

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Annual Parish Council meeting held on Monday 15th May 2023 7:30 in Great Livermere Village Hall

Present. Cllrs A Norburn, S. Charlton, R Charlton & T Redman

1. Election of Chairman

Cllr Redman nominated Cllr H Johnston for the position of Chairman, this was seconded by Cllr S Charlton. Prior to the meeting Cllr Johnson had indicated that she would be happy to accept the position if nominated.

2. Chairman's Declaration of Acceptance of Office

The Chairman's Declaration of Acceptance of Office form was accepted. This will be witnessed and signed as soon as possible.

In the absence of Cllr H Johnston Cllr A Norburn chaired the meeting.

3. Councillors Declaration of Acceptance of Office

The Declaration of Acceptance of Office forms for the remaining councillors were accepted, as were the Register of Members' Interest forms. The Clerk will submit the relevant forms to West Suffolk Council.

4. Election of Vice Chairman

Cllr R Charlton proposed Cllr A Norburn for the position of Vice Chairman. This was seconded by Cllr T Redman. Cllr A Norburn accepted the position.

5. Co-option of new Parish Councillor

6. Apologies for absence

Apologies were received from Cllrs H Johnston, A Johnston, SCC R Hopfensperger and D. Cllr A Speed.

7. Members Declarations of Interest and Dispensations:

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

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

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

8. Minutes - Minutes of the Wednesday 15th March 2023 Parish Council meeting were agreed and approved as a correct record.

9. Meeting open to the public

None present.

10. Report from County Councillor: R Hopfensperger. Please find below a copy of Cllr Hopfensperger Annual report. A full SCC Annual report is available upon request.

Suffice to say that highway enquiries have been the main issues that are raised with me.

Bus Stop

I am in the process of arranging a site visit to look at the additional bus stop in the village hopefully to take place in June, if you can let me have some dates, we'll see what can be accommodated. Unfortunately, this is not just a case of asking the bus to stop, there is a lot more expense and procedures that need to be followed. Not least convincing the bus company to stop there since stopping the voluntary arrangement that was there before.

Drain Clearance and Skirting Back

The drains in the street and Birds Croft were cleansed in November and December, I have asked them to return.

Some skirting back of the street was completed but I understand some other roads still needs some leaves need clearing and I've asked West Suffolk council to sweep these areas.

Highways

I was pleased to be able to contribute towards the mobile VAS and I do believe that it does has an effect on the speeding traffic.

After a site visit with Andrew Moore a price plan was put together to renew signs and lineage. I can help towards these costs from my LHB, but this will of course depend on other projects in the village and how you prioritise them.

Litter Picking Equipment

I was pleased to be able to support the parish with supplying litter picking equipment through my locality budget.

Potholes

I know this is the bane of everyone's lives including myself and the state of the roads is not acceptable. We now have the perfect opportunity with the change in the highways contract to look at how we can better deal with the potholes by firstly doing a better first-time fix and also doing all potholes in one area irrespective of whether they meet the intervention criteria.

We need to continue to report them, and I can continue to escalate.

The reason temporary repairs are completed is because of the road management needed for permanent repairs may take longer to organise and also depends on how much material the truck can carry.

We have had a particular hard winter for the road with lots of salting that has affected the roads, to put the number of defects (potholes) into context there are around 1,800 in the system with 125 being added on a daily basis. The government recognised that potholes are a national issue which is why SCC got nearly £5 million for pothole repairs, this is why first-time fixes are important to ensure that the money is spent in the most efficient way.

11. Report from B. Councillor: A Speed

Unfortunately, our newly elected District Councillor was unable to attend the meeting. He did however send apologies and wanted it to be known that he is happy to discuss any West Suffolk issues of concern with both the Parish Council and any residents of the Parish.

12. Progress reports. For information, from:

12.1. Chairman

Please find below a copy of the Chairmans' Annual Report.

I would like to welcome everyone to the annual parish meeting. It has been a busy but productive year for the Parish Council.

As always, I am thankful for the support and dedication of the parish councillors that have served in this year. We were sad to say goodbye to Eve Ford who, after a short period as a Councillor, has decided to step down from the Parish Council. Thank you, Eve, for your contribution. We welcomed Tony Redman as a Councillor during the summer. Tony brings a wealth of local knowledge and connections to our team. Without a willing group of Councillors, who give up their time as volunteers in this role, we would not be able to deliver the improvements or projects on behalf of this village. Thank you all for your time, energy, and commitment to being part of the Parish Council.

