

**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 Cllrs S Chalton & R Charlton, Suffolk County Council (SCC) Councillor R Hopfensperger & West Suffolk District Council (WSDC) Councillor A Speed.

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

2.1 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. Cllr A Norburn declared an interest in item 12.3. For further information see under agenda items.

2.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

2.3 To grant dispensations as appropriate under Section 33 of the Localism Act. N/A.

**3. Meeting Open to the Public**

No members of the public were present.

**4. Minutes** The minutes of the Wednesday 21<sup>st</sup> January 2026 and Thursday 12<sup>th</sup> February 2026 were agreed and signed as a correct record.

**5. Report from County Councillor (SCC): R Hopfensperger.**

Cllr Hopfensperger did not attend the meeting and no report received. It was not clear if Cllr Hopfensperger will be standing for re-election for our (new) ward in May. The Cllrs wished to extend their thanks for all the hard work and support she has shown Great Livermere over the years, if not re-elected, her input will be missed.

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

Cllr Speed sent his apologies and did not attend the meeting, no report was received.

**7. Progress reports from Chairman and Clerk**

7.1 To receive feedback from recent WSDC Parish Conference .

The conference provided information on SCC's new 20mph speed limit policy. The policy aims to make it easier to reduce speed limits to 20mph, where appropriate, in residential and high-pedestrian areas. However, the cost of implementing these changes would make it prohibitively expensive for most Parish Councils. In addition there was a talk from WSDC Housing Enabling & Strategy Officer regarding their work with rural and community led housing, giving examples of ways they can work, with Parish Councils, to bring forward development -where needed- for our residents.

7.2 To confirm IT website compliance.

Community Action Suffolk (CAS) has carried out work on our website to ensure it is up to date with the current WCAG 2.2 AA standards. This compliance reflects the 2023 updated international standard for web accessibility, ensuring digital content is accessible to people with disabilities, including those with low vision and cognitive or motor impairments.

7.4 To discuss options for cloud storage.

The Clerk has been made aware that there may be an Outlook 365 non-profit pricing package available. She will look into this as it might offer a cost effective solution for online storage.

**Action Clerk**

## **8 . Finance/Policy/Compliance.**

8.1 To following payments were approved and receipts noted.

<b>Description</b>	<b>Type</b>	<b>Name</b>	<b>Total</b>
TAX collected by HMRC	Payment	HMRC	-£229.83
Bank charges	Payment	Unity Bank	-£6.00
Bank charges	Payment	Unity Bank	-£6.00
Accounts software	Payment	Mijan	-£84.00
Website compliance	Payment	CAS	-£108.00
Bus shelter cleaning	Payment	J Wells	-£22.00
Goal for play area	Payment	CCTS	-£702.00
Salary/Office	Payment	Various	-£907.96

8.2 Bank reconciliation, budget report and schedule of payments

The Clerk provided the Councillors with a bank reconciliation, schedule of payments and a budget report for information. Cllr Wood carried out the additional accounts check at the meeting and the Chair signed the agreed schedule of payments.

8.3 To discuss and agree schedule for policy-document adoption and review. (Circulated)

This remains as previously agreed.

8.4 To review Asset Register.

The Asset register was agreed and updated.

8.5 To agree Information Protection Policy.

The Information Protection Policy was reviewed, agreed and adopted.

8.6 To review and update Freedom of Information Policies.

The Freedom of information Policies were reviewed, updated where required and agreed as satisfactory.

8.7 To review Privacy Policy.

The Privacy Policy was reviewed and deemed satisfactory.

8.8 To receive Internal Audit Control Report and confirm arrangements for the appointment of auditor for 2025/26.

Cllr Wood completed the internal audit review for 2025/26. It was agreed to remove the statement that the review must be carried out only by non-signatories, as all parish council members are intended to be signatories. The wording on recording powers was also revised to clarify that any non-standard expenditure will be identified by its relevant power.

It was Resolved that SALC be appointed as Internal Auditor for the period 1 April 2025 to 31 March 2026, and that the Letter of Engagement be approved. All in agreement.

## **9. Play area**

9.1 Play area report, circulated.

There were no additional items in the report that are not already under discussion.

9.2 To note installation of replacement of football nets/goals.

The new goal posts and nets have been installed.

9.3 WSDC Communities Capital Fund, to note grant application submission.

The Clerk has submitted an application, to WSDC, under their Communities Capital Fund, for funding works for the wet pour and remedial repairs to the play equipment in the children's Play area, including the replacement of the Basket Swing seat. We have not yet heard if this application has been successful.

9.4 WSDC Play Area Service Agreement, to note changes to inspection frequency. Currently WSDC carry out a monthly equipment inspection on the Children's Play Area. From 1<sup>st</sup> April 2026, inspections of the children's play area will be carried out quarterly. The Service Agreement with WSDC for this change was agreed.

9.5 To discuss option for Councillor play area inspection rota. Following WSDC's decision, as discussed under item 9.4 above, to move to quarterly inspections, it was agreed that Councillors will undertake weekly inspections of the play area. This would mean each Councillor is expected to carry out an inspection approximately once every seven weeks. The Clerk will work with Cllr Wood to develop an inspection template and establish a rota.

