

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 10th September 2025 at 7.00pm in Great Livermere Village Hall

Present: Cllrs A Norburn, A Johnston, T Redman, N Wood & Suffolk County Council (SCC)
Councillor R Hopfensperger

Local resident Nic Woods was co-opted on to the Parish Council. A Declaration of Acceptance of Office and Register of Members' interest Form were completed. The Clerk will submit these to West Suffolk District Council.

1. Apologies for absence

Apologies for absence were received and accepted by the councillors from Cllrs S Chalton, R Charlton & West Suffolk District Council (WSDC) Councillor A Speed..

2. Members Declarations of Interest and Dispensations:

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

2.2 To receive written requests for dispensations for disclosable pecuniary interests. None received.

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

3. Meeting Open to the Public

2 members of the public present.

A resident came to discuss items 11.3.1 and 11.3.2 on the agenda. The other resident present came to discuss item 11.3.7 on the agenda. The Chair brought these items up the agenda for discussion.

11.3.1 To discuss issues raised regarding feral chickens/cockerels in the village.

Concerns were raised about the feral chickens in Troston Road and around Orchard Close. The birds are increasing in number quite alarmingly. The noise the cockerels produce can be very bothersome and concerns over the mess they make is another area of concern. The build-up of bird poo is getting more as the numbers increase. This could potentially cause a health hazard, as bird flu can spread through their droppings. Although the Parish Council recognise that this matter is one of great concern for residents in the village, they have very limited powers over what action can be taken to reduce their numbers, particularly as they do not own the land they are on. It was agreed the best course of action would be to speak to the local gamekeeper to see if they can help. Cllr N Wood will carry out this task.

Action Cllr Wood

11.3.2 To discuss speed of tractors travelling through the village.

Concerns have been raised about the speed of tractors driving through the village, particularly those from the Euston Estate. While it is acknowledged that they may not be exceeding the legal speed limit, their pace is often inappropriate for the narrow roads and local conditions.

Pedestrians, in particular, can feel vulnerable when such large vehicles pass close by. There has been an occasion when a tractor even tipped over on one of the bends—a reminder that any pedestrian or motorist caught up in a similar incident could face serious, potentially life-threatening injuries or worse. At their current speeds, these tractors would struggle to stop quickly in an emergency, and they are also leaving debris on the road, further increasing the risk of accidents.

The Clerk will write to Euston Estates to ask their drivers to be more considerate when driving through the village.

Action Clerk

11.3.7 To discuss arrangements/agree costs for Village Sign post repair.

Local resident Dave Hurrell kindly carried out repairs to the post supporting the village sign. The replacement post cost £85.11, which will be included in the payments for the next meeting. Mr. Hurrell generously gave his time and did not charge for his labour. The Parish Council expressed their sincere gratitude to him for this.

Action Clerk

4. Minutes - The minutes of the Wednesday 16th July 2025 meetings were agreed and approved as a correct record.

5. Report from County Councillor (SCC): R Hopfensperger.

Cllr Hopfensperger reported that issues with the cancelation of the bus, due to a road closure, has been resolved. The bus will be running again, as per its original schedule, from tomorrow. We were very grateful to hear this and thanked Cllr Hopfensperger for her help with this matter. Cllr Hopfensperger understands the Parish Councils frustration with the works to the bridge at Ampton Water. She is in regular contact with Claire Dickson, who is heading up the project, and can assure the Councillors that this project is something that Claire is prioritising but she is being held up by other departments involved in the scheme. Cllr Hopfensperger could confirm that the money for the project has been allocated. The Councillors are arranging a meeting with Claire Dickson, confirmed as Wednesday 24th September at 7pm. They would like to ask if anyone from the Structures team could attend as well and if it would be possible to have a programme of works and a commitment in writing that the funds have been allocated. The Clerk will contact Claire Dickson regarding these requests.

Action Clerk

The full business case for 'One Suffolk' will be published ahead of a final decision and approval by County Council's Cabinet on 16 September. Submission, once approved, will be sent to Central Government by 26 September 2025. The proposal will see all of Suffolk's six councils abolished and replaced with one new unitary council - which would deliver both local and county-wide services. There is an alternative proposal from the districts and borough councils, to split Suffolk into three arbitrary council areas. Government Ministers will be deciding later this year which proposals to put out to public consultation, before making their final decision in early 2026.

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

Cllr Speed did not attend the meeting.

