

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Annual Parish Council meeting held on Wednesday 18th May 2022 7:30 in Great Livermere Village Hall

Present. Cllrs, A Norburn, H Johnston, A Johnston.

1. Election of Chairman

Cllr Norburn nominated Cllr H Johnston for the position of Chairman. This was seconded by Cllr A Johnston. Cllr H Johnston accepted the position of Chairman

2. Chairman's Declaration of Acceptance of Office

Cllr H Johnston completed the Declaration of Acceptance of Office

3. Election of Vice Chairman

Cllr H Johnston nominated Cllr A Norburn for the position of Vice Chairman. This was seconded by Cllr A Johnston. Cllr A Norburn accepted the position of vice Chairman

4. Apologies for absence

Apologies were received from Cllrs R and S Charlton.

5. To elect Council Officers and Representatives to outside bodies

Village Hall: It was agreed to find out if a representative from the Parish Council was required on the village hall committee. If it is the Cllr A Johnston will take on this role. **Action Cllr H Johnston.**
Charities: Cllr H Johnston will see if it is a requirement for a representative, of the Parish Council, to be on the board of either the Feoffment Fund or Calthorpe Charity. **Action Cllr H Johnston.**

6. Members Declarations of Interest and Dispensations:

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

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

6.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

7. Minutes – The minutes of the meeting of Wednesday 9th March 2022 were agreed and approved as a correct record.

8. Meeting open to the public

None present.

9. Report from County Councillor: R Hopfensperger.

Birds Croft and The Street Flooding

We arranged for the drains in the area to be jetted through which seems to have resolved the majority of the flooding. Three stuck manhole covers needed to be replaced. We will continue to monitor the situation.

Troston Road

After some time of chasing the skirting back of Troston Road was completed.

The parish council and residents have often complained about the reduced width of footpaths and skirting back of these is usually reactive and not completed until the footpath is unpassable. Clearly this causes many problems.

However as of this month due to the number of complaints with regards to footpath clearance, skirting back will now be written in to the Highway Maintenance Operation Plan which it will mean it now forms part of a maintenance programme of work. We are just awaiting the final assessment criteria and then we will list report the footpaths that need skirting back in the parish.

Formalising the Bus Stop

This is still with the traffic commissioner for them to consider.

Locality Budget

I've contributed locality funding to purchase litter picking equipment,

Highway Issues

Highway Issues do tend to be the majority of the issues I deal with, I would recommend that anyone that can to report highway issues via the reporting tool, if you feel that you are not getting the response you require or that there is a particular delay, please do report them either to myself or Vicki and I can ensure that they are escalated for action.

I've had successful highways site visit recent with the community engineer for other areas to discuss issues and come up with an action plan with advice from him. I will look at carrying one of these in Troston as this proves more effective when you can discuss issues on site and try and unblock some of the long standing issues.

Community Events – Should there be any community events and social occasions the Parish/Village wish to hold at anytime through to March '23, I'm very happy to provide financial support and time for these. They may not need to be based in Livermere and can be a partnership with neighbouring communities, key is the involvement and benefit to residents in the Parish. This may include the Queen's Jubilee.

Tax Rebate Grant - West Suffolk Council are delivering a Rebate Grant, with £150 for band A-D households to help toward the increased costs in energy bills. The money doesn't have to be paid back. Please check the website for further details

<https://www.westsuffolk.gov.uk/counciltax/council-tax-rebate-grant.cfm>

Local Housing Plan - Residents from across West Suffolk will have their chance from next week to have their say on where new homes are built and employment growth takes place. The plan covers the period up to 2040 and will eventually become a legal document used as the basis for deciding planning applications.

To find out more, you can attend a local public event:

Bury St Edmunds – The Apex	Saturday 11 June	10am to 4.30pm
Bury St Edmunds market	Wednesday 29 June	9am to 4pm
Ixworth village hall – main hall	Friday 24 June	3pm to 6.45pm
Stanton Village Hall - small hall/lounge	Thursday 16 June	3pm to 7pm

10. Report from B. Councillor: S. Brown

It's extremely pleasing that we have found ourselves back into a groove of life before the impact of Covid and whilst there is still much to be mindful of for people's health and wellbeing in relation to this, it's important that we all continue moving forward with social engagement in the village/parish.

As we look forward into 2022, I'm pleased that West Suffolk Council are continuing to support individuals and families with:

Free Summer activities – West Suffolk Council is delivering a range of free holiday activities aim at supporting the most vulnerable families and children in the Country. Those on free school meals, pupil premium or where there is an identified need outside of these criteria can apply for free holiday activities and healthy food at a range of venues and offers across the district. For any more information including support to book spaces please contact Hana at

families.communities@westsuffolk.gov.uk

11. Progress reports. For information, from:

11.1. Chairman

The Chairman asked the clerk to find out where we are with the replacement Village Sign. The Clerk will look in to this.

Action Clerk

The Chairman thanked the Clerk for the work she had done to prepare the accounts for audit.

The Clerk will arrange a session to show the Councillors how to update the website. **Action Clerk**

11.2 Clerk:

The clerk had no additional reports to make.

