment	Geosphere ltd	-£48.00
Internal Audit	Payment	SALC	-£226.80
Grass cutting	Payment	Countryside Conservation and Tree services	-£372.00
Email & Website	Payment	Community Action Suffolk	-£108.00
Salary/Office	Payment	Various	-£912.72
Bank charges	Payment	Unity Bank	-£7.00
Bank charges	Payment	Unity Bank	-£7.00
Recycling credit	Receipt	West Suffolk	£135.00
Interest	Receipt	Unity Bank	£107.08

10.2. To receive Budget Report, Bank Reconciliation and Schedule of Transactions.

The Clerk provided the Councillors with a bank reconciliation, schedule of payments and a budget report for information. The budget report shows a comparison between budgeted and actual income and expenditure.

10.2 (i) Cllr Johnston carried out the additional accounts check at the meeting. These included checking documents confirming the amounts set up for payment at Unity Bank and verifying the bank reconciliations (for all accounts)

10.3 (ii) Cllr Norburn will approve the payments at the bank, following confirmation from Cllr Johnston, who has made the additional accounts check as recorded above.

10.3 The following were reviewed and adopted, updated where necessary and approved: (i) [Risk Assessment](#).

(ii) Bullying and Harassment Statement.

(iii) Performance Review.

(iv) To formally adopt Accessibility Statement as published on the website.
This document was formally adopted.

10.4 PKF Littlejohn- Receipt of documents – notification of exempt status, 2026
PKF Littlejohn have written to confirm receipt of Great Livermere exempt status for 2026.

11. Play area

11.1 Play area report, circulated.

The Clerk met with members of the Parish Council, at the Play Area, to discuss the works that need to be done, following the Annual Play inspection Report. It was agreed, that in addition to repairing the wet pour, the basket swing will need to be replaced. The Clerk is looking into additional funding streams (as well as the £750 promised by Cllr Speed) as a replacement swing is considerably more than a repair. The Clerk will continue to work on this and will order the works in a timely manner to ensure we are compliant with the conditions of the (Rural England Prosperity Fund) Grant. She has arranged site visits from play equipment providers to facilitate this.

Action Clerk

11.2 To discuss play area rota/items for checking.

The new play area inspection rota is up and running and seems to be working well.

11.3 To discuss options for play area repairs, including execution of grant made.
See under item 11.1 above.

12. Highway/village matters

12.1 Update on Highway matters to include:

12.1.1 To receive any Vehicle Activated Sign/Automatic Numberplate Recognition VAS/ANPR update.

The ANPR device was taken down on Monday. It was questioned how much data was collected as the road has been closed for much of the time that it was in situ.

12.2 Footpath issues. To include

12.2.1 To receive any update on the issue with bridge at Ampton Water.

SCC have served notice on the Estate this morning (7th July) under Town and Country Planning (Development Management Procedure) (England) Order 2015 NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION. This requires SCC as the applicant to give a minimum of 21 days' notice on the owner of the land that a planning application will be submitted. Ben Turner has already acknowledged receipt.

Once we are passed the 21 days the full planning application will be submitted. All documents are in place ready to go and have been reviewed by various parties to ensure that all information is correct. We had been waiting on a couple of documents to be signed off which has caused some slight frustration.

A question has been raised about the provision of the trees for the site. The Following response has been received:

BNG: The rationale for maintenance under Biodiversity Net Gain (BNG) is that habitat enhancements must be secured and managed for the long term (a minimum of 30 years under current legislation). This ensures that any biodiversity gains delivered as part of development are sustained and not lost over time. SCC will be undertaking the delivery and management of the mitigation/ improvements in this instance; although for other projects the specifics of delivery and maintenance vary depending on the particulars.

He has stated that in this instance SCC will under delivery and management of the Biodiversity Net Gain improvements for this project. Usually this would sit with the landowner.

Please note this is planting of seven trees. SCC have undertaken maintenance of several other trees adjacent to the site as part of the ecological and arboriculture assessments. This would have sat with the landowner.

It was felt that the above was not clear so the Clerk will go back to SCC to ask them to confirm that SCC will be supplying, planting and maintaining the seven trees in question. **Action Clerk**

12.3. Village Matters to include:

12.3.1 To receive any update on the Biodiversity and Environmental Group.

Cllr Redman gave a fascinating talk in the Churchyard, which was well received. Cllr Munroe has a meeting with Cllr Redman and Christine Woodlands to discuss various items in the village. Cllr Munroe is compiling an inventory of wildflowers in the Churchyard. She plans on producing an embroidery tapestry showing all the species that she finds there. Cllr Norburn will give a talk on birds in the coming weeks.

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

13.1 West Suffolk Local Plan 2045 - Scoping Consultation (16 June to 28 July 2026) Noted.

14. Councillors reports and items for future agendas.

It was noted that a tree branch has come down in church Road. Ben Turner has accepted responsibility for the trees and, in addition to clearing the branch, is arranging for an inspection of all the trees to be undertaken.

There was a RTC in the village and the wall and bench were damaged. The person responsible is making a claim on their insurance and will be in touch with the Parish Council about a replacement bench.

The grass on the triangle, near the forge, is being maintained by a local resident. They are happy to carry on with this arrangement.

15. Correspondence for action/information

15.1 West Suffolk Council (WSDC) - annual canvass. Noted.

15.2 WSDC Removal of requirement to publish members' home addresses in their public registers of interest. Noted.

15.3 West Suffolk Parish and Town Forum – King Edwards Memorial Hall, Newmarket on Tuesday 28 July 2026. The Clerk will attend.

15.4 West Suffolk Council - Food Waste update. Noted.

15.5 WSDC Summer Activities. Circulated. Noted.

15.6 WSDC - Working with landlords to prevent homelessness. Noted.

16. Date of next meetings: Thursday 15th October 2026 7pm in the Village Hall

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

17.1 Personnel Issues. 17.2 Legal Issues.

Please note that copies of any associated papers - available in the public domain- included for discussion on the agenda, are available via the hyperlinks above or are available upon request from the Parish Clerk.