

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 19th July 2023 7:00 in Great Livermere Village Hall

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

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

2. **Apologies for absence**

Apologies received from WS Cllr Speed & SCC R 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** - Minutes of the Monday 15th May 2023 Annual Parish Council meeting were agreed and approved as a correct record.

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

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

Cllr Hopfensperger was unable to attend the meeting and sent the following update as well as a monthly report from Suffolk County Council.

Cllr Hopfensperger is still awaiting the quote for traffic calming works from Andy Moore, SCC Highways Engineer, following the site visit he had with us. She has chased him, he has been on annual leave.

Cllr Hopfensperger asked that the resident, with concerns over the tree at Mere View, reports the problem on-line, this will trigger a further inspection of the tree. The Clerk will report this on behalf of the resident, using the information provided in the most recent email correspondence.

Action Clerk

Following the site meeting to discuss the bus stop at Little Livermere, Richard Kemp, SCC Transport Engineer, has promised to send a draft of his letter to ask for a request stop, in order for the Parish Council to review and add comments and support.

Action Clerk

7. **Report from B. Councillor:** A Speed. Cllr Speed was unable to attend the meeting.

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

8.1. **Chairman**

8.1.1 To note updates to Emergency Plan.

The Chairman updated the Emergency Plan following some changes of District Emergency Planning Officers for the West. The hard copies need to be updated. Cllr H Johnston will see to this. This work was much appreciated.

Action Cllr H Johnston

8.2 **Clerk:**

8.2.1 To discuss options for Councillor/Clerks training.

The Clerk provided the Councillors with some information about some new training for Councillors that SALC are going to be running. SALC recognize that the option of having six modules of training is a big commitment, a lot to take in and put into practice especially when new to the role. Their new Councillor development page instead offers a staged approach and, they believe, makes the best use of resources that are available for the sector such as national guidance, publications, networking, news bulletins and training. The new Councillor Basics workshop consists of two x 2-hour sessions.

The next dates available are 9th October Session 2, 30th October session 1, 1 November, session 1, 6th November session 2, 8th November session 2.

Cllrs S Charlton, R Charlton & T Redman would like to attend The Clerk will make the arrangements and confirm.

Action Clerk

The Clerk has enquired about the next available Chairmans training. This is currently not available, but she will be notified once it is and will pass this information on to Cllr H Johnston.

Action Clerk

The Clerk would like to undertake some time management in October. This was agreed. The cost of this training, £30, will be split with her other councils.

Action Clerk

The Clerk has arranged for the recording of the planning training, by West Suffolk Council, to be sent to her as she is unable to attend the event.

Action Clerk

8.2.2 To give feedback from Parish Conference.

This was a good networking event but there was not much content.

8.2.3 Councillors roles and responsibilities.

The following was confirmed/agreed.

Chair: Helen Johnston: Defibrillator, Village Hall & Emergency Plan.

Vice Chair: Andrew Norburn: social media, Facebook.

Councillors:

Andrew Johnston: Vehicle Activated sign (VAS) Roads, Community Assets

Simon Charlton: Local Community contact, Footpaths & Trees

Rachel Charlton: Footpaths & Trees

Tony Redman: Public Transport & Planning.

Play area & Policies: All

9. Finance.

9.1 The following accounts were approved for payment.

Grass cutting	Tramar	£167.00
post and repairs	Tramar	£93.00
Bus shelter cleaning	Jeff Wells	£20.00
solar for VAS	Elan City	£751.82
Admin	Various	£743.69
Grass cutting	Tramar	£207.00
Internal Audit	Trevor Brown	£160.00

9.2 Problem with Barclays.

There is a problem with Barclays, and they had blocked access to the account. They have been provided the information they requested some months ago, for the review but the agents who were dealing with it left the organisation and did not pass our file on. We have already been paid £50 compensation and they have apologised for the situation. We can now access the account. The Clerk will see if she can secure any further compensation.