7. Progress reports from Chair

The Chair had no additional report to make.

8. To receive any progress report from Clerk:

8.1 (i) To note Clerks attendance at HMRC, Employers Filing Obligations webinar.

The Clerk found this quite a helpful session. There has been an issue with a nil filing return, the Clerk has written to appeal the £100 fine.

(ii) SCC Highways Self Help session,

The Clerk attended the recent SCC Highways self-help training and was reminded that SCC could pay for equipment, used by members under the scheme.

(iii) WSDC briefing on the Local Government Re-organisation (LGR)

This was an interesting session, workshopping concerns. Ultimately the final decision regarding the re-organisation will be made by Central Government.

(iv) 'Clarity on SAPPP 2025 Practitioners Guide Assertion 10' training.

The Clerk attended the session looking at the key updates in the 2025 edition of the Smaller Authorities Practitioners' Guide (SAPPP) with a focus on Assertion 10 of the Annual Governance Statement and on how it now extends to councils' IT governance and data integrity. We need to do an IT Policy, check our accessibility compliance and check and update, if needed, our accessibility statement. This will form part of the audit, for 2025/26. Also Councillors need to use a dedicated Parish Council email address. It is being recommended that we use the .Gov domain. The Clerk has asked for a price for these and we will discuss the use of these at our next meeting.

Action Clerk

8.2 Request to attend Writing Grant Applications and Sourcing Funding training.

The Clerk would like to attend the above training session, the fee for this is £36.00. This will be shared by all the Councils she works for. The Council were happy for the Clerk to attend this training.

Action Clerk

8.3 To note Clerk pay award.

It was noted that, effective 1 April, the Clerk has progressed to the next point on the National Joint Council (NJC) pay spine for Local Government Service and the pay award made will be backdated to 1st April.

9. Finance/Policy/Compliance.

9.1 To approve/note the following payments/receipts.

Salary/admin	Payment	Various	-£1,113.99
Grass cutting	Payment	CCTS	-£600.00
Email mailbox	Payment	CAS	-£24.00
Bus shelter cleaning	Payment	Jeff Wells	-£22.00
Bank charges	Payment	Unity Bank	-£6.00
Bank charges	Payment	Unity Bank	-£6.00

9.2 Audit to note Receipt of documents – notification of exempt status, 2025.

We received an automated message to notify us that PKF Littlejohn have received and logged the notification of exempt status for the year ended 31 March 2025 for Great Livermere Parish Council. By notifying them that Great Livermere Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, to be issued for this reporting year.

Unless PKF Littlejohn receive any correspondence from local electors during the period for the exercise for public rights that requires them to contact us, we will not hear from them again this year.

9.3 To discuss updates from Unity Bank.

At the time of the meeting no further update had been received from Unity Trust Bank about the request for dual signatories on the account.

9.4 To adopt/update.

(i) Reserves Policy

The Reserves Policy was agreed and adopted.

(ii) Internal Audit Control Policy.

The Internal Audit Control Policy was updated, agreed and adopted. We need to do some further work on (i) Procedures for dealing with Subject Access Requests. (ii) Procedure for dealing with Data breaches and (iii) Data Retention & Disposal Policies within the policy. The Clerk will do the work for this.

Action Clerk

9.5 To consider items for inclusion in the 2026/27 budget.

It was agreed to hold a zoom working party meeting, ahead of the next Parish Council meeting to discuss the budget details. The following items will be included for discussion:

Grass cutting.

War Memorial future maintenance.

Contingency for a locum if the Clerk is unavailable for an extended period.

A fund for future village sign repairs/maintenance.

A fund for future bench repairs/maintenance.

Dedicated .Gov email addresses.

There is currently £5,400 earmarked for the Play Area.

The budget will be included as an agenda item for the November meeting.

Action Clerk

9.6 To receive information regarding penalty notice HMRC.

See under item 8.1

10. Play area

10.1 Play area report, circulated.

10.2 To discuss replacement of football nets/goals.

The quote, from Countryside Conservation and Tree Services (CCTS) for £702 for installation of the goal posts was agreed. The Clerk will order the goalposts to be delivered to Cllr Johnstons house and make the arrangements with the contractor (CCTS) to have them installed.

Action Clerk

10.3 To discuss any areas of concern.

There are no current areas of concern.

