

GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Wednesday 23rd September 7:45pm via zoom

Present: Cllrs: H Johnston, A Johnston, A Hudson, A Norburn, & Cllr S Brown.

1. Apologies for absence Cllr B Bryers & C. Cllr R Hopfensperger

2. Councillor vacancy

The Government has passed The Coronavirus Act 2020. This has postponed all polls, including by-elections, to 6 May 2021. They have indicated that the situation will be kept under review and if safe to do so, further legislation will be laid that will permit by-elections and referendums sooner than 6 May 2021.

In accordance with the latest advice from the Electoral Commission, the Association of Electoral Administrators (AEA) and the National Association of Local Councils (NALC), West Suffolk are now publishing Notices of Vacancy for all casual vacancies which arise within their area. The notice advises if any poll is called for by the electorate then it will be held on 6 May 2021, or sooner if the public health situation and the Government passes legislation allowing elections to be held. We are being advised to advertise the vacancy on the website so that it can be seen by all.

3. Members Declarations of Interest and Dispensations:

3.1 To receive declarations of interest from councillors on items on the agenda. Cllr Norburn declared an interest in item 17.1 on the agenda

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

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

4. Minutes - Minutes of Wednesday 12th August 2020 meeting agreed and signed as a correct Record.

5. Meeting open to the public None present.

6. Report from County Councillor: R Hopfensperger.

Cllr Hopfensperger did not attend the meeting. The Clerk was asked to make sure that Cllr Hopfensperger is aware of our concerns over highway issues in relation to the proposed development at land opposite Street Farm House. See under item 17.1.

7. Report from B. Councillor: S. Brown

The Parish Council expressed their concerns over the lack of representation, from Cllr Brown regarding the proposed development at land opposite Street Farm House. The document submitted to the planning department clearly stated that whilst the Parish Council was broadly supportive of the development there were concerns outlined in a number of key areas that the Parish Council hoped would be debated in a committee review.

Cllr Brown stated that he understood the Parish Council had some concerns, but that they were in principle accepting of the development. It was requested by the Parish Council that Cllr Brown seek to ensure these concerns were represented accordingly. Cllr Brown stated that he fulfilled this request and also represented resident comments made directly to him, independent of the Parish Council.

Cllr Brown stated that he presented the feedback and response from planning on the points raised by the Parish Council, detailing that the concerns were relevant for the subsequent stages of planning application process, not at this point and that planning were in note of them. There was one point that had insufficient weighting for opposing the application in relation to the size of the premises, in accordance with national planning laws and policy.

With the concerns raised being of insufficient nature at this point of the planning application to warrant a full panel/committee review, Cllr Brown stated that there was no further action that was able to take at this juncture and all was done that could be.

8. Progress reports. For information, from:

8.1. Chairman

8.1.1 To confirm agreement for Councillor training.

Cllr Norburn would like to undertake some Councillor training. This was approved.

8.1.2

The Parish Council decided to purchase a wreath for Remembrance Day. They will make a donation of £30 to the Royal British Legion. The Chairman will lay the wreath at the ceremony on 8th November, on behalf of the Parish Council and residents of the Parish.

Action Cllr H Johnston/Clerk

8.2 Clerk:

8.2.1 To agree purchase of bin for footpath adjacent to the paddock.

The Clerk sought advice about what sort of bin would be best for the Parish to install by the paddock and any costs that may be involved. She was informed that West Suffolk are getting more and more requests for bins and are reviewing the service at the moment so have been asking parishes to pause any further installations for now.

Any new bins would be chargeable (current cost of £3.02). They are mainly installing combined litter and dog waste bins so they are dual purpose. It was believed that charging for all bins within a parish will be introduced in time so it is best to be mindful of having fewer bins and at the most appropriate locations. With this in mind, it was decided to leave the purchase of a new bin at the moment and to monitor the situation. We will discuss the matter further when discussing the budget at our next meeting.

8.2.2 Update on Planning Training.

The Clerk enjoyed the first 2 sessions but it was very whistle stop and she was not sure how 'user friendly' it was for those new to planning. She felt that her previous planning knowledge was definitely helpful. There are still 2 sessions to go and the information about the new government white paper will be included as an extra session, at no charge. This is proposing a change in planning laws to create zonal planning. There are 3 zonal areas: Growth, which will include things like hospitals, school etc. Renewal, urban and brown field and Protection, Greenbelt and AONB. We are not entirely sure where we fit into this currently but somewhere between Renewal and Protection is likely. The Clerk will keep the Parish Council up to date with any important developments.

Action Clerk

8.2.3 Update on website accessibility.

The Clerk has done the necessary work on the website to ensure it is compliant with accessibility laws that come into effect today, including the required statement. There is potentially still work to be done but the required changes have been made to satisfy the law.

