

## GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Annual Parish Council meeting held on Wednesday 15<sup>th</sup> May 2024  
7:30 in Great Livermere Village Hall

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

### **1. Election of Chairman**

Cllr R Chalton nominated Cllr H Johnston for the position of Chair. This was seconded by Cllr A Norburn. All in agreement. Cllr H Johnston accepted the position.

### **2. Chairman's Declaration of Acceptance of Office**

Cllr H Johnston completed the Declaration of Acceptance of Office form.

### **3. Election of Vice Chairman**

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

### **4. Co-option of new Parish Councillor**

No applications received.

### **5. Apologies for absence**

Apologies were received and accepted by the Parish Councillors from Cllrs T Redman & WS Cllr Speed

### **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** -- Minutes of Wednesday 20<sup>th</sup> March 2024 Parish Council meeting were agreed and approved as a correct record.

### **8. Meeting open to the public**

SCC Operations Manager - Rights of Way and Access, Claire Dickson came to provide an update to the Parish Council and residents regarding with the footpath bridge at Ampton Water.

Claire Dickson reported that the County Council have recently carried out survey works of the structure; a further in-depth survey is required and will be carried out shortly. Following initial surveys, the preferred option is to replace the structure, however the remaining options are still being explored further. Claire Dickson will continue to work towards a solution, the Councillors are grateful for all she has done so far and her continuing commitment to the issue. Claire Dickson will provide updates to the Councillors and will attend out next meeting in July.

### **9. Report from County Councillor: R Hopfensperger.**

To include any update on traffic calming measures and replacement signage/stickers.

#### **Highways**

As usual highways accounts for the largest amount of queries I receive.

#### **Potholes**

Potholes are the bane of people's lives and it does appear again due to the weather to have been particularly bad this year 105% increase in reports, and SCC response is not always as quick or as good as we expect, there has been a commitment by highways to improve their service not least by introducing the dragon patcher which fixes potholes quicker and better quality, secondly the Road Mender Elastomac which patches larger areas of the road at the same time.

I encourage anyone to report highway defects online on the highway reporting tool and if you do not think there is any action being taken you can report it to clerk with the report number and she can escalate it with me or contact me directly for emergencies you should contact **0345 606 6171**.

**I've embedded here a quick guide to what intervention measures are used for potholes which I hope you will find useful** [Reactive Service v1 \(002\) \(suffolk.gov.uk\)](#)

#### Verge Cutting and Weed Treatment

Verge cutting has been subject to discussions and Gt Livermere are due to have verges cut on the w/c Monday June 10<sup>th</sup> please allow +or- 5 days due to weather, I've attached a quick guide to verge cutting for your perusal which maybe helpful in understanding frequency etc [Grass Cutting - updated 3 April 2023 \(suffolk.gov.uk\)](#)

Weeds have been a subject which again has caused some concern I can confirm that Livermere will be receiving weed treatment the w/c Monday July 15<sup>th</sup> weed, please allow +or- five working days due to weather, I've embedded a guide to weed treatment for you to peruse - [Weed Treatment - updated 7 June 2023 \(suffolk.gov.uk\)](#), this has not been updated with the potential re-introduction of Glyphosate a decision made in February 2024 regular weed treatment on our highway network will continue using a variety of methods, with plans for glyphosate being considered only when appropriate – the ambition still remains to reduce the use of glyphosate as far as possible.

#### Speeding

We've tried to get speed enforcement in the village but the threshold for invention appears to quite high for the police to intervene. I've taken this up with the police and crime commissioner and the Suffolk Road Safe Board to state that there should be campaigns for rural areas. It does however appear that the mobile VAS makes as difference. We will forward our VAS data to Cllr Hopfensperger for information.

**Action Clerk**

#### Signs and Lines replacement

Works to install double bend signs and slow markings on The Street have now been ordered and are due to be completed by 16<sup>th</sup> July 2024.

#### Flooding

I know we have issues with blocked drains in the parish, I have requested that all the drains are flushed through properly and that they are cleansed on a cyclical basis.

### **10. Report from B. Councillor: A Speed.**

Cllr Speed had sent his apologies and did not attend the meeting. This meant that no update on the skirting work on the path opposite the Village Hall was received.

### **11. Progress reports.** For information, from:

#### **11.1. Chairman**

11.1.1 To discuss option for a Parish Council Facebook page.

This matter was discussed again and, no one, apart from the Chairman wished to be involved and so it was agreed that we would not pursue a Parish Council Facebook page at this time.

11.1.3 To receive feedback from litter picking event.

Another successful event with 9 bags of rubbish collected. A relatively low turnout, with eight people, including the Councillors attending. As always we were grateful to those who did turn out and help on the day.

11.1.4 To discuss option for a newsletter/questionnaire.

It was agreed that we would do another questionnaire, and that this document would be combined with some information about the Parish Council. We previously did this back in July/August of 2018 and delivered it to all the residents and then collected back the responses. It was from feedback from this that the Emergency Plan was developed and the VAS purchased. The Village Hall engaged with Fit Villages and a yoga class was set up. We will revisit the questions regarding the children's play area and Cllr H Johnston will ask the village Hall if they would like to contribute to the questionnaire. Cllr H Johnston will work on this with the Clerk.

**Action Cllr H Johnston/Clerk**

11.1.6. To discuss Councillors training needs and the need for up-to-date training record.

The following information was recorded.