Action Clerk

9.3 Bank reconciliation and accounts update.

The Clerk provided the Councilors with a budget report, bank reconciliation, schedule of payments and copy of the invoices for information.

9.4 End of Year Accounts. To note submission of documents and compliance to Transparency Code.

Notification of Receipt of documents – notification of exempt status, 2023 has not yet been received yet.

9.5 To discuss automatic payments to HMRC.

Due to the issues with Barclays above the Clerk has made the payment to HMRC in the normal way this time. A direct Debit will be setup going forward.

Action Clerk

9.6 To confirm Insurance provider 2023/24

There is an issue with our newly appointed Insurance provider as we failed to notice that we were tied in to a 3-year long term agreement. The document from last year talked about a 12-month period and we based our information on this. The Clerk acknowledged that this was her error as this was mentioned on the document from a previous year. It was agreed that we would see if the penalty for breaking the agreement was more or less than the amount saved on the new policy. Once this has been ascertained the Clerk will either arrange to pay the penalty and stay with the new provider or cancel the current policy, for which there is no fee, and go back to the old provider.

Action Clerk

10. Highway/village matters

10.1 Update on highway matters to include:

10.1.1 VAS update.

There is a problem with the post, by orchard Close. It is not robust enough to hold a VAS device. The ANPR team will arrange for the post to be repaired/reinstated. The device is currently outside School Gardens. This means it is back on a battery at the moment as this post does not have the solar panel.

10.1.2 Highway issues.

Footpath opposite the Village Hall.

The footpath opposite the Village Hall has been cut back. Traffic lights were erected to carry out these works but all that has happened is that the weeds have been cut back. Left unchecked they will grow back within a short period of time. It was considered that this was not a good use of resources as the path really needs to be skirted back. We will contact Cllr Hopfensperger to express our disappointment and to confirm what works would be undertaken so we can manage our expectations if needed.

Action Cllr A Johnston

10.1.3 Footpath issues.

Bridge over Ampton water

The bridge at Ampton Water is still out of action. We will contact SCC again regarding this, copying Cllr Hopfensperger in on any correspondence.

Action Clerk

Callowhill footpath.

This has now been cleared.

10.2 To receive any update on 2023/24 grass cutting tender and grass cutting issues.

Tramar have been asked to carry out another cut next week. This would be the fourth cut of the contract.

10.3 Bus Stop to receive any update.

See under item 6.

10.4 Defibrillator, to discuss recent training session.

The event, although very helpful was not very well supported. As 3 of the 8 attendees came from Great Livermere it was agreed that we should make a financial contribution to Troston Parish Council, who hosted the event.. This was agreed at £65.00

Action Clerk

10.5 To note ongoing concern with tree at Mere View

See under item 6.

10.6 To receive update on potholes in Church Road.

Some of the potholes in church Road have been repaired. There are still some outstanding potholes which Cllr Norburn will report on the SCC Highways reporting tool. **Action Cllr Norburn**

10.7 To discuss information regarding Suffolks 20's plenty.

It was agreed that, as this was not a SCC initiative, that we would not pursue this scheme.

11. Play area

11.1 Play area report, circulated.

There is no outstanding works that need attention at this time. The bollard has been repaired.

11.2 To note any works required/completed.

As above.

11.3 To discuss option for a Public Spaces Protection Order

There is currently a survey regarding the current orders which is not really relevant to Great Livermere. We will ensure that we are included in the next round of applications for a PSPO for the play area in the Autumn.

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

None received.

13. Councillors reports and items for future agendas.

Cllr Redman has been discussing options for the field, next door to the Village Hall, with regards the possibility of installing a Solar PV Array, for the benefit of the village. Initial enquiries would indicate the current landowner would be open to a discussion regarding using this area for such a project. This will go on as an agenda item for the next meeting.

Action Clerk

14. Correspondence for information

14.1 Community Chest Funding, to note information.

15. Date of next meeting. 20th September 2023 7pm Gt Livermere Village Hall

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

It was noted that the Clerk would be taking a break from 7th until 21 August.