

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 15th March 2023 7:00 in Great Livermere Village Hall

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

1. **Apologies for absence**

Apologies received from Cllr T Redman. C.Cllr R. Hopfensperger and WSC S Brown did not attend the meeting.

Eve Ford has decided, that due to other commitments, she is unable to give the Parish Council the time she would like. She therefore tendered her resignation with immediate effect.

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

2.1 To receive declarations of interest from councillors on items on the agenda. None.

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. None.

3. **Minutes** - Minutes of the Wednesday 18th January 2023 Parish Council meeting were agreed and approved as a correct record.

4. **Meeting open to the public**

None present.

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

5.1 To include any update on the request for a bus stop.

Cllr Hopfensperger did not attend the meeting. We will ask for an update on the bus stop situation and ask about the combi cleaning team who we were expecting to visit the village.

Action Clerk

6. **Report from West Suffolk Councillor:** S. Brown

Cllr Brown did not attend the meeting.

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

7.1. **Chairman**

7.1.1 To receive any update regarding potential plans for the Kings Coronation.

The Village Hall are planning to host a Coronation event in the Village Hall. Unfortunately, the Parish Council are unable to make a financial contribution on this occasion. It was suggested the Village Hall try to tap into any funding available from West Suffolk Council or Suffolk County Council. The Clerk will contact the committee to make this suggestion, she will also forward any funding opportunities she is made aware of.

Action Clerk

7.2 **Clerk:** To include:

7.2.1 To discuss procedures for the upcoming Parish Council elections.

The Clerk provided information to help the Councillors complete their nomination papers. Once finalized the Clerk will take them into West Suffolk Council.

After an election all candidates must submit a declaration and return of expenses, even for a nil return. This is regardless of if they are elected or not. The Clerk will make these documents available at the May meeting. The deadline for receipt of candidate's expenses is Thursday 1st June.

Action Clerk

7.2.2 Report on action taken to inform Barclays for their periodic review.
This matter is still ongoing.

7.2.3 Update on Clerks Microsoft 365 training.

The Clerk has been advised that it could be beneficial to sign up to a file sharing programme. This would be an added expense that, at present, was not thought necessary as the system we have now works well enough. The next session, on Apps, should hopefully be more helpful.

8. **Finance.**

8.1 The following accounts were approved for payment:

Payment	Admin	Various	£639.43
Payment	Community Heartbeat Trust	Defibrillator	£162.00

8.2 Bank reconciliation, schedule of payments and budget report.

The Clerk provided an up-to-date bank reconciliation, schedule of payments and budget report for the Councillors information.

8.3 To confirm appointment of external audit for YE 2023

It was confirmed that we will use Trevor Brown to carry out our audit for the year end 2023. The Clerk will take the accounts to the auditor on 12th April 2023.

8.4 To note S137 amount for 2023/24

The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023/24 is £9.93. The act enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

8.5 To record completion of internal Audit review for year end 2022/23

Cllr A Johnston completed the internal audit review for the Parish Council.

8.6 To review, update and agree the following documents: Standing and Financial orders, Risk assessments, Code of Conduct, Asset Register, Clerks contract.

The above documents were reviewed, updated where required and agreed. **Action Clerk**

8.7 Report on action taken to inform Barclays for their periodic review.

See under item 7.2.2 above.

8.8 Pension Regulator

The Clerk has completed the re-enrolment and re-declaration legal duties as required under the Pension Regulator scheme.

9. **Footpaths**

9.1 To discuss and review any footpath issues.

It was reported that the footpath, over the bridge at Ampton Water, is still closed. This will be chased up.

Action Cllr S Charlton/Clerk

10. **Highway/village matters**

10.1 Update on highway matters, to include an update on the new VAS posts and battery replacement.

It was agreed that now the VAS has been re-located that we should replace, the failing batteries, with a solar panel. Cllr A Johnston will get an updated quote, check the compatibility and place the order if everything is in order.

Action Cllr A Johnston

10.2 To discuss options for speed management in the village.

As we have been unable to find enough volunteers to take the Speedwatch project forward, which is disappointing, it was agreed to put this project on hold at the moment. It is understood that the ANPR device will be coming to the village. The Clerk will ask for the results of the Police speed cam visit earlier in the month. The results from the newly positioned speed device will be sent to the police for information.

Action Cllr A Johnston/Clerk

10.3 Rural Coffee Caravan, update on attendance.

This matter is ongoing.

10.4 To discuss 2023/24 grass cutting tender.

Unfortunately the contractor chosen at the previous meeting, to carry out the contract, has been unable to provide the documentation required to take the job forward. A further bid to secure these documents will be made. If however these were not forthcoming it was decided the contract should be awarded to Tramar as they were able to offer the next best value and they have a good reputation locally. The Clerk will make the relevant arrangements.

Action Clerk

10.5 Bus service in Little Livermere, to receive any update.

See under item 5.

10.6 Defibrillator, to discuss potential for training session.

The Clerk is arranging some more defibrillator training in Troston. The Parish Council would be interested in doing a joint event with Troston Parish Council. The Clerk will look at days and the venue and suggest some options.

Action Clerk

10.7 To confirm details for litter Pick, Saturday 18th March 10am

The date for the annual litter pick was confirmed as Saturday the 18th of March meeting at 10:00 AM at the War Memorial, all welcome. This has been advertised on our website and the Great Livermere community Facebook page.

11. Play area

11.1 Play area report, circulated.

Cllrs A Johnston and S Charlton will arrange to meet in the play area to look at issues and agree works to be done. They will undertake any works they can themselves and will ask Tramar to carry out any other works required.

Action Cllrs A Johnston and S Charlton

11.2 To discuss issues with loose dogs in the play area.

The matter of loose dogs in the play area has now been addressed and hopefully there will not be a repeat of this situation.

11.3 Play Area Inspections – West Suffolk Council Service Level Agreement, to confirm continued arrangements for 2023/24

West Suffolk Council has agreed to continue the free play area inspections service for next financial year (2023-24). This arrangement will be reviewed this calendar year (2023) and they will advise us of any proposed change. Therefore, as per the arrangements last year, West Suffolk Council will continue to offer a standardised playground inspection service to all Parish, Town Councils and Playing Field Associations without charge for the financial year ending 31 March 2024. As before, this service includes a monthly inspection by an officer from the West Suffolk Councils Parks Service and an annual inspection by an external organisation.

12. Planning Matters to include any applications/decisions received since the agenda was posted. None received.

13. Councillors reports and items for future agendas.

As discussed under item 5, it was agreed we need some feedback from Cllr Hopfensperger on the bus stop and combi team visit.
Action Clerk/Cllr Hopfensperger.

14. Correspondence for information

None received for action.

15. Date for next meetings: May 11th 2023 Annual Parish Meeting to be followed at 7.30 by the Annual Parish Council meeting.

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

16.1 Personnel Issues.

16.2 Legal Issues.