

## GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Annual Parish Council meeting held on Wednesday 21<sup>st</sup> May 2025  
7:30 in Great Livermere Village Hall

Present. Cllrs, A Norburn, A Johnston, T Redman & SCC Cllr Hopfensperger.

### **1. Election of Chair**

Cllr Redman nominated Cllr Norburn for the position of Chair. This was seconded by Cllr Johnston. All in agreement. Cllr Norburn accepted the position.

### **2. Chair's Declaration of Acceptance of Office**

Cllr Norburn completed the Declaration of Acceptance of Office form.

### **3. Election of Vice Chair**

Cllr Norburn nominated Cllr Redman for the position of Vice Chair. This was seconded by Cllr Johnston. Cllr Redman accepted the position of Vice chair.

### **4. Co-option of new Parish Councillor**

No applications received.

### **5. Apologies for absence**

Apologies were received and accepted by the Parish Councillors from Cllrs R Charlton, S Charlton & WSDC Cllr A Speed.

### **6. Members Declarations of Interest and Dispensations:**

6.1 To receive declarations of interest from councillors on items on the agenda. Cllr T Redman declared an interest in item 16.2 DC/25/0348/HH - a. remove existing render to south wall and re-render in line with incorporation of lambswool insulation b. structural repairs to sash window frame on a like for like basis at rear of dwelling Location The Cottage Barton Road, and left the meeting for the decision making discussion.

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

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

7. **Minutes** - The minutes of the Wednesday 20<sup>th</sup> March 2025 meeting were agreed, approved and signed as a correct record.

### **8. Meeting open to the public**

A local resident has contacted the Clerk for an update on both the bridge at Ampton Waters and the planning application regarding land opposite Street Farm. The Clerk has responded and both these matters are covered later in the minutes under items 15.2.1 and 16.1

### **9. Report from County Councillor (SCC): R Hopfensperger.**

The Councillors thanked Cllr Hopfensperger for the grant that she made towards the costs of the damaged play area equipment removal and the skirting of the footpath opposite the Village Hall. Cllr Hopfensperger confirmed that, with regard the move to a Unity Council, Central Government have asked to look at business models for all the proposals, these need to be submitted by the 26<sup>th</sup> September 2025. There will be more local engagement session to help everyone better understand the move. There will be Mayoral elections in May 2026, and possibly another boundary review after this. Cllr Hopfensperger will continue to keep us updated on these matters. Cllr Hopfensperger asked that we make sure that any highway issues are reported using the SCC on line reporting tool. Cllr Hopfensperger said that she would make up any shortfall, requested from Cllr Speed, for the replacement of the football goals, from her locality budget. See under item 10 & 14.2. Cllr Hopfensperger provided a full Annual Report from SCC. This report is available upon request.

**10. Report from B. Councillor: A Speed.**

Cllr Speed was unable to attend the meeting. The Clerk has sent an email to Cllr Speed to ask if he would consider a variation to our grant request. This is discussed further under item 14.2.

**Action Cllr Speed/Clerk**

**11. Progress reports from Chairman**

There was no report this month.

**12. To receive any progress report from the Clerk**

12.2 To confirm attendance at the next SCC Highways Forum.

The Clerk attended the SCC Highways forum on 13<sup>th</sup> May. At this it was reported that SCC are only responsible for 29% of road works, and the associated road closures/diversions and that 71% of these were down to utility companies. Due to timeframes, imposed from Central Government, some road closures can result in only one days’ notice being required. In some cases, SCC only find out after the event, due to these constraints. The contactors are required to provide the routes and signage for the diversion/road closures. SCC do carry out audits on a small percentage of this signage but they simply do not have the resources to check it all. SCC are lobbying Central Government, who’s legislation they have to follow, to have more local information included on the signage to avoid some of the long diversion residents have to follow.

12.3 To confirm attendance at the next West Suffolk Parish Conference.

The Clerk will be attending the next Parish Conference on 17<sup>th</sup> June, 6pm in Newmarket. As always she is happy to give a lift to any Councillor who would like to attend.

12.4 To discuss sharing of information moving forward.

The Clerk would like to investigate the sharing of information more widely ahead of Parish Council meetings, to be complaint with transparency code. There is no clear guidance on this, the legislation just states ‘associated papers’ must be supplied with the agenda. A definition of ‘associated papers’ need to be confirmed and any burden this obligation brings needs to be proportionate to the size of the Council and the time allowed for the Clerk to carry out their role.

12.5 To review, and update as required:

Following circulation the following documents were reviewed, updated as required, and agreed:

(i) Standing Orders. (ii) financial Standing Orders- New FSO 2025 version modified and adopted.

(iii) Risk Assessment. (iv) Asset Register. (v) Code of Conduct and (vi) Clerks Contract.

**13. Finance.**

13.1 the following payments were approved/noted.

Precept	Receipt	West Suffolk	£11,210.00
Grant R Hopfensperger, play area	Receipt	West Suffolk	£550.00
annual subscription	Payment	SALC	-£143.18
Bus shelter cleaning	Payment	Jeff Wells	-£20.00
maintenance visits 04 April 2025	Payment	C, C & Tree services	-£212.40
Administration, including salary	Payment	Various	-£872.71
Insurance, final amount to be confirmed	Payment	Zurich	-£464.00

13.2 To confirm arrangements for End of Year Accounts, Internal and External Audit

Unfortunately, we had been unable to book a slot with the internal Auditor, SALC, to allow completion of the 2024/25 accounts by the May meeting. Therefore, we will need to hold an extraordinary meeting in June, after the completion of the Audit week ending 6<sup>th</sup> June. This was meeting was agreed for 26<sup>th</sup> June at 6pm in the Village Hall.

