

## GREAT LIVERMERE PARISH COUNCIL

Minutes of Great Livermere Parish Council meeting held on Tuesday 28<sup>th</sup> November 2017  
7:30pm in Great Livermere Village Hall.

**Present:** Cllrs: J Hartley, P Johnson, B Clay, J Coates, B. Cllr S Brown, C. Cllr R Hopfensperger & 1 member of the public

Cllr Hudson was unable to attend the meeting, so Cllr Hartley chaired the meeting.

1. **Apologies for absence** Cllr A Hudson

2. **Co-option of new Councillor**

There are currently two vacancies on the Parish Council. Anyone interested in becoming a Parish Councillor should contact the Clerk at [Greatlivermerepc@hotmail.com](mailto:Greatlivermerepc@hotmail.com)

3. **Members Declarations of Interest and Dispensations:**

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

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 the 26<sup>th</sup> September 2017 meeting were agreed and signed as a correct record.

Meeting Adjourned

5. **Meeting open to the public**

No comments made.

6. **Report from County Councillor:** R Hopfensperger

Cllr Hopfensperger told the Councillors that the school transport consultation will go back to cabinet in December and then will run until the end of February. She will be setting up a meeting with the Head at Thurston, during this time, to discuss options. The Clerk will forward the link for comments to the Councillors as soon as she receives it. The County Council budget was scrutinized, and it was proposed to increase it by 1.99%. Cllr Hopfensperger informed the Clerk that, if she experienced any problems after reporting issues to Suffolk Highways, she should forward the problem to her and she will help.

7. **Report from B. Councillor:** S. Brown

Cllr Brown provided the Councillors with a copy of the new Masterplan for (Bury) Town Centre. The plan would see more pedestrianised areas and less traffic. The bus station is to remain and be revamped. Cllr Johnson asked if we will have an opportunity to comment of the design of any new housing as it was considered important that this should be sympathetic with the historic nature of the town and not just a generic design. Cllr Brown said he would make sure that our views are represented when the time comes. The single Council for West Suffolk is moving forward and if all goes to plan it will come in to force in April 2019. There is likely to be a reduction in the overall number of councillors.

## 8.2 Clerk:

### 8.2.1 Report from Parish Conference

The Clerk attended the recent Parish Conference held at Sybil Andrews Academy in Bury. A brief report is provided below:

#### **West Suffolk councils update, Ian Gallin CEO**

Forming a single council journey going well. Dealing with challenges.

- Government decision awaited
- May 2019 – elections for a new council. Reduction from 72 to 64 councillors. Need for a Ward review of boundaries.
- Priorities: *families, communities, houses, growth* / evolving methods dealing with them
- February 2019 Budget – Revenue support ends from the Government. Funds will need to come from elsewhere, including the retention of business rates.
- Suffolk CC has put in a bid, to Central Government, to pilot business retention scheme.

#### **The West Suffolk Picture Health, Wellbeing and Ageing Well Anna Crispe (Public Health SCC)**

Dr Helena Jopling (Public Health West Suffolk Hospital)

#### **Suffolk in 20 years - Healthy, Wealthy, Wise?**

- Suffolk today relatively healthy/ overall life expectancy rising above England average. Woman generally live longer than men
- Rising rates of relative deprivation – linked to low education and skill levels
- Also relevant are rising crime, lack of access to health and care, barriers to housing services
- Inequality between men and women is increasing related to level of deprivation.
- SMOKING is the biggest problem

#### **GP Patient Participation Groups. Johanna Finn, West Suffolk Clinical Commissioning Group.**

West Suffolk CCG [teresa.farley@westsuffolk.gov.uk](mailto:teresa.farley@westsuffolk.gov.uk)

These are patient – led volunteer groups working with practice managers and GPs.