**Action Cllr Wood**

9.6 To discuss WSDC consultation on our Public Spaces Protection orders (PSPO) WSDC will be conducting a consultation, between now and September 2026, on Public Space Protection Orders (PSPOs). There is blanket PSPO across the whole of West Suffolk already that makes it an offence not to clear up after your dog. The Councillors were unsure about the logistics of an order that excludes dogs from the play area and will revisit this again, as an agenda item, at the next meeting.

**Action Clerk**

9.7 To discuss any areas of concern. There were no further areas of concern.

## **10. Highway/village matters**

10.1 Update on Highway matters to include:

10.1.1 To receive any Vehicle Activated Sign (VAS) The batteries in the device have been changed.

10.2 Footpath issues. To include

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

Claire Dixon was unable to attend the meeting but provided the following update: SCC are waiting for confirmation on the Estates Biodiversity Net Gain requirements and where these can be undertaken. Everything else is in place and ready for submission of the planning application. They are hopeful of receiving a response this week, after which they will confirm this with us along with a timeframe for submission.

SCC have also received sign-off for the additional funding for public rights of way structures from the Capital Strategy Group, as an additional business case was required following the initial agreement in principle in November. This is included in the budget for the next two years, which has been agreed at Scrutiny Committee, Full Council, and reviewed by the informal Cabinet. The final stage is Full Cabinet on 24th March, which is expected to be a straightforward approval as there is already support for this. This gives certainty of funding for the Great Livermere structure. The Councillors would like to thank Claire Dixon for this update and asked that she gets the tender out so can move forward with the project.

**Action Clerk**

10.3. Village Matters to include:

10.3.1 To receive feedback from the recent litter pick.

The event was well attended with 15 participants and 15 bags of rubbish - plus additional items-collected. Thanks were extended to all of those who took part in the event. The Clerk arranged for WSDC to collect the collected rubbish.

10.3.2 To confirm removal of the War Memorial from the Grass Cutting Contract and to discuss arrangements for cutting the grass at The Forge.

Following a meeting with the grass contractor, it was agreed to remove the area around the War Memorial from the contract. In addition, following an update from Cllr Redman, who has been in discussions with Ben Turner, it was noted that tenants would now cut the grass at The forge and an area opposite the War Memorial. The Clerk will feed this information back to the Grass Contractor and ask that the price cut be adjusted accordingly.

**Action Clerk**

## **11. Environmental Issues**

11.1 To receive any update regarding environmental issues.

There are now sixteen members of the Great Livermere Nature Watch Group. Five of those members met up to have a walk around the village and talk about what they would like to do moving forward. The general feeling is quite positive. The group are planning another meeting in April, there will be a talk about hedges. Details will be put on Facebook. It was suggested that the group look at important trees in the village, and consider attaching Tree Protection Orders, if it felt appropriate. Cllr Norburn reported that a local bird ranger is looking to encourage Tree Sparrows in the area. Cllr Norburn will pass contact details on to Cllr Munroe. Cllr Redman will donate some saplings to the group.

**Action Cllrs Munroe/Norburn/Redman**

## **12. Planning Matters**

12.1 DC/25/1992/FUL Planning application - composting closet against north wall. St Peters Church, Church Road, Great Livermere. Livermere Parochial Church Council. To receive written statement from the Parochial Church Council (PCC) confirming that the toilet facilities would be available for use only during church services and church-related events.

Cllrs A Norburn, T Redman, S Chalton & R Charlton. N Wood & S Munro declared an interest in this item but remained in the meeting as the item was just to receive an update and not to make any decision.

The update below is an extract from the PCC, minutes, Thursday, 22nd January 2026, item v, as below.

- Composting Toilet – Two households objected to the Planning application with 3 main points re availability, signage and cleaning. To address these, the PCC agreed that the toilet would only be available when the church is in use, that there would be no signage and that cleaning and maintenance was a PCC responsibility for which volunteers would be found.

12.2 DC/26/0166/HH - a. single storey front porch extension b. single storey rear extension, 16 Mere View The Street Great Livermere.

The Parish Council raised **No Objection** to the above application.

12.3 DCON(D)/20/0539|Application to part discharge condition 13b (Nat Eng Bat Licence) of application DC/20/0539/FUL, Plot 1 Land Opposite Street Farm House, The Street Great Livermere. Noted. Cllr Norburn, declare an interest in this item.

12.4 To note WSDC consultation on the Barningham Neighbourhood Plan.

This matter was noted.

## **13. Councillors reports and items for future agendas.**

Bin needed emptying.

Cllr Johnston had reported to the Clerk that the wheelie bin in Church Road needed emptying. This was reported for action to WSDC for action.

Copies of the Care Service Directory 2026 have been received. Arrangements will be made for a copy to be delivered to all the homes in the village.

**Action All**

## **14. Correspondence for action/information**

14.1 WSDC Better Recycling and Easter Bin collection information, circulated.

This information was noted and circulated, a copy of a clear graphic explaining what goes in which bin will be shared with the Councillors and uploaded to the website.

**Action Clerk**

14.2 WSDC Renters Rights information, noted.

14.3 SALC/SCC Highways Survey. The Clerk will complete this on behalf of the Parish Council.

**15. Date of next meetings:**

Date of next meeting Wednesday 20<sup>th</sup> May 2026, 7pm in the Village Hall This will be the Annual Parish Meeting, starting at 7pm followed by the Annual Parish Council Meeting, starting at 7.30pm

**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.