## **14. Play area**

14.1 Play area report, circulated.

14.2 To discuss replacement of football nets/goals

As discussed under items 9 &10, Cllr Johnston has been looking at options for replacing the football nets at the Play Area, as they in a very poor state of repair. On further inspection it was noted that the goals themselves are also in a poor condition. Cllr Johnston has looked at some prices, from the original supplier, to not only replace the nets, but to replace the goal posts as well. The cost for these would be in the region of £1340, plus any installation costs. It was agreed that we should go ahead with this purchase, as it was felt that it would be a false economy to just replace the nets, as the posts were failing. As mentioned previously under item 10 the Clerk has asked Cllr Speed if he would increase the grant offer to cover the increased costs and as reported under item 9 Cllr Hopfensperger has committed to covering any shortfall if Cllr Speed is unable to increase his grant offer. Once Cllr Johnston has confirmed the exact specification for replacement, an application for funding will be submitted and an order will be placed.

**Action Cllr Johnston/Clerk**

14.3 To discuss any areas of concern.

There were no new areas of concern on the report.

## **15. Highway/village matters**

15.1 Update on Highway matters to include:

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

Jonathan Shaw, SCC ANPR Officer provide the Council with data collected from the recent visit from the ANPR device to Great Livermere. During the period 10/3/2025 to 17/03/2025 a total of 982 photos were taken with a majority of drivers, 684 driving between 30-34 miles per hour (mph). 301 drivers were driving at over 35 mph, 89 over 40mph and 4 over 50mph. The top speed recorded was 54mph.

15.2 Footpath issues. To include

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

Claire Dickson, SCC Operations Manager, Rights of Way and Access is chasing, and is awaiting results from an additional topographical survey. There were a few queries on the first one and this required additional investigation works. She has been told that she should expect this in the next ten days so then hopefully they can start pulling everything together for planning permission. She apologised that this is not quite where they wanted to be by now but they have to have all of this in place for design and relevant permissions required.

15.3. Village Matters to include:

15.3.1 To receive any update on the Biodiversity and Environmental policy, to include the suggestion to re-wild an area at The Forge and confirmation of land ownership.

The Clerk has obtained a map from the Land Registry, which shows that land at the Old Forge is owned by Ampton Estate. Cllr Redman will pursue the idea of re-wilding this area with the estate.

**Action T Redman**

15.3.2 To receive an update from the Rural Coffee Caravan regarding visits.

The Coffee Caravan plans to visit the village on the following dates Monday 23rd June 2-4pm Monday 28<sup>th</sup> July 2-4pm, Monday 22nd September 2-4pm. This would be at the War Memorial. If they are able to use the Village Hall at either 10-12 or 2-4, they could also come to the village on Monday 27<sup>th</sup> October & Monday 24<sup>th</sup> November. The dates for the War Memorial visits were considered to be fine and the Clerk will contact the Village Hall about the Caravan visiting there in the colder months.

**Action Clerk**

15.3.3 To discuss location of litter bins in the village, to replace dog litter bins.

Following on from the discussion at the last meeting, and the work Cllr Johnston has done, the sites for the replacement bins were agreed. The ones at the bottom of Callow Hill and The Park

entrance are straight forward swaps. However, concerns were raised about the size of the bin, with the need for farm traffic to pass, at the Village Hall location. It was suggested that we arrange a site visit to discuss the exact location for this one. The Clerk will contact West Suffolk regarding this.

**Action Clerk**

15.3.4 To discuss option to include a page on the website, dedicated to the Village Hall. The Councillors are happy for the Village Hall to have their own page on the Parish Council website. The Clerk will contact the Village Hall regarding this. The Village Hall would be expected to manage the page themselves.

**Action Clerk**

15.3.5 To confirm ownership of public green spaces. In addition to confirming the land ownership of the Old Forge (item 15.3.1) the map showed all the land recorded as being under the ownership of Ampton Estate. The Clerk confirmed Mere View, Birds Croft and Orchard Close are under the ownership of West Suffolk District Council. It was agreed that, in a bid to ensure we are not paying for grass to be cut, that is being cut by others, that we would revisit our grass cutting contract. The Clerk will include this as an agenda item for a future meeting.

**Action Clerk**

15.3.6 To confirm receipt of dog poo poster

The Clerk provided the Parish Council with some dog poo posters, supplied by West Suffolk Council. Cllr Redman will put these up in the village.

**Action Cllr Redman**

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

16.1 Application for lawful development certificate for existing use or development for confirmation of commencement of lawful development as approved under application DC/20/0539/FUL. Plot 1 Land Opposite Street Farm House, The Street. It was understood that this application is to seek West Suffolk Councils confirmation that the development approved under DC/20/0539/FUL was lawfully implemented with the required time limit. The application and information were noted.

16.2 DC/25/0348/HH - a. remove existing render to south wall and re-render in lime with incorporation of lambswool insulation b. structural repairs to sash window frame on a like for like basis at rear of dwelling Location The Cottage Barton Road.

As noted under item 6.1 Cllr Redman declared an interest in this item and left the meeting for the decision making discussion. The Councillors had **no objection** to the above application.

**17. Councillors reports and items for future agendas.**

17.1 To receive update from Cllr Johnston on purchase of Neighbourhood literature.

Cllr Johnston provided the Clerk with receipts for the expenses he has incurred in purchasing some Neighbourhood Watch literature. A payment for these will be raised for the July meeting.

**Action Clerk**

**18. Correspondence for action/information**

No additional correspondence received.

**19. Date of next meetings:**

Extraordinary meeting to agree End of Year Accounts June 26<sup>th</sup>, 2025, at 6pm. Date of next scheduled meeting 16<sup>th</sup> July 2025, 7pm in the Village Hall

**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.

Meeting closed 8.49pm