

## LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 27 September 2017 in the Village Hall

**Present:** Jane Cryer - Clerk (JC)  
John Curran (JDC)  
Ron Gunn (RG)  
Steve Laing - Vice Chairman (SL)  
David Pratt (DP)  
Doreen Sillett (DS)  
Michael Woods - Chairman (MW)

**In attendance:** Gordon Jones, Suffolk CC (GJ)  
Two parishioners

**Apologies:** Sheila Roberts (SR)  
John Ward, Babergh DC (JW)

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### 17.9.1 APOLOGIES

Apologies from SR were noted.

### 17.9.2 DECLARATIONS OF INTEREST

RG declared an interest in agenda item 17.9.8.4.

### 17.9.3 PUBLIC FORUM

Two parishioners present expressed concern about car parking around the allotments, on the bend. New residents were made aware that they were not allowed to park there; however, one of the parked cars was known to belong to a long term resident. The parishioners asked the PC to write to all residents informing them that the area was a right of way, NOT a parking area. They were also concerned about dogs being loose on the allotments. These issues would be discussed by councillors at their next meeting.

### 17.9.4 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

#### 17.9.4.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. In response to a question from SL about the income from market stalls, JC would ask JW whether this went to Babergh or the organisers of the market. With regard to the stand for a defibrillator on Brett Green, JW had emailed JC to say the Cabinet Member for Planning was trying to clarify the position regarding planning permission. GJ confirmed that the dispute with the union concerning Babergh's relocation to Endeavour House had now been settled and staff would be offered heavily subsidised Park & Ride from both Copdock and Martlesham for the next three years, funded by income from SCC car park charges. In the past, this income had paid for the free shuttle bus which used to run between Endeavour House and satellite offices around Ipswich; this had ceased in July 2017.

#### 17.9.4.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes.

### 17.9.5 MINUTES OF PREVIOUS MEETING

It was proposed by DS, seconded by SL and agreed unanimously that the minutes of the meeting held on Wednesday 30 August 2017 should be accepted as an accurate record, and signed accordingly.

## **17.9.6 ACTIONS FROM PREVIOUS MEETINGS**

Most of the actions were either ongoing, or were on the agenda. There were updates on the following:

### **17.9.6.1 Sale of Babergh's offices / Members' expenses**

JC would continue to chase a response to her letter to Babergh to request clarification on the consultants' fees and also whether there had been an increase in Members' expenses.

### **17.9.6.2 30mph speed limit in Stoke Road**

GJ would follow this up with Jane Storey, as James Finch was currently unwell.

### **17.9.6.3 Road sweeping**

This had taken place at the beginning of September and JC would continue to liaise with Babergh's contractors with regard to future dates.

### **17.9.6.4 Upper Layham phonebox**

SL was awaiting a second quote for installing PIR lighting and would bring this to the next meeting.

### **17.9.6.5 Land in front of 7 & 8 Upper Street**

MW now had a copy of the letter from Babergh's Planning Officer in 2001 to Mr & Mrs Brown (no 7); this stated that no planning permission was required for access onto the 'car park' at the front of the property; Mr Brown had subsequently removed the fence to allow access to his property. With regard to the question of who owned the land, GJ said he believed it was owned by SCC; he would discuss the issue with the Highways and Rights of Way teams.

### **17.9.6.6 Reserves**

BDO had confirmed that *'As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.'* \*

*\* Governance and Accountability for Local Councils: A Practitioners' Guide (England) March 2014*

### **17.9.6.7 Speed signs**

GJ said automatic number plate recognition cameras were currently being tested in Halesworth and would be rolled out across the county in due course; a report would be published in December/early 2018. The police had agreed that civilians could be trained to process the data. GJ said he believed this would be a better solution than mobile speed signs.

### **17.9.6.8 Monitoring of defibrillators**

SL had drafted a check list, which JDC was happy with. However, he would also look at guidelines supplied by the British Heart Foundation and other bodies before finalising the list.

### **17.9.6.12 Thrift Shop**

MW had written to the Thrift Shop and had received confirmation that they would donate £200 towards the purchase of a fourth defibrillator.

### **17.9.6.13 Benton Street**

MW and GJ had arranged to meet on 4 October to discuss the possible widening of the pavement between Upper Layham and Hadleigh, in light of the proposed housing development in Benton Street.

## **17.9.7 FINANCIAL MATTERS**

### **17.9.7.1 RFO's report**

It was proposed by RG, seconded by JDC and agreed unanimously that payments of £3,033.17 should be authorised.

### **17.9.7.2 External audit report**

The external audit report had not yet been received from BDO; this item was therefore deferred to the October meeting.

**17.9.7.3 Insurance renewal**

It had been agreed in September 2016 to opt for a 5 year Long Term Undertaking Premium with CAS (Zurich Insurance); it was therefore proposed by JDC, seconded by DP and agreed unanimously that the insurance should be renewed with effect from 1 October 2017.

**17.9.8 REPORTS FROM COUNCILLORS**

**17.9.8.1 CPR training**

JDC's report was noted. Dr Simon Daunt and Charlie Panting had delivered the training to six members of the PCC and had confirmed that they would be happy to deliver more sessions; JC would write to thank them. MW said he would like other council members to organise future sessions, which could be held in the church. SL said he would organise one in the Queen's Head.

**17.9.8.2 ELVs training**

JDC's report was noted. To date, eight questionnaires had been returned. It was noted that some new houses had been built in the village since the original distribution list had been compiled, and some new ELVs would need to be recruited.

**17.9.8.3 Green Team**

SR's report was noted. A working party would build the insect hotel in the conservation area of the playing field on Saturday 11 November; it was agreed that there were enough volunteers for this and a community email would not be necessary.

**17.9.8.4 Allotments**

RG's report was noted. The Tenancy Agreement stated that *"The Allotment Garden shall be kept in a clean, decent and good condition and properly cultivated and the tenant shall not permit any refuse, rubbish or vegetable waste to be on the allotment. No nuisance or annoyance shall be caused by the tenants to any tenant or tenants of any other part of the Allotments provided by the Council"*. It also stated that *"If the tenant shall have been in breach of any of the foregoing provisions of the Agreement for a period of one month or longer the tenancy shall come to an end"*. It was therefore proposed by RG, seconded by DS and agreed unanimously that JC should write to the current tenants of plot 5a terminating their agreement. The holder of plot 5b confirmed that she was willing to take over the whole plot with immediate effect.

**17.9.9 PLANNING**

**17.9.9.1 DC/17/03017 - Waters Edge, Church Lane**

It was noted that the application for the erection of a summerhouse had been approved.

**17.9.10 WAR MEMORIAL / REMEMBRANCE DAY**

SL said that Neil Luxton had once again offered to clean the memorial free of charge, despite having moved away from the village. It was proposed by MW, seconded SL and agreed unanimously that the PC should purchase a wreath for Remembrance Day; it would be laid by DS.

**17.9.11 CORRESPONDENCE**

JC would circulate details of the 'drop-in' sessions taking place as part of the Babergh & Mid Suffolk Joint Local Plan consultation. This would be an agenda item for the October meeting.

**17.9.12 CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

JC had contacted Anglian Water to report that routine maintenance work was needed on the shrubs and trees surrounding the pumping station in Water Lane; the work would be carried out shortly.

**17.9.13 DATE OF NEXT MEETING**

7.30pm on Wednesday 25 October 2017, in the Village Hall.

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