

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 22nd July 2020 7:30pm in Great Livermere Village Hall.

Present: Cllrs: A Hudson, H Johnston, A Johnston, J Hartley, B Bryers, A Norburn, C.Cllr R Hopfensperger & WS Cllr Brown.

It was confirmed that Cllr Hudson has decided to stand down as Chair. It was unanimously agreed to elect Cllr H Johnston as the new Chair. Cllr Hudson was thanked for the work he did whilst in the role.

Cllr Hartley is moving away from the village and so this would be his last meeting. He will be greatly missed both as a Parish Councillor and as a respected and much loved member of the community.

Co-option of new councillor

Andrew Norburn was welcomed on to the Parish Council. The Clerk will arrange the relevant paper work.

Action Clerk

1. Apologies for absence None received

2. Members Declarations of Interest and Dispensations:

2.1 To receive declarations of interest from councillors on items on the agenda.

2.2 To receive written requests for dispensations for disclosable pecuniary interests.

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

3. Minutes - to confirm and sign the minutes of the Wednesday 3rd June 2020 meeting as a correct record. (Minutes circulated)

4. Meeting open to the public

None present.

6. Report from County Councillor: R Hopfensperger.

Cllr Hopfensperger sent a report, which is available upon request. Cllr Hopfensperger reported that things are gradually getting back to normal working at SCC. A lot of work is going in to getting the town centres as open as possible. Certain areas are being closed off to allow pedestrian access and to encourage exercise. We are very lucky in that there is a very low instance of infection rates in our area. At the time of the meeting there was no new deaths being reported since the start of June. Cllr Hopfensperger said she would be happy to help with any planning issue if she was able to. Cllr Hopfensperger offered some money from her locality budget towards the cost of the purchase of a VAS.

7. Report from WS. Councillor: S. Brown

The Chairman asked Cllr Brown for advice about representation at the planning committee regarding the current application for change of use and conversion of some farm building in the village. Cllr Brown reassure the Councillors that he would make sure any representation required was made when the time came. We are currently waiting for the applicant to submit some new plans, reflecting the comments made by the West Suffolk Conservation officer. The Councillors were in agreement that they support the redevelopment but that it needs to be in keeping with the heritage of the existing buildings. The issue of light pollution and the increase of cars, and the capacity for parking needs also to be considered. Concerns were raised about the need for such a development in the village, as a similar scheme, in a neighbouring village, has not been successfully let as yet.

8. Progress reports. For information, from:

8.1. Chairman

8.1.1 Training, to discuss options for Chairman and Councillor Training.

The Clerk has been in contact with SALC about their upcoming training programme.

They are working on their councillor training and will be aiming to get this started from September and chairmanship from October - this will all be online. They will promote these courses as soon as it is finalised.

8.1.2 Social Media, to discuss the Parish Councils media presence.

The Councillors discussed the Parish Councils media presence. It was agreed that we would explore the possibility of posting information on the existing Great Livermere Facebook site. Cllr Norburn will investigate this and the item will go a future agenda for further discussion.

Action Cllr Norburn/Clerk

8.1.3 Assets Register, arrangements to update the current assets register

Cllrs A Johnston & B Bryers have been doing some work assessing the conditions of the village assets. They will report back at the next meeting.

Action Cllrs A Johnston/Bryers

8.2 Clerk:

8.1 Electronic Communications.

The Councillors were reminded of the importance of making sure they replied to emails and WhatsApp messages.

8.2 Webinar, website accessibility training.

We have an obligation to, at the very least; have an accessibility statement on our website by 23rd September 2020. To achieve this statement we will need to review the website fully. This could potentially be a big job. It was proposed that the Clerk look at how much time this likely to take and a decision will be made regarding if any extra hours are required or if we should contract this out.

Action Clerk

8.3 New Police Community Engagement Officer, update on current situation.

The Community Engagement Officer's role is to promote Suffolk Constabulary campaigns including crime prevention advice, information and reports on local issues or crime trends. Pc 836 Jon Gerrish is now working at Bury St Edmunds Police Station. He can advise you with signing up as either individuals or parish councils / town council to the following: Twitter, Facebook, and Police Connect – timely police advice regarding crimes in your area. Jon is also responsible for Neighbourhood Watch – 4 volunteers are still needed for network coordinators please ask for more details. Community Speed Watch – Has your Parish signed up (re launching in 2021) Public Support Volunteers, Cadets.

Jon has been asked to liaise with you to help support you in using the above Force campaigns as this will assist you in receiving timely information from Suffolk Constabulary. As always, our website will also be able to help you [r](#) where you can find further help under 1st Principles and all our crime prevention advice is recorded [Suffolk.police.uk/first principle](https://www.suffolk.police.uk/first-principle).

There is also www.askthepolice.uk, which covers information and support of various topics.