12. Finance.

12.1 The following transactions were notes/approved for payment

Receipt	West Suffolk	Precept	£7,500.00
Payment	D Thrower	grass Cutting	£260.00
Payment	Jeff Wells	Bus shelter	£20.00
Payment	Mijan	Vicki Gay office	£50.00
Payment	BHIB	insurance	£473.82
Payment	SALC	subscription	£143.70
Payment	Trevor Brown	Audit	£220.00
Payment	Various	Admin	£587.58
Payment	Simon Charlton	Village maintenance	£26.00

12.2 End of Year Accounts.

The Clerk circulated a bank reconciliation, schedule of payments and budget report for the Councillors

12.2 End of Year Accounts.

12.2.1 To discuss the Report by the Internal Auditor.

The internal audit report was discussed, agreed and signed. The recommendations from the independent internal audit report were noted and are already in hand.

Action Clerk

12.2.2 To approve and sign section two of the AGAR, Certificate of exemption.

The Certificate of Exemption, section 1 – Annual Governance Statement and Section 2 Accounting Statements were agreed and signed. The Clerk will make the relevant submission to the external auditors and ensure we are compliant with the publication requirements.

Action Clerk

13. Review and agree policies/documents to include

Risk Assessment, Dispensation policy, Standing orders, Complaints Procedure.

The documents were reviewed, agreed and will be uploaded to the website. It was agreed that the Dispensation policy was no longer required as this was covered in the new Code of Conduct.

Action Clerk

14. New Code of Conduct

To agree and adopt new councillor Code of conduct

The New Code of Councillor Conduct was agreed and adopted.

Action Clerk

15. Highway/village matters

15.1 Update on highway matters

There is a large pothole at the junction with The Street. Cllr Norburn will take a photo and report this.

Action Cllr Norburn

Cllr Norburn will find out the situation with new posts, which can be utilised for the VAS, in the village.

Action Cllr Norburn

15.2 Emergency plan, update on progress.

This matter is still in hand.

15.3 Report from Village litter pick

The village litter pick was a success again this year, with about 10 people in attendance.

Unfortunately the newly purchased litter pickers were not of a great quality. Cllr A Johnston will see how many failed and if they can be repaired. He will report back to the clerk who will inform the supplier of the issues.

Action Cllr A Johnston/Clerk

15.4 Report from meeting with grass cutting contractor.

The Clerk and Cllr A Johnston met with the grass contractor to confirm the areas to be cut in the village. It was acknowledged, based on the recent invoice, that there is an increase of £5 per cut this year. It was agreed that as long as this amount does not increase that we are happy with this increase.

15.5 Jubilee event 2022, update on torch relay route through Gt Livermere.

The torch relay event went well, with a good turn out. Two pieces of correspondence were received from Beryl Dyson, the lady who took part in the relay to say, firstly, thank you for nominating her and secondly to say thank you to the team who organised and ran the event.

Especially for taking her to the old Blacksmiths Shop. The Clerk will pass these comments on to the torch relay team.

Action Clerk

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

As reported by Cllr Hopfensperger, This is still with the traffic commissioner for them to consider. It was reported, by Cllr Hopfensperger that there is agreement from SCC, for a new stop, which is good.

16. Play area

16.1 Play area report, circulated.

No change.

16.2 Update on Public Spaces Protection Order.

Great Livermere do not currently have a Public Spaces Protection Order for the Play area. If we wish to have one, to be able to take action with regard dogs and dog mess in the play area, we will have to wait until the next review in 2023. If we want to be added we need to inform West Suffolk so we can be added to the list. The Cllrs agreed that a PSPO would be a good idea for the play area. The clerk will contact West Suffolk about this.

Action Clerk

16.3 Play Area Inspections – Service Level Agreement. To note continuation of service.

The current free inspection, by West Suffolk council, will continue for this financial year. This arrangement will be reviewed towards the end of 2022.

17. Planning Matters.

17.1 DC/22/0626/LB replacement roof b. replacement porch for 28 The Street 27 And 28 The Street Great Livermere. **Support application**

17.2 DC/22/0446/HH 11 black Photovoltaic cells to the roof of the south facing outbuilding.

The Cottage, Barton Road, Great Livermere.

Great Livermere Parish Council support the above application on the grounds that the choice of system and siting of such means that visual impact would be minimal and would decrease as a screening hedge matures.

As the proposed system is to be coupled with battery storage it would indeed make a significant contribution towards the target of net zero. In our opinion this far outweighs any concerns about visual impact in the conservation area.

17.3 DC/22/0627/LB | Application for listed building consent - retention of a. re-roofing of two Properties b. restoration of dormer windows and additional windows c. internal dry lining. 17-18 The Street, Great Livermere. **Support application**

17.4 West Suffolk Plan, site omission Great Livermere.

To note The Lodge. This was omitted from the West Suffolk Plan on the grounds that the site is considered to be an unsustainable location-small rural settlement with few or no services. Settlement has no boundary, and no sites will be allocated through the local plan.

18. Councillors reports and items for future agendas.

Cllr H Johnston reported that there is a rickshaw for hire in Bury St Edmunds. Details of this will be put in the magazine and on Facebook.

Action Cllr H Johnston

19. Correspondence for information

None received.

20. Date for next meetings: 20th July 2022

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

21.1 Personnel Issues.

21.2 Legal Issues