We currently have one vacancy on the Parish Council. As always, we owe a huge thank you to Vicki our Clerk who keeps us steadily on our path, meeting our statutory obligations and moving us forward. We would welcome any member of the village who may wish to join as a Parish Councillor.

Like all of us, The Parish Council faces increased costs to keep meeting its responsibilities. This year the budget will be challenging as contracts and costs continue to rise. We will continue to review carefully, every financial decision we make, to ensure that we spend what limited funds we have in the community's best interests.

We have continued to hold our annual litter picks which always result in the village being given a well needed spring clean. We also brought together a group of volunteers who were happy to do

some light maintenance during the summer months to keep vegetation trimmed back and benches refurbished. Thank you to this group who will no doubt be called upon again in the coming months. We completed the refurbishment of the village sign by a local metal work craftsman, and this has been reinstated in pride of place looking fantastic!

During this year we developed and implemented an Emergency Plan for the village. With financial support from SCC and West Suffolk, we sourced an emergency box of equipment to be used should our village face an adverse event, weather or incident that affects the whole village and where people need support to stay safe. Details of this are available on the Parish Council website.

We continue to campaign for a bus stop at the Little Livermere end of the village close to Park Farm. The bureaucracy around what was a casual arrangement to stop the bus there, has been challenging but we are now escalating this matter further and hope to meet with the departments involved in the early summer on site in the village.

We are very aware of the concerns of residents regarding the speed of traffic travelling through the village. We sought advice from Suffolk Police who supported with a traffic surveillance and advice regarding what options we have as a village to make a difference. Unfortunately, we are unable to move forward with a community speed group due to a lack of volunteers. As a result of funding from West Suffolk Council we have arranged for an upgrade to the Vehicle Activated Sign to add solar power and this is due imminently to be re installed. We are now able to use sites for the VAS at two roads into the village, that are approved in terms of position, and which will enable us to provide data to the police that will continue to inform of the level of problem we are seeing and to inform them to be able to support us appropriately. We will also be part of a county wide initiative using ANPR technology to monitor vehicle speeds and rural crime on a rotational basis.

We arranged for SCC highways to upgrade some signage and road markings in the village to reinforce rights of way and speed limits.

The Parish Council financially supported The Queen's Jubilee celebrations that were arranged by the Village Hall committee. The Parish Council would like to thank the Village Hall Committee for all that they do at these special times of collective celebration to bring the village community together. I am sure that the planned celebration for the coronation will also be a wonderful event. As a community we look forward to another year in our beautiful village and the Parish Council continues to move forward with projects that are making a difference to the community that we live in.

12.2 Clerk:

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

This matter is still ongoing. Once resolved the Clerk will write to request some compensation for the stress and inconvenience caused by this review. **Action Clerk**

12.2.2 20's plenty, to discuss the possibility of making 20 mph the maximum speed limit in certain areas, across Suffolk. This item will be an agenda item for the next meeting. **Action Clerk**

12.2.3 Insurance renewal

The Parish Councils insurance is due for renewal on the 1st June. The Clerk has asked for a comparison quote from another provider. Once this information has been received a decision will be made regarding which company to go with. The payment will then be paid accordingly. The amount, received from our current provider is shown below. Either this amount, or a lower amount will be paid once all the information required has been received. **Action Clerk**

13. Finance.

13.1 To consider payments.

The following payments were approved, and receipts noted.

Description	Type	Supplier / customer	Total
Batteries	Payment	Elan City	£371.86
insurance	Payment	BHIB	£496.05TBC
annual subscription	Payment	SALC	£134.19
accounts software	Payment	Mijan	£60.00
Admin	Payment	Various	£650.12
Grass cutting	Payment	Tramar	£160.00
Precept	Receipt	West Suffolk	£8,239.00
VAT repayment	Receipt	HMRC VAT	£383.95

13.2 Bank reconciliation and accounts update.

The Clerk provided the Councillors with a schedule of payments, budget report and bank reconciliation.

13.3 End of Year Accounts.

13.3.1 To discuss the Report by the Internal Auditor.

The internal audit report was accepted, it was noted that there were no recommendations made this year and the accounts were all in order.

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

Parts one and two of the AGAR was approved and signed by the Council as was the certificate of exemption. The Clerk will ensure that all the relevant documentation is submitted to PKF Littlejohn, the external auditors and that the publication requirements, under the Transparency act, are met.