- Advising the practice – surveys, new treatments/ systems sit on recruitment panels for practice staff e.g. *reduce, recycle, re-use.e.g. equipment*
- **Communicating with patients –newsletters, leaflets, websites**
- Supporting health promotion days –awareness and access to local groups, activities, health services, raise funding
- Influencing the needs of their practice population  
Join your PPG – via GP practice, website, PPG noticeboards

#### **WORKSHOP Mental Health, Suffolk Mind Ezra Hewing, Website Friends of Suffolk Mind**

Think of Mental Health as being on a continuum – from Wellbeing to severe Mental Problems

- Main trigger is stress.
- Key action is to raise awareness and undo misconceptions
- Physical and mental health are linked
- Vital is the need for 80% REM sleep.

#### **WORKSHOP – Health watch Dan Pennock. [www.wellbeingnands.co.uk](http://www.wellbeingnands.co.uk) 03001231781**

There are 730.000 people in Suffolk. What can Health watch do?

- It has a statutory duty to write to *Service Providers/ Commissioners* responsible if necessary
- Can get information to the *Care Quality Commission*
- Mental healthcare is a main problem. Norfolk/ Suffolk Foundation Trust is inadequate. There is historic underfunding and most terms used are negative. Money is not enough and there is a 25% vacancy rate in some parts.
- There is no need for a doctor's referral to the Suffolk Wellbeing Service (Mental Health) or the Norfolk/Suffolk Foundation Trust, you can self refer.

Skype sessions are better than just chats on a phone. Information in confidence, call *Health watch Suffolk Information and Signposting Line* 0800 4488234

## WORKSHOP. SUFFOLK SPORT FIT VILLAGES. Activity on your doorstep

Hollie Wood. [hollie.wood@suffolksport.com](mailto:hollie.wood@suffolksport.com) 07900 138849

**Fit Villages** can support us with bringing physical activity sessions to villages across Suffolk, making use of community buildings and bringing people together.

- It is lottery funded. *Currently 209 projects/ 22 different activities/3951 participants reached/ 80% are female/ 69% are 55+*
  - Overcomes rural transport issues and barriers to activity
  - Helps overcome loneliness and isolation
  - Encourages interaction with others locally to improve community spirit and cohesion
1. Consult the community re-needs via a flyer or newsletter
  2. Look at the most popular requests – *keep-fit, chair-based exercise, dance*
  3. Free –taster session followed by up to 8 sessions
  4. 85% of projects are self-sustaining

Initial support is subsidised. There may be funds for 6-12 weeks Are your community buildings /equipment used as regularly as you would like/ If not – main reasons?

- What activities are popular in your area? (Do not have to be physical activities)
- How do you think we could engage people not normally involved in the community?

### 8.2.2 Litter pick 2018

It was agreed to hold another litter pick next year. The item will go on the agenda for discussion at the January meeting.

### 8.2.3 Training

The Clerk has attended training on Data Protection, contracts and procurement and building design. She plans on attending some further Data Protection training.

SALC have agreed to send our procurement contract to their lawyers to look at and check for accuracy. The Clerk will organise this. There were some useful tools identified at the building design training. These could prove useful when looking at planning applications in the future. The Clerk will share the website link with the Councillors.

**Action Clerk**

## 9. **Finance.** The following accounts were approved and signed by two signatories

9.1 V Gay, wages Oct/Nov	100018	£301.94
9.2 HMR&C Tax	100019	£75.40
9.3 V Gay, expenses	100020	£35.19
9.4 D Thrower, grass	100021	£200.00
9.5 SALC, training	100022	£8.80
9.6, LCPAS	100023	£13.33
9.7, J Smith, bus shelter cleaning	100024	£15.00

### 9.2 Budget

The Clerk had prepared some figures for consideration.

Due to the new obligations under Data Protection laws and the new audit regime the budget will need to be increased. As there were several things to consider It was proposed to defer a decision until the January meeting. The January meeting will be brought forward so the deadline for submission, of the precept request, can be met.

### 9.3 Bank reconciliation

The Clerk presented an up to date bank reconciliation.

### 9.4 Notification of recycling credits.

The Clerk confirmed a payment of £136.54, in recycling credits, has been received.

### 9.5 confirmation of approved recycler

The Clerk has completed and submitted, to SEBC, an approved recycler registration form.