Do not forget the website allows you access to review the crimes occurring in your area.

To find out what crimes have occurred in your area and more statistical detail for the Bury St Edmunds area can be found via: <https://www.police.uk/pu/your-area/suffolk-constabulary/bury-st-edmunds/?tab=Statistics>

8.4 Request for Historical Research Volunteers.

The British Horse Society are undertaking work to record legal rights, and to preserve and reinstate routes. They are currently looking to recruit Historical Research Volunteers in the Eastern Region. This information was put on the noticeboard.

8.5 Councillors roles. To consider Councillors roles in the Parish Council going forward. As there has been a change Councillors recently it was agreed that we should reassign roles and responsibilities with in the Council. These roles will be considered at the next meeting. These would include:

Chair
Vice chair
Social media
Footpaths
Trees
Roads, potholes etc.
Defibrillator
Village Hall
Community assets
Play area
VAS

8.6 Dog fouling, Dogs Trust posters

The Dogs Trust no longer provide posters but you can download them. The Clerk will send details to the Chairman and she will print some off. **Action Chairman/Clerk**

9 Finance.

9.1 The following accounts were approved for payment:

Admin £594.43

9.1.1 Admin expenses.

9.2 Bank reconciliation

The Clerk provided a list of expenditure and a bank reconciliation.

9.3 Update on Barclays and internet banking.

This is still being arranged

9.4 To approve section one followed by section 2 of the 2019/20 AGAR

Section 1 followed by section 2 of the 2019/20 AGAR was approved and signed. The certificate of exemption was agreed and signed ready for submission. **Action Clerk**

There are a few issues raised by the internal auditor in his report, these matter will be addressed. **Action Clerk**

9.5 To consider closing old Lloyds bank account.

It was agreed to close this account as it is no longer required. **Action Clerk**

10. Grass cutting contract

To confirm grass cutting tenders for 2020/21

It was confirmed that David Thrower would undertake the grass cutting for the entire village.

11. Footpath leaflet

11.1 Update.

The footpath leaflets are being re-printed as they were printed upside down. A request for some Perspex holders was made. The Clerk will see if she can arrange to get some. It was suggested that some leaflets were delivered to RAF Honington. This will be organised. The Clerk will suggest this to Troston Parish Council also. **Action Clerk**

12. Highway/village matters

12.1 VAS, to discuss option to replace or repair

It is going to cost in the region of £750 to repair the VAS. It was agreed that this would not be an effective use of money. It was therefore decided that we would invest in a new device. Both Cllr Brown and Cllr Hopfensperger agreed to contribute towards the cost. Cllr A Johnson and the Clerk will look at some different models that are available and bring some further information to the next meeting.
Action Cllr A Johnson/Clerk

12.2 Feral Chickens. To agree action taken.

A letter was sent to the residents explaining that there is little more that the Parish Council can do at this stage. If the problems arises again it was asked that the nuisance be diarised by the residents, shared with the Parish Council and then passed on to West Suffolk Council.

12.3 To consider providing litter bins by the paddock and the opposite end of the footpath.

A resident has done a lot of work to improve the area at the end of the footpath by the paddock. Unfortunately, dog owners are not always clearing up after their dogs. It was suggested that a dog litterbin here would potentially help. A bin at the other end was considered but it was pointed out that it would need to be on a bin collection route and as such was not really an option. The clerk will check to see if a new bin can be added for collection and look for a suitable bin. The Clerk will liaise with Cllr A Johnston about installation.
Action Cllr A Johnston/Clerk

13. Play area report

13.1 To discuss permanent signage

It was agreed to purchase an A4 permanent sign for the play area to display the Covid-19 advice.
Action Clerk

14. Risk Assessment

14.1 To review and adopt new risk assessment

The Clerk has prepared a new risk assessment for consideration. It was agreed to adopt this document.

15. Code of Conduct consultation

The Clerk has forwarded the Councillors the link for the Code of Conduct Consultation and recommended that they all complete it.
Action All

16 Review of policies and documents

The Clerk will be sending out Standing and Financial orders for review

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

17.1 DC/20/0539/FUL | Planning Application - change of use (i) conversion of existing single storey barn to 2no. dwellings (ii) conversion of barn to office (class B1) (iii) additional office block (following demolition of existing barn) (iv) site access, parking and landscaping. | Plot 1 Land Opposite Street Farm House The Street Great Livermere Suffolk. To confirm current status. See comments under item 7. Report from WS Councillor: S. Brown

18 Councillors reports and items for future agendas.

No reports or items.

19. Correspondence for information

SCC quiet lanes. Circulated.

20. Date for next meeting: 23rd September 2020

21. To consider the exclusion of the public and press in the public interest for consideration of the following items: 21.1 Personnel Issues. None. 21.2 Legal Issues. None.