9 Finance.

9.1 To following accounts were approved for payment

	Admin	£566.57
SCC	Footpath Leaflet	£420.00
Mijan	Office software	£50.00
D Thrower	grass Cutting Church	£200.00
ICO	Data protection	£40.00

9.2 Budget 2021/22.

The Clerk provided the Councillors with an up to date bank reconciliation, a budget report and a breakdown of payments for September. The Clerk also provide some budget figures for information before the November meeting.

Action Clerk

9.3 Update on Barclays and internet banking

This matter is still ongoing but it is anticipated that it will be resolved soon.

9.4 To note data logged for the external audit 2019/20

SF0261: Receipt of documents – notification of exempt status, 2020

PKF Littlejohn have received and logged the notification of exempt status for the year ended 31 March 2020 submitted to them 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, will be issued by them for this reporting year

10. Councillors Roles

10.1 The roles below were allocated to the Councillor:

Chair: Cllr H Johnston

Vice chair: Cllr A Johnston

Social media: Cllr A Norburn

Footpaths: Cllr A Hudson

Trees: Cllr A Hudson

Roads, potholes etc.: Cllrs A Johnston & Cllr B Bryers

Defibrillator: Cllr H Johnston

Village Hall: Cllr H Johnston

Community assets: Cllrs A Johnston & Cllr B Bryers

*Play area: All

VAS: Cllr A Johnston and Cllr A Norburn

* The Clerk will prepare a fortnightly rota for the play area.

11. Footpath leaflet

11.1 Post for way markers

Way markers, to be used in conjunction with our new footpath leaflet, have been received. It was agreed that we need more posts, for the markers, on the routes. SCC can provide the posts but they need to know how many we need. Cllr Hudson will look into this and let the Clerk know.

Action Cllr Hudson/Clerk

12. Highway/village matters

12.1 VAS, to confirm device for purchase and financial contributions from West Suffolk and Suffolk County Councillors.

Following discussion it was agreed to purchase the Elancity device at an overall cost of approx. £1867 +vat. Cllr Hopfensperger will fund half the cost and Cllr Brown will fund the other half. Cllr Brown will make the arrangements for Will Wright to get in contact with the Clerk to start the ball rolling for his contribution. Cllr A Johnston will confirm the quote and place the order. He will copy the Clerk in to any correspondence.

Action Cllr A Johnston/WS Cllr Brown & Clerk

12.2 To note Trostons request, to SCC, to move 30mph limit back towards Gt Livermere. Troston Parish Council are trying to get the 30mph limit move away from Troston, towards Gt Livermere. The Clerk will keep the councillors updated of progress.

13. Play area report

13.1 To discuss permanent Covid 19 advice signage

The sign are ready for collection. Once collected the Clerk will leave it with Cllr A Johnston for installation. **Action Cllr A Johnston/Clerk**

14. Asset Register

14.1 To discuss updated assets register

Cllr A Johnston has done a lot of work updating the asset register. He will look at costing some of the works ahead of our budget meeting in November. **Action Cllr A Johnston**

15. Welcome leaflet

15.1 To review and update as required.

The Clerk will do some work on the leaflet and then send out to all so it can be checked and updated as required. **Action Clerk/All**

16 Review of policies and documents

16.1 Review of Standing and Financial orders

Due to pressures of other work, these documents will be sent out as soon as possible for consideration. **Action Clerk**

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.

The application above will not be going to committee and it is being recommended for approval by panel. We were told that the height of the barn is not considerably different from the current height. The bin store is being moved away from Orchard Close. There will be conditions around lighting and we were informed that the parking standards for SCC have been met.

The Parish Council still have concerns over the lighting and would like to be reassured that our concerns are being taken seriously. In addition, despite recognising that SCC parking standards have been met at the site, there were still concerns about parking and highway issues if the unit is used to capacity. Our highway concerns will be expressed to Cllr Hopfensperger. Cllr Brown assured us that he would make sure that we were fully represented and updated regarding any conditions relating to the application. **Action Cllr Brown/Clerk**

Cllr Brown informed the Parish Council that West Suffolk planning would only communicate via letter in the future.

18 Councillors reports and items for future agendas.

Part of the wall has fallen down on the footpath, alongside the paddock and is partially blocking the path. The Clerk will report this. **Action Clerk**

The Councillors were asked to think about replacing the trees that came down in the winds, along Church Road. **Action All**

19. Correspondence for information

19.1 Local Plan

West Suffolk Council is producing a new Local Plan. Consultation from 13 October – 22 December 2020.

19.2 Boundary review

There is currently draft recommendations for changes to the boundaries for Suffolk County Council. However, as consultation requirements were not possible during the worst of Covid19 the Boundary Committee have determined that they will not come in to force until May 2025 elections (not the May 2021 SCC election). The Clerk will pick this matter up with Cllr Hopfensperger.

Action Clerk

20. Date for next meetings: Wednesday 18th November 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. Pay rise noted.
- 21.2 Legal Issues.