#### **9.6 Transparency code fund.**

The Clerk has prepared an application for funding from the Transparency fund for £411.44. This is the last year we can apply for this funding. The Council approved the application. The Clerk will submit it for consideration.

**Action Clerk**

#### **10. Bus Shelter**

The window cleaner is due to clean the shelter on Thursday.

#### **11. Footpath/Footpath leaflet**

It is unclear if Troston are still going ahead with the footpath leaflet. The Clerk will contact them to see what their plans are. Gt Livermere are still keen to produce a leaflet.

**Action Clerk**

#### **12. Welcome Pack.** Update from Cllr Hartley

Cllr Hartley provided the Councillors with a draft hard copy of the welcome pack. He has asked that they make changes or suggestions, so the pack can be finalised.

**All Councillors**

#### **13. Highway/village matters**

The Clerk has been assured, by SEBC, that a new sign, to replace the damaged Troston Road sign, has been ordered and will be replaced very shortly.

Cllr Hopfensperger will speak to the officer at SCC about new signs for the approach to the Church Road/Bury Road junction.

The Clerk has had no luck in getting hold of Roger Cook regarding the repairs in the village. She has contacted three other contractors regarding the work and will take and send photos of the work required (to the bench and Climbing wall) to them to obtain quotes for the work

**Action Clerk**

#### **14. Village Hall**

The men's breakfasts are still going well. There will be a Christmas Coffee morning on the 12<sup>th</sup> December.

#### **15 Play Area** to include: 15.1 Update from Cllr Johnson.

Due to the adverse weather conditions Cllr Johnson has not been able to treat the wood in the play area.

#### **15.2 Options to replace/repair damaged equipment**

The Clerk has put together some information on new play equipment. This will be circulated for consideration.

#### **16. Planning Matters**

None received.

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

The street light outside 13 Mere View needs to be upgraded. The Clerk will find out who is responsible for the light and contact them about this.

**Action Clerk**

The footpaths need sweeping. Cllr Hartley will do the one by The Paddock and Cllr Johnson will do the one by the Village Hall.

**Action Cllrs Hartley/Johnson**

Cllr Clay reported that the chains around the war memorial are in a poor state of repair. The Clerk will include this in the list of works she is currently obtaining quotes for.

**Action Clerk**

**18. Data Protection Act** To discuss future arrangements to comply with new Data Protection laws.

The new Data Protection law comes in to force 25<sup>th</sup> May 2018. The Department for digital, culture, media & sport inform that for the future data production regulatory scheme, Parish Councils will count as public authorities. A consequence of being a public body is that a data protection officer (DPO) must be appointed.

This could be the Clerk but there could be a conflict of interest as a DPO should not determine the purpose or manner of processing personal data. The Council need to be satisfied that a clerk does not do this and if they are satisfied then a clerk could act as DPO. This matter is still unclear. A DPO must have expert knowledge of data protection law. A third party could be used for this role and it's possible that Parish Councils could share this service. Either way there would be financial and time implications. The practical implications are still unclear, but we would in the first stage need to carry out an impact assessment. Hopefully this would be done with support from SALC or LCPAS. The Clerk will attend some further training on this matter. **Action Clerk**

**19. War Memorial, Notification of Designation Application** Request for information from Historic England.

Historic England is considering our war memorial for addition to the List of Buildings of Special Architectural or Historic Interest ('The List'), as part of their response to the centenary of the First World War. They need confirmation that we are the owners of the war memorial, as far as we are aware this is the case. The Clerk will inform Historic England. **Action Clerk**

**20. Correspondence for information**

20.1 SALC, Planning for the right homes in the right places consultation, Councillor Disqualification consultation and Precept consultation. Circulated.

20.2 Suffolk View. Circulated.

**21. Date for next meetings:** TBC

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

22.1 Personnel Issues. To discuss option of Clerk's pension

The Clerk asked the Parish Council to consider enrolling her in a pension scheme. They are currently under no legal obligation to do so.