

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Annual Parish Council meeting held on Wednesday 20th May 2026 at 7.30pm in Great Livermere Village Hall.

Present: Cllrs A Norburn, T Redman, A Johnston, N Wood & S Munroe, Suffolk County Council (SCC) Councillor Tim Kent.

1. Election of Chairman

Cllr Johnston proposed Cllr Norburn for the position of Chair. This was seconded by Cllr Redman. Cllr Norburn accepted the position of Chair.

2. Chairman's Declaration of Acceptance of Office

Cllr Norburn completed the Declaration of Acceptance of Office form.

3. Election of Vice Chairman

Cllr Wood proposed Cllr Redman for the position of Vice Chair. This was seconded by Cllr Johnston. Cllr Redman accepted the position of Vice Chair.

4. Apologies for absence

Apologies were received, and the reason given, accepted and approved by the Councillors from Cllrs S Chalton & R Charlton. Cllr Speed did not attend the meeting, and no apologies were received.

5. Members Declarations of Interest and Dispensations:

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

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

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

6. Minutes - The minutes of the Wednesday 19th March 2026 meeting were agreed and signed as a correct record.

7. Meeting open to the public

Claire Dickson, Operations Manager, Rights of Way and Access, Suffolk County Council came to the meeting to give an update on progress with the bridge at Ampton Water. The preliminary Ecological Appraisal has been completed and Biodiversity Net Gain(BNG) requirements have been agreed with the Estate, including the habitat management monitoring plan. The final agreement document is being reviewed and will be imminently sent to the Estate for signing. The Estate have been very amenable over ensuring we can fulfil the requirements. The remaining planning documents are all completed and once the BNG agreement document is signed planning permission will be submitted. The timescale for this is for early June. The Suffolk County Council (SCC) planning team are the Local Planning Authority (LPA) for the application. They are fully aware of its impending submission. The Parish Council will be informed when the application goes in. The request for increase in funding for Public Rights Of Way (PROW) structures was agreed as part of County Council budget in January 2026 and full sign off from SCC Cabinet on 24th March 2026. This provides £3.9m of funding over two years. With £2.6m to cover significant structures, Great Livermere is included as part of this funding. The remainder of funding allocated is for smaller structures. Initial engagement with contractors is underway to enable SCC to carry out three competitive quotes for delivery of the new structure. Engagement commenced once the funding was approved. We are looking at early September for the work to be undertaken. It was noted that the warning signs, at the bridge, need replacing. Claire Dickson will ensure that the signage is replaced.

8. Report from County Councillor: Tim Kent

The newly elected Suffolk County Council (SCC) Councillor, Tim Kent, introduced himself to members of the Parish Council. Having lived in Brandon for most of his life, he explained that he had stood as a Reform candidate in the County Council elections because he felt that SCC was not delivering effectively on a number of issues. As the parent of a disabled child, he has a particular interest in services and provision for people with disabilities. Brandon has had issues with a bridge in recent times and he is interested to hear more about the bridge replacement works in Great Livermere.

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

Cllr Speed did not attend the meeting and no report was received.

10. Progress reports from Chair

The Chair had no additional report to make.

11. To receive any progress report from Clerk:

11.1 To receive feedback from Clerks unplugged session/Panning training.

At the session, there were discussions about data protection and, it is being strongly recommended, that the Clerk has a device (Laptop/PC) for each of her parishes. The Councillors felt that this would be unnecessary as it should be possible to set up individual cloud storage, which could be accessed off one device. There will still undoubtedly be an expense connected to this, but it would be far less than the purchase of a separate laptop. It was agreed that we should factor this in when looking at the budget moving forward.

The Clerk attended some Planning training, hosted by WSDC. It was an interesting session. Topics covered included: the new Local Plan process, which is commencing in June 2026. It was noted that there is an increase in new housing number requirements from 765 to 1200 annually. S106 monies/CIL contributions were also discussed. As well as planning enforcement. The Planning Enforcement Team are guided by Town and Country Planning act 1990 and operate on an assumption to approve. It was noted that there is a different attitude from residents now, with advances in social media and access to information, meaning that residents often use the laws available, to delay planning challenges, which can prove to be costly for the Council.

12. Finance.

12.1 To review and agree insurance cover.

The insurance policy was reviewed and agreed to be adequate. It was decided that we would not opt for additional data protection cover at this time as the cost, in comparison to the cover cost (approx. 50% based on a quote from another Parish Council) was felt to be too high. We do not hold much personal data and have safeguards in place to limit risk. We are still unsure how much it would cost to replace the War Memorial.