11. Highway/village matters

11.1 Update on Highway matters to include:

11.1.1 To receive any Vehicle Activated Sign (VAS) update.

The Automatic Number Plate Recognition device is coming to the village again. Cllrs Norburn and Johnston will make arrangements to take our device down.

11.2 Footpath issues. To include

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

As discussed under item 5, Claire Dickson, Operations Manager, Rights of Way and Access Growth, Highways and Infrastructure Directorate, Suffolk County Council, will attend a meeting outside of the Parish Council meeting to discuss the works to the Bridge at Ampton Water. This is being set up as she had not had back the reports she was hoping for ahead of tonight's meeting. The meeting is being scheduled for Wednesday 24th September. Ahead of this meeting the Clerk will ask if someone from the Structures team could attend as well and if it would be possible to have a programme of works and a commitment in writing that the funds have been allocated.

Action Clerk

11.3. Village Matters to include:

11.3.1 To discuss issues raised regarding feral chickens/cockerels in the village.

This item was discussed under item 3, Meeting Open to the Public.

11.3.2 To discuss speed of tractors travelling through the village.

This item was discussed under item 3, Meeting Open to the Public.

11.3.3 To discuss new litter-dog bins in the village.

The Parish Council has been offered one more additional lockdown bin for free, with any additional bins costing £415 + VAT. An alternative type of bin was also offered, but it would need to be emptied locally. After discussion, the Council agreed to have a lockdown bin at the bus stop. It was decided not to install a bin at the play area, as the WSDC operative who empties the bins reported that the existing bin there was rarely used. The Council will continue to monitor the situation there and reconsider if litter becomes a problem in that area. Cllr. T. Redman raised concerns about the visual impact of the lockdown bin at the bus stop, which is within a conservation area. He asked whether the bin could be disguised to reduce its appearance. The Clerk will contact WSDC to inform them of the Parish Councils decision to have a lockdown bin at the bus stop and to ask whether disguising the new bin is acceptable. It was noted that the Council received has £1,200 worth of lockdown bins and frames, and that the removed bins were old and would have been unpleasant to store. Retaining the old bins would have required transferring their contents into the new lockdown bins locally, which was not considered viable at this time.

Action Clerk

11.3.4 To arrange date to meet to discuss 2026/27 Grass Cutting contract.

We need to confirm which areas in the village we want to continue to have cut. We will ask for a breakdown of costs to help with this and arrange a meeting with the grass contractor for after the November meeting.

Action Clerk

11.3.5 To discuss arrangements for the wreath for Remembrance Day.

The Clerk has arranged a wreath for Remembrance Day. Cllr Norburn will lay the wreath on behalf of the Parish Council. It was agreed to make a contribution to the Royal British Legion for £30 again this year.

Action Cllr Norburn/Clerk

11.3.6 To note receipt of updated definitive map for Gt Livermere. (circulated)

Noted.

11.3.7 To discuss arrangements/agree costs for Village Sign post repair.

This item was discussed under item 3, Meeting Open to the Public.

11.3.8 To discuss current road closures and arrangements for local bus service.

This matter has now been resolved, see under item 5, Cllr Hopfensperger report.

11.3.9 To discuss management of Emergency plan and option to attend Rest Centre training.

Ex Councillor Helen Johnston is happy to remain on as a contact but not as the lead on the plan. Cllr A Johnston agreed to review the Plan and we will revisit the issue of who will be the lead at the next meeting. There is some Rest Centre Training being held at Honington and Sapiston

Village Hall on Thursday, 23rd October 2025 from 6:00–9:00 PM. The Clerk will attend and share the information regarding the training and those Councillors, who are able, will attend.

Action All/Clerk

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

None received.

13. Councillors reports and items for future agendas.

No additional items received.

14. Correspondence for action/information

14.1 West Suffolk Parish and Town Forum – 21 October 2025 at West Suffolk House, Bury St Edmunds. The Clerk will attend this event.

14.2 Domestic energy efficiency upgrades, WSDC. Circulated.

14.3 To receive request from WSDC inquiring what we are doing to reduce carbon emissions. The Parish Council use electronic devices, to avoid printing and car share to events, where possible.

14.4 Getting your message across - Free webinar by Suffolk Wildlife Trust. Noted.

14.5 Free online planning seminar NPPF, green/grey belt appeals, levelling up

The Clerk will attend this free event.

15. Date of next meetings:

Date of next meeting 19th November 2025, 7pm in the Village Hall

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

16.1 Personnel Issues. None.

16.2 Legal Issues. None.