Cllr H Johnston has been signed up for Chairmans training.

Cllrs H Johnston has completed both sessions of Councillor training.

Cllr A Johnston has completed both sessions of Councillor training and holds a Chapter 8 qualification, this remains valid until March 2025.

Cllr T Redman has completed one session of Councillor training course, he still needs to complete the first session. The Clerk will send out dates for this.

Cllr A Norburn has attended the Councillor training some time ago.

Cllrs R & S Charlton will sign up for some Councillor training sessions. The Clerk will share some dates and make the arrangements. A log of training will then be kept going forward.

**Action Cllr Redman/H Johnston/S Charlton/R Charlton/Clerk**

## 11.2 Clerk:

11.2.1 To confirm introduction of dedicated email addresses for PC business and update to website.

The Councillors new email addresses have been updated on the website and in the emergency Plan.

The option to have a .gov website address was discussed again, there is going to be a grant of £100 available towards costs. The Councillors agreed in principle to having a .Gov website address and the Clerk will register an interest to try and secure any funding. **Action Clerk**

11.2.2 Councillor training, to include chapter 8 training.

As mentioned previously Cllr A Johnston is currently Chapter 8 trained. Other members of the Council would also like to undertake the training. The Clerk will continue to send out dates for this training when they come through. **Action Clerk**

11.2.3 To confirm receipt of a free portrait of King Charles.

The Clerk delivered the portrait to the village hall.

## 12. Finance.

12.1 the following accounts were approved for payment/noted.

Description	Type	Supplier / customer	Total
Replacement pads	Payment	Community Heartbeat Trust	-£7.14
Administration	Payment	various	-£172.63
insurance	Payment	Zurich	-£464.00
Administration	Payment	various	-£428.80
accounts software	Payment	Mijan	-£60.00
SALC Subscription	Payment	SALC	-£142.24
Precept	Receipt	West Suffolk	£9,365.00
Administration	Payment	various	-£231.80

Additional checks, as agreed, were carried out by Cllr A Norburn.

12.1 .2 Bank reconciliation, budget report and accounts update.

The Clerk provided a Bank reconciliation, schedule of payments and accounts update for the Councilors' information. In addition, the Clerk provided an end of year budget against spend report.

## 12.2 End of Year Accounts.

12.2.1 To discuss the receive Report by the Internal Auditor and note any recommendations made.

The accounts were found to be in good order, and we received positive feedback overall and the Councillors were happy to accept the internal audit report. There was one suggestion made to reflect governance good practice, this was to review of the Standing Orders to update procurement thresholds. The Clerk will action this.

**Action Clerk**

12.2.2 To approve and sign section one, Annual Governance statement, of the AGAR 2023-24.

Section one of the AGAR, the Annual Governance Statement was approved and signed.

12.2.3 To approve and sign section two, Accounting Statement, of the AGAR 2023-24.

Section two of the AGAR, the Accounting Statement was approved and signed.

12.2.4 To accept and sign the Certificate of exemption 2023/24 for submission to the external auditor and confirm details required for meeting the Parish Councils obligations under the Transparency code.

The Certificate of exemption for the 2023/24 AGAR was approved and signed. The Clerk will make sure all the correct documentation is submitted and that documents required for compliance with the Transparency Code are uploaded to the website.

**Action Clerk**

12.3 To start process of moving to a Unity Trust Bank Account.

The Clerk has been informed that switching to Unity Trust Bank is simple and can be completed in just seven working days guaranteed using the Current Account Switch Service (CASS).

It was agreed that we would move our account from Barclays to Unity Trust Bank. The Clerk will begin the switching process.

**Action Clerk**

12.4 Insurance renewal, to discuss adequacy of cover.

The councillor all had sight of the insurance documents ahead of the meeting. They were satisfied that the cover was adequate, and the renewal payment was agreed.

## 13. Highway/village matters

13.1 Update on highway matters to include:

13.1.1 To receive any VAS updates.

Cllr A Johnston provided the Councillors with a recent report of traffic movements and speeds from the VAS device. As mentioned under item 9 this will be sent to Cllr Hopfensperger for information. We will also send the information to the police, for their information. It was understood that the ANPR device is on the rota to come to Gt Livermere in June.

**Action Clerk**

13.2 Footpath issues. To include

13.2.1 Problem with bridge at Ampton waters.

Cllr S Charlton will report the overgrown footpath, at Ampton Waters, on the SCC portal.

Cllr S Charlton will also report the overgrown footpath, opposite the Village Hall, on the SCC portal.

**Action Cllr S Charlton**

The Callow Hill footpath should be cut within the next few days.

13.4 To receive any update on grass cutting.

No report to receive.

## 14. Play area

14.1 Play area report, circulated.

A working party will be put together to clean some of the equipment. A list of works to be done will be compiled by Cllr A Johnston. The Clerk will ask a contractor, who is coming to carry out works at Troston to price any tasks, that were too big for the Councillors to undertake.

**Action Clerk**

14.2 To note any works recorded/required/completed.  
Nothing to report this time.

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

16. **Councillors reports and items for future agendas**  
None received.

17. **Date of next meeting.** 17<sup>th</sup> July 2024 7.00pm

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

18.1 Personnel Issues. The Chairman has been working on an appraisal document for the Clerk. This will be shared once finalised.

18.2 Legal Issues.