12.2 The following accounts were approved for payment/noted:

Bus shelter cleaning	Payment	Jeff Wells	-£22.00
Bank charges	Payment	Unity Bank	-£7.00
Annual subscription	Payment	Community Heartbeat Trust	-£162.00
Annual subscription	Payment	SALC	-£152.87
Accounts software	Payment	Mijan	-£84.00
Insurance	Payment	Zurich	-£500.00
Grass cutting, general	Payment	CCTS	-£372.00
Administration	Payment	Various	-£1,344.41
Play area grant	Receipt	West Suffolk	£2,187.00
Precept	Receipt	West Suffolk	£12,186.00

12.2.1 To receive Budget Report, Bank Reconciliation and Schedule of Transactions.

The Clerk provided the Councillors with a bank reconciliation, schedule of payments and a budget report for information. The budget report shows a comparison between budgeted and actual income and expenditure.

Cllr Johnston carried out the additional accounts check at the meeting and the Chair signed the agreed schedule of payments.

12.3 To following documents were reviewed, updated where required and agreed:

- (i) [Councillor Code of Conduct](#)
- (ii) [Financial Regulations](#).
- (iii) [Standing Orders](#).
- (iv) [Document review schedule](#).
- (v) [Asset Register](#).
- (vi) Clerks contract.

12.4 End of Year Accounts, to include the Annual Governance Return (AGAR).

12.4.1 To receive Annual Internal audit Report and discuss the report of the Internal Auditor and note any recommendations made.

The accounts were found to be in good order and compliant with current regulations. There were some recommendations made. These included: (i) The removal of [] brackets in the Financial Regulations and making sure these are adapted to the needs of the council. The Clerk felt that we were compliant already with this but would double check and make any updates required.

Action Clerk

(ii) That the council should consider either reporting, in accordance with its own standing order 17c a quarterly statement showing evidence of comparisons between budgeted and actual income and expenditure to form the basis of approval for virements or amending Standing Order 17c to reflect the frequency with which budget monitoring exercises are carried out. The Clerk will make this change to show that we try to do a comparison at each meeting, or at least quarterly.

Action Clerk

(iii) To upload a copy of the Reserves Policy. This has been done.

(iv) It was suggested that the council might wish to ensure that the cashbook and/or minutes make reference to the powers used to incur expenditure. It was agreed to identify the use of S137 in the minutes. We state, in our internal Audit Control document, that we will record powers for non-standard expenditure only and are content to continue with this arrangement.

Action Clerk

(v) Council is advised to ensure that the procedure to be followed for the making of payments contains evidence of the dual authorisation process used for the release of payments made via direct transfer and the mitigation measures in place for payments made by direct transfer including but not limited to the system of internal control and the personnel involved with the internal control regime. To this end correspondence has been raised and signed and will be sent to Unity Trust Bank to facilitate a dual signatory authorisation process.

Action Clerk

(vi) It was recommended that documents when updated on the website, include information of when they were updated. The Clerk will be mindful of this in future. .

(vii) Council should consider reviewing its insurance policy on an annual basis and that the meeting minutes show the cover was reviewed and considered appropriate. See item 12.1 above.

(viii) Council should consider adopting a Data Protection Policy, procedures for dealing with data breaches and data retention policies including disposal in order to comply with their legal and statutory obligations under UK GDPR and the Data Protection Act 2018. We already hold some data protection and retention policies but will explore this further and ensure we are compliant with current legislation.

Action Clerk

(ix) The accessibility statement published on the website should be formally adopted and approved at a full council meeting. This will be included on a future agenda for action.

Action Clerk

12.4.2 To approve and sign section one, Annual Governance statement, of the AGAR 2025-26.

Section one of the AGAR 2025-26 was agreed, approved and signed by the Chair and Clerk.

12.4.3 To approve and sign section two, Accounting Statement, of the AGAR 2025-26.

Section two of the AGAR 2025-26 was agreed, approved and signed by the Chair and Clerk.

12.4.4 To accept and sign the Certificate of exemption 2025-26 for submission to the external auditor.

The Certificate of exemption 2025-26 was agreed, approved and signed by the Chair and Clerk. This will be sent to the External Auditor within the timeframe allowed.

12.4.5 To note actions to be taken to be compliant with the Publication Requirements – Transparency Code.

The Clerk will ensure the Publication - Transparency Code requirements are met by ensuring the documents/notices required, by the Accounts and Audit Regulation 2015, the Local Audit (Smaller authorities) Regulations 2015, and the Transparency Code for Smaller Authorities are published/uploaded, within the required timeframe.

