

GREAT LIVERMERE PARISH COUNCIL

**Minutes of Great Livermere Parish Council Annual Meeting held on Tuesday 22nd May 2018
7:30pm in Great Livermere Village Hall.**

Present: Cllrs: A Hudson, J Hartley, P Johnson, B Clay, J Coates & R Hopfensperger

1. Election of Chairman

Cllr Hartley nominated Cllr Hudson for the position of Chairman, this was seconded by Cllr Johnson. Cllr Hudson accepted the position of Chairman

2. Chairman's Declaration of Acceptance of Office

Cllr Hudson signed the Declaration of Acceptance of Office

3. Apologies for absence

B. Cllr S Brown

4. Election of Vice Chairman

Cllr Clay nominated Cllr Hartley for the position of Vice Chairman, this was seconded by Cllr Hudson. Cllr Hartley accepted the position of Vice Chairman.

5. To elect Council Officers and Representatives to outside

Cllr Bob Clay was elected as the Parish Council representative on the Village Hall Committee.

6. Members Declarations of Interest and Dispensations:

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

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 - Minutes of the 27th March 2018 & 4th May 2018 meetings were agreed and signed as a correct record.

8. Meeting open to the public

1 member present.

9. Report from County Councillor: R Hopfensperger.

For full report see under Annual Parish Meeting Minutes.

Cllr Hopfensperger is waiting to view the inspection report for Church Road. She is fairly sure there is no budget to replace the trees that came down, on Church Road, in the High winds. She felt however that SCC would have no objection to us replacing them ourselves.

The streetlight near the Village Hall still hasn't been repaired. It was questioned if this was a light that was due to be upgraded and hence why it was not being repaired. The Clerk will investigate this. The old streetlight, near Birds Croft is still there, covered and showing live supply. The Clerk will discuss this SCC. The School transport consultation will go to cabinet at the end of June.

Action Clerk

10. Report from B. Councillor: S. Brown

The Councillors were curious to now how often the road sweeper is scheduled to visit the village. The Clerk will look into this.

Action clerk

11. Progress reports. For information, from:

11.1. Chairman

The Chairman had no report to make.

11.2 Clerk:

11.2.1 Questionnaire

It was agreed to include a piece about the Good Neigh Scheme if the questionnaire hadn't already gone to print. It was agreed that the Councillors would all deliver to different areas of the village.

Cllr Hudson - 30mph sign back to Mere View.

Cllr Johnson – From Mere View -Troston Road -Bury Road – The Birches

Cllr Clay – Bird Croft – Orchard Close

Cllr Coates – Mere View

Cllr Hartley – Outlying properties

The Clerk will provide the questionnaire, envelopes and a sticker to be completed for collection.

11.2.2 List of TPO's in the Village

The Clerk has obtained a list and map of all the TPO's in the village, she will forward this to the Chairman for his records. **Action Clerk**

11.2.3 Change to Agenda

The practice of closing a meeting prior to the start of a public participation session (and resuming again afterwards) is now considered outdated and contrary to legal advice. As such a session forms part of the meeting in law, it should be included on the agenda, managed by the Chairman and documented in the minutes. The minutes should however be succinct and might only record a list of the topics raised. They should not, in particular, record the names or other personal data of individual members of the public taking part. The Clerk has changed the agenda to reflect this.

11.2.4 Change of meeting night

Following discussion, it was agreed to change the regular meeting night to a Wednesday. This is to better accommodate Councillors availability.

11.2.5 Parish Forum

The next Parish Forum is being held on May 29th in Bury. The focus of the evening will be on SCC Highways. The Clerk has had sight of some of the questions to be asked on the night and she is keen to hear SCC's responses She will report back at the next meeting. **Action Clerk**

11.2.6 Missing bench, footpath

A bench, believed to have been donated, on a footpath leading towards Ixworth, up past the cottage has gone missing. This will be reported to the police. **Action Clerk**

11.2.7 Car parking on the green

A request has been received from John Light to use the green area at Church Road for parking for a walking event on Thursday 7th June. The Councillors were pleasantly surprised to be asked as normally people just park here anyway. They were happy for the walkers to leave their cars there. **Action Clerk**

12.1 Finance The following accounts were approved for payment and the cheques signed by two signatories to consider payments.

