

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 30th September 2024
7:00 in Great Livermere Village Hall

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

1. Election of chairman

To elect a new Chairman following the resignation of Cllr H Johnston.

Cllr A Johnston was elected as Chairman following the resignation of Cllr H Johnston. Cllr A Johnston completed the required declaration of acceptance of office.

2. Co-option of new Parish Councillor

No candidates.

3. Apologies for absence

Apologies for absence were received and accepted by the Councillors from Cllr A Norburn, T Redman & SCC Cllr R Hopfensperger

4. Members Declarations of Interest and Dispensations:

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

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

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

5. Minutes - The minutes of the Wednesday 17th July 2024 Parish Council meeting were agreed and signed as a correct record.

6. Meeting open to the public

None present.

Unfortunately, due to unforeseen circumstances, Claire Dickson, Operations Manager, Rights of Way, Suffolk County Council was unable to attend the meeting. She had put forward some dates to meet, outside the meeting, to update the Councillors on any progress on re-opening the bridge over Ampton Water. It was agreed to meet on Wednesday 9th October at 2pm.

7. Report from County Councillor: R Hopfensperger.

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

Cllr Hopfensperger was unable to attend the meeting. She sent a report from Suffolk County Council. This is available upon request. It was noted that the 'SLOW' has now been painted on the road and the new signage has been erected. The Councillors thanked Cllr Hopfensperger for these improvements.

8. Report from D. Councillor: A Speed.

Cllr A Speed did not attend the meeting.

9. Progress reports.

9.1. Chairman

The Chairman had no additional report to make.

9.2 Clerk:

9.2.1 To receive update on .Gov website and associated email addresses.

The new .Gov domain name has been added to the website. The Clerk is setting up the .gov email address.

Action Clerk

9.2.2 To receive feedback on Breakthrough Communications Training Workshop.

The Clerk attended a Communication Training Workshop. This was a very helpful training session with some useful tips on how to communicate well and appropriately with others.

9.2.3 To discuss options to attend Chief and PCC host meetings.

The Clerk was hoping to attend one of the Police and Crime Commissioners meetings. Unfortunately, none of the dates were suitable.

9.2.4 West Suffolk Area Forum, 8th October at Haverhill Arts Centre, The Clerk is planning to attend this event.

Action Clerk

9.2.5 The Clerk will attend the Streetlight briefing and Introduction to Rural and Community-Led Housing free events, on behalf of all her Parishes.

Action Clerk

9.2.6 Councillors Roles and Responsibilities.

The following areas of responsibility/roles were confirmed:

Cllr A Johnston. Chairman, Defibrillator, Vehicle Activated sign (VAS) Roads, Community Assets.

Cllr A Norburn. Vice Chair, Social media, Facebook

Cllr S Charlton Village Hall, Footpaths & Trees, Emergency plan.

Cllr R Charlton. Emergency plan, Footpaths & Trees.

Cllr T Redman: Public Transport & Planning.

Play area & Policies: All.

9.2.6 Wreath for Remembrance Day.

Cllr R Charlton will lay the wreath on behalf of the Parish Council. It was agreed that we would make a donation, as last year, of £30 to the Royal British Legion. **Action Cllr R Charlton/Clerk**

10. Finance.

10.1 To approve/note payments/receipts.

Description	Type	Supplier / customer	Total
Admin	Payment	Various	-£141.78
Grass cutting	Payment	Countryside Conservation & Tree services	-£466.80
Bus shelter cleaning	Payment	Jeff Wells	-£20.00
Admin	Payment	Various	£466.54
. Gov & website email	Payment	Community Action Suffolk	-£42.00

Cllr R Charlton carried out the additional checks for this meeting. Cllr S Charlton will conduct the checks at the next meeting.

Action Cllr S Charlton

10.2 Bank reconciliation and accounts update.

The Clerk provided a Bank reconciliation and a schedule of payments for the Councillors' information.

10.3 To confirm receipt of notification of exempt status from PKF Littlejohn and confirmation of further work required to fulfil compliance with Transparency Code regulations.

The Clerk has carried out all the works required to ensure compliance with the Parish Councils Transparency Code obligations.

10.4 To receive update on switch to Unity Bank.

We have successfully swapped our banking from Barclays Bank to Unity Trust Bank. The process has been fairly straight forward so far. The Clerk has arranged to transfer funds from the current account to the higher interest investment account. The payments have been set up for authorisation on the new account. Cllr A Johnston will authorise the payments.

10.5 Budget to consider items to be included in the 2025/26 budget and discuss option for a zoom working party.

The Clerk provided the Councillors with so information to inform the budget / Precept agreement at the November meeting. It was agreed to hold a zoom meeting ahead of the November meeting to discuss the budget, ahead of approval. The Clerk will circulate some dates for consideration.