12.5 To note compliance with The Pension Regulator.

The Clerk confirmed that, On 21 April 2026, a completed re-declaration of compliance for Great Livermere Parish Council. was received by The Pensions Regulator under the Pensions Act 2008 (or, for Northern Ireland, the Pensions Order 2008).

12.6 To note End of Year Pension submission to SCC.

The Clerk confirmed that she has completed and submitted the end of year return to the SCC Pension Scheme as required.

13. Play area

13.1 Play area report, circulated.

The old football goals are still on site. The Clerk will contact the contractor to ask for them to be removed.

Action Clerk

13.2 To note award of grant, for play area repairs.

The Clerk confirmed that a grant for £2187 has been received from WSDC. The Clerk has confirmed acceptance of the grant with WSDC. It was noted that The Grant needs to be used, solely for the delivery of the Project, by the 30th of September 2026. The Parish Council were grateful for this award and will make the necessary arrangements for the work, included in the application, to be undertaken within this time frame.

Action Clerk

13.3 To discuss play area rota/items for checking.

The Clerk has prepared a rota and inspection document for the Councillors to inspect and report on the play area. The Clerk will share these documents with Cllr Wood who will make these documents 'live' for ease of use.

Action Clerk/Cllr Woods

13.4 To discuss option to attach a Public Spaces Protection Order (PSPO), to the Play Area.

It was agreed not to pursue a PSPO for the play area as the Councillors were unsure about the logistics of an order that excludes dogs from this area. It was noted that there is currently a PSPO banning dog fouling in all public open spaces, across the whole of West Suffolk, and this was felt to be sufficient.

13.5 To discuss any areas of concern.

There were no further areas of concern for discussion.

14. Highway/village matters

14.1 Update on Highway matters to include:

14.1.1 To receive any Vehicle Activated Sign/Automatic Numberplate Recognition VAS/ANPR update.

It was noted that the ANPR device will be coming to the Village on 6/7/2026 until 13/7/2026

14.2 Footpath issues. To include

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

See under item 7.

14.3. Village Matters to include:

14.3.1 To receive any update on the Biodiversity and Environmental Group.

Cllr Redman has agreed to give a talk on the 13th June about the creatures in the churchyard, at 4pm, all welcome. There will also be a concert of bird song on 30th May at 3pm.

We are creeping towards another feral bird problem in the village. Cllr Wood will chase up Fresh Start for Hens again.

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

15.1 To note Barningham Neighbourhood Plan Basic Conditions Statement Addendum consultation – 23rd April 2026 (9am) to 8th May 2026 (5pm). Noted.

15.2 WSDC have approved the following application: DC/25/1992/FUL| Planning application – composting closet against north wall. St Peters Church, Church Road Great Livermere.

15.3 DC/26/0554/TCA Trees in a conservation area notification - four leylandii (marked on plan) fell|6 School Gardens Great Livermere Suffolk IP31 1JY. WSDC raised No Objection to the proposed works.

16. Councillors reports and items for future agendas.

It was agreed that the Feral Birds in the village, the formal adoption of the accessibility statement published on the website and the bridge at Ampton Water will be included on the next agenda.

17. Correspondence for action/information

17.1 Wellbeing Suffolk, request for information.

We have been contacted by a Wellbeing Engagement Worker with Wellbeing Suffolk. They are looking to connect with any local men's groups or older persons groups in the local area to promote the support available through Wellbeing Suffolk. Cllr Redman had already made contact and is providing information to them.

17.2 WSDC Consultation on Pavement licences

WSDC has written to let us know about a change to the cost of pavement licences for businesses in our area such as cafes, restaurants and pubs. West Suffolk Council has agreed to trial scheme designed to provide up to £1.2m of additional support to our town centres. Part of this is enabling us to drop the pavement licence application fee from £500 to £100 across West Suffolk.

17.2 WSDC Civic Service invitation.

The Chair of West Suffolk Council, Councillor Peter Armitage has issued an invitation to join him for his Civic Service in St Edmundsbury Cathedral on Sunday 28 June 2026 at 3.30pm.

18. Date of next meetings: The next meeting will be held on 15th July 2026, 7pm in the Village Hall. Cllr Wood tendered his apologies for this meeting.

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

19.1 Personnel Issues. None. 19.2 Legal Issues. None.