Administration	£431.21
SALC, Subscription	£135.24
Iklenn Solutions	£15.00
Cane & Co, insurance	£307.57
LCPAS, internal Audit	£100.00

12.2 Future payments

The Clerk was asked to investigate the use of BACS to make payments.

Action Clerk

12.3 End of year Accounts

There is a change this year with the external auditor. The accounts have been internally audited, and a couple of minor suggestions have been made, which the Clerk will action. The Councillors all agreed the AGAR and Certificate of Exemption and the Clerk will submit this to the external auditors and assure we are compliant with our transparency code obligations. **Action Clerk**

12.4 Confirmation of receipt of Precept

The Clerk confirmed that the full precept amount asked for has been received.

13. Bus Shelter

To discuss the recent spate of vandalism
The Clerk will seek advice, from the Police, on how we can address the problems we have been experiencing in the village. It was noted however that the regular cleaning of the glass was having a positive effect on the overall appearance of the shelter. **Action Clerk**

14. Footpath/Footpath leaflet

The Clerk will contact Troston Parish Council so see how this matter is progressing. **Action Clerk**

15. Welcome Pack. Update from Cllr Hartley

This is still a work in progress, the Clerk will try to assist if she is able. **Action Cllr Hartley/Clerk**

16. Highway/village matters

16.1 Works to War memorial chains.

It was agreed that metal, rather than wooden posts, should be used at the war memorial. The Clerk has obtained a quote of £300 for the labour. Cllr Hudson will source the materials and liaise with the Clerk regarding getting the work done. There should be a grant forthcoming, via the village, from Cllr Brown. **Action Cllr Hudson/Clerk**

16.2 Condition of Church Road.

See under item 9, Cllr Hopfensperger report.

17. Village Hall

See report in Annual Parish Meeting Minutes.

18 Play Area to include: 18.1 Update from Cllr Johnson.

There is a new item reported for repair which Cllr Johnson will investigate. **Action Cllr Johnson**

19. Planning Matters

None received.

20. Councillors reports and items for future agendas.

It was suggested that the bin at the bus shelter be relocated to the bottom of the tract by the Old Forge. The Clerk will see if this is something that can be done as the emptying of the bin will need to be on a collection route. **Action Clerk**

21. Data Protection Act To discuss future arrangements to comply with new Data Protection laws. Update on requirement for Parish Council to employ DPO.

There is a proposed amendment to the Data Protection Bill. The proposed amendment, if passed, will exclude Parish and Town Councils from the Statutory Duty to appoint a Data Protection Officer. The Council will still be subject to the all of rest of the regulations GDPR and the new Act (once passed). Including adopting Privacy Notices and relevant policies, putting consent in place where required and keeping Personal Data safe in hard copy and electronically etc. If the amendment goes through it will be deemed good practice to appoint a DPO rather than a duty.

Having looked at the Parliamentary website, the Bill is at Committee stage and there is no date yet for when it will pass to the last Committee Reporting stage or for its third reading in the Commons. Amendments are not always successful, so we will have to wait and see what happens. The Clerk has prepared several documents for adoption and approval. These are as follow:

- Adopted - Information Protection Policy
- Adopted - Information Security Incident Policy
- Approved - Form - Risk Assessment
- Approved - Privacy Notice - Long.
- Approved - Privacy Statement – General
- Approved - Privacy Statement - New Councillor
- Circulated for signing - Awareness Checklist for Councillors.
- Copy of Approved - Assessment of personal data held by parish councils

It was agreed that a locked cabinet would need to be purchased and a formal disposal policy adopted. The Clerk will make the necessary arrangements to action the above. It was agreed that we would still employ LCPAS in the first year to ensure we are fully complaint with the new Act.

22. Correspondence for information

- 22.1 National Planning Policy update. Noted
- 22.2 Homelessness Consultation, Noted.
- 22.3 Your Police your say, dates for public meetings, the Clerk will try to attend.
- 22.4 Stroke prevention. Noted
- 22.5 Suffolk View Noted.

23. Date for next meetings: 18th July & 12th September 2018

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

- 24.1 Personnel Issues. To discuss option of Clerk's pension. Deferred until next meeting.
- 24.2 Legal Issues. To discuss Clerks contract of employment. Deferred until next meeting