Action Clerk

11. Play area

11.1 Play area report, circulated.

This was circulated for information.

11.2 To discuss quotes received for removal of damaged equipment.

Cllr A Johnston met with a contractor to discuss the removal of the piece of damaged equipment in the Play Area. A quote for £935 was received for the work. Our grass contractor, Peter Kerry has been out and had a look, and he feels he could do the job for £250, plus VAT. Cllr A Johnston will arrange to meet with Peter Kerry to confirm that this is the case before making a decision to go ahead. We will wait for confirmation from Cllr Johnston before deciding how to proceed.

Action Cllr A Johnston

11.3 To discuss any areas of concern

The item above is the main area of concern currently.

11.4 To look at options for management/removal of bird mess on equipment.

The Clerk has taken some advice from a pest control expert. Unfortunately, any methods recommended for the removal of birds are not recommended in a children's play area. They range from spikes to stop birds roosting to shooting the birds. Clearly these are not options we could employ in a children's play area. It was suggested that we make the area as uncomfortable for the birds to roost as possible by removing any such places. The removal of some of the damaged equipment will hopefully aid with this.

12. Highway/village matters

12.1 Update on Highway matters to include:

12.1.1 To receive any VAS/ANPR update

The Clerk has enquired about the sharing of the data from the ANPR visit. The officer in charge, Jonathan Shaw, is in the process of writing up a report for all the recent ANPR data to share with County Councillors. Once he has done this, he will be able to share it with parishes. Great Livermere are on the rota for a visit on 25/11/2024. We are asked to please make a note of the date the ANPR is coming to the parish and ensure the post is cleared of all other devices the day before the scheduled visit.

Action Cllr A Johnston

12.2 Footpath issues. To include

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

See under item 6

12.2.2 To discuss skirting of footpath opposite the village hall.

The path opposite the village hall is badly overgrown. This is something that SCC should be clearing. The Clerk will ask Cllr Hopfensperger if there are any plans to carry out these works. In the meantime, the Clerk will ask Peter Kerry for a price to clear the path.

Action Clerk

12.2.3 To discuss overgrowth on footpath on The Street.

This matter has been dealt with.

12.3. Village Matters to include:

12.3.1 Village questionnaire, to discuss questionnaire content,

The Clerk has done some work on the questionnaire. The Councillors made some further suggestions, including the arrangements for returning the document. The Clerk will include these and will make arrangements to have 100 copies printed ready for delivery. It is intended that they will be delivered, by the Councillors, w/c 14th October with a requested return by the 31st October.

Action All

12.3.2 To receive any update on the Biodiversity and Environmental policy.

This matter is in hand.

12.3.3 To discuss response from the Rural Coffee Caravan.

As discussed at the last meeting it has been suggested that the Rural coffee Caravan might be able to site their van at the area near the War Memorial. They have confirmed that they will have a drive over to the war memorial with one of their towers, to double check they can park the caravan up safely. It is much larger than the original caravan, so they just need to double check. Once this has been confirmed they will let us have some dates.

12.3.4 Grass cutting, to note cuts received this year and agree contract for next year.

We have had seven cuts so far this year. We have budgeted for ten. There is a likelihood that we will require another cut. The Clerk has been in correspondence with the grass contractor, and he is happy to keep the price the same as this year, for next year for the general grass cutting.

However, due to the amount of work involved, he will need to increase the price to cut the Churchyard from £50 to £100 per cut. It was agreed to leave the grass cutting budget at £2,000 for next year as we are aware that more cuts may be needed than we have had this year.

12.3.5 To discuss request for land ownership information from Gigaclear.

Cllr A Johnston had raised concerns about a request from Gigaclear to identify a landowner in Church Road. On investigation it was ascertained that the organisation is only seeking permission to use an existing telegraph pole for their cabling. Unfortunately, we were not able to identify who the land belongs to.

13. Planning Matters

None received.

14. Councillors reports and items for future agendas.

No items raised.

15. Correspondence for action/information

Preventing Radicalisation Responsible Venue Hire Training, this information has been sent to Great Livermere Village Hall

16. Date of next meeting. Wednesday 20th November 2024 7.00pm

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

17.1 Personnel Issues. To discuss a potential increase in Clerk's hours.

The Clerk has requested an increase in her hours from 3 hours and 30 minutes to 5 hours per week. The Clerk appreciates the impact this increase will have on the budget but feels that, unfortunately, the growing workload—due to both gradual increases over the years and heightened legal and governance requirements—makes it impossible to meet the expected standards within the current time allocation. The Councillors would like the opportunity to discuss this matter further and will report their decision at the November meeting.

17.2 Legal Issues.