Action Clerk

13.4 To receive update on funding for VAS from West Suffolk Council

Funding of £681.68 was received from West Suffolk Council towards the cost of the new VAS battery and solar panel. We are grateful for this.

13.5 To agree automatic payments to HMRC. It was agreed that the Clerk will make the arrangements for HMRC to automatically collect any tax contributions due by direct debit.

Action Clerk

13.7 VAT claim update. A claim for repayment of VAT has been made and an amount of £383.95 has been received.

14. Highway/village matters

14.1 Update on highway matters, to include an update on the new VAS battery replacement.

Cllr A Johnston has this matter in hand.

Action Cllr A Johnston

14.2 Rural Coffee Caravan, update on attendance.

The Clerk has requested a visit from the Coffee Caravan.

14.3 To receive update on 2023/24 grass cutting tender.

Unfortunately, we were unable to proceed with our previous contractor as he was unable to provide the relevant documentation that was required. Cllr A Johnston met with Tramar and agreed the number of cuts to tie in with the budget we have for the grass cutting. The first cut has been carried out, although it was thought that the play area had not been completed. The Clerk will look into this matter and confirm the situation with Cllr A Johnston.

Action Cllr Johnston/Clerk

14.4 Bus Stop to receive any update.

It was agreed a site visit should be arranged to discuss this matter further. Cllr Redman suggested that it would be beneficial to have someone from the bus company attend this. The Clerk will liaise with Cllr Hopfensperger regarding this. **Action Clerk**

14.5 Defibrillator, to discuss potential for training session.

Some dates have been put forward to the Community Heartbeat Trust for some training, using the hall at Troston. If we share the event with Troston Parish Council, we can reduce the cost of hosting our own event. Troston PC have a preference for Saturday but dates for both Saturdays and Fridays have been requested. These dates are between 23/6 – 29/7. Once the Clerk has confirmation of the date for the event, she will share it with the Councillors so we can advertise the event. This will be open to all residents of Great Livermere and Troston. **Action Clerk**

14.6 To discuss litter Pick held on Saturday 18th March 10am

8 volunteers collected 13 bags of rubbish. The amount of rubbish was truly shocking. Loads of cans and bottles discarded as people leave the village in all directions. Mostly cider. The rubbish collected was picked up by West Suffolk Council for disposal.

15. Play area

15.1 Play area report, circulated.

A request for some works, highlighted in the report, has been made to Tamar. These should be undertaken shortly.

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

16.1 To note: DCON(B)/20/0539 | Application to partially discharge condition 13 (Nat Eng bat licence) of DC/20/0539/FUL | Plot 1 Land Opposite Street Farmhouse The Street Great Livermere

17. Councillors reports and items for future agendas.

The bridge on the Ampton Water footpath is still closed, this has been like this, with a notice up for over a year now. Cllr A Norburn reported this matter again to SCC and the Clerk will follow this up with Cllr Hopfensperger. **Action Clerk**

Cllr A Norburn has reported the potholes in church Road. It is not entirely clear who is responsible for this road. Cllr Norburn will continue to monitor the situation. **Action Cllr A Norburn**

18. Correspondence for information

12.2.4 Website Audit

Community Action Suffolk are now offering a limited number of accessibility review and fix services to One Suffolk customers where they review every page of our site, fix any issues that they see and then provide a short report based on what they find. The result of this will be that they will ensure that our website is meeting the current accessibility standard. This service costs from £108 inc VAT. The Clerk has done a lot of work on the website to ensure we are compliant, and this service was deemed unnecessary at this time.

19. Date of next meeting. 19th July 2023 7pm Gt Livermere Village Hall

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

20.1 Personnel Issues. To consider the payment of overtime. The Clerk has asked the Councillors to consider paying her overtime for the extra work she had to do following time she had to take off when ill with Covid. This would be for a period of 2 weeks, amounting to 7 hours @ £16.16 per hour. The Clerk explained that at a less busy time of year, and for a shorter period of sickness, she is normally able to juggle her work hours so that overtime is not necessary. However, on this occasion due to the perfect storm of End of Year accounts, Annual meetings and elections, it was not possible for her to do this on this occasion. Cllr Redman would like to check the Clerks contract before a decision was made on this matter. **Action All**

20.2 Legal Issues. None.