

## LAYHAM PARISH COUNCIL

Minutes of the AGM of the Council held at 7.30pm on  
Wednesday 31 May 2017 in the Village Hall

<b>Present:</b>	Jane Cryer - Clerk (JC) John Curran (JDC) Ron Gunn (RG) Steve Laing - Vice Chairman (SL) Sheila Roberts (SR) Doreen Sillett (DS) Michael Woods - Chairman (MW)
<b>In attendance:</b>	Christine Hempstead - Parishioner (CH) Gordon Jones, Suffolk CC (GJ)
<b>Apologies:</b>	David Pratt (DP) John Ward, Babergh DC (JW)

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### 17.5.1 ELECTION OF CHAIRMAN AND OFFICERS

It was proposed by JDC, seconded by DS and agreed unanimously that Michael Woods be re-elected Chairman for 2017/18; the Declaration of Acceptance of Office form was duly signed. It was further proposed by RG, seconded by JDC and agreed unanimously that Steve Laing be re-elected Vice-Chairman. In response to a question from MW, it was proposed by DS, seconded by SR and agreed unanimously that councillors were happy to continue with their individual responsibilities.

### 17.5.2 PUBLIC FORUM

CH said she was concerned about the height of the willow tree near the river on the playing field where the barn owl box was located, as she felt it could be unsafe. MW, in his capacity as Tree Warden, said he would continue to monitor the situation, but felt there was no immediate cause for concern.

### 17.5.3 APOLOGIES

See above.

### 17.5.4 DECLARATIONS OF INTEREST

None.

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

#### 17.5.5.1 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 JDC about the empty homes Babergh had brought back into use, JC said she would request clarification from JW on their ownership.

#### 17.5.5.2 County Council report

GJ explained that he had not submitted a written report as, following the recent elections, full council had only just met for the first time to confirm the Cabinet, which now included Paul West (Ipswich) and Robin Miller (new position of Cabinet Member for Families & Communities). The Highways department was in the process of being restructured.

### 17.5.6 MINUTES OF PREVIOUS MEETING

It was proposed by RG, seconded by SR and agreed unanimously that the minutes of the meeting held on Wednesday 29 March 2017 should be accepted as an accurate record, and signed accordingly.

## **17.5.7 ACTIONS FROM PREVIOUS MEETINGS**

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

### **17.5.7.1 30mph speed limit in Stoke Road**

JC would follow up on this, now that the local elections were over.

### **17.5.7.2 Layham Road playing field lights**

SL would contact the Rugby Club following their last committee meeting.

### **17.5.7.3 Road sweeping**

JC had requested a timetable for future activity; she would follow up on this.

### **17.5.7.4 Phonebox in Upper Layham**

JDC and SL would check the lighting in due course. SL would request an invoice for parts from the electrician, and would clarify with the electrician if there would be a labour charge.

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

JC had been advised by Babergh that this was a matter for Suffolk CC; GJ agreed to have a meeting with MW and JC to discuss a possible course of action.

### **17.5.7.6 CPR training**

Before the next meeting, MW and JDC would meet with the two parishioners willing to help.

## **17.5.8 FINANCIAL MATTERS**

The internal audit had been carried out by SALC and the key recommendations arising from the report were noted. JC would circulate the end of year accounts.

### **17.5.8.1 Annual Return - Governance Statement**

It was proposed by JDC, seconded by SL and agreed unanimously to approve Section 1 of the Annual Return, which was completed and signed by the Chairman and the Clerk/RFO.

### **17.5.8.2 Annual Return - Accounting Statements**

The accounts showed a balance of £22,363.85 for 2016/17. It was proposed by DS, seconded by SR and agreed unanimously that they should be approved. Section 2 of the Annual Return was signed by the Chairman and Clerk/RFO.

### **17.5.8.3 RFO's report**

It was proposed by RG, seconded by JDC and agreed unanimously that payments of £1,262.69 should be authorised. It was noted that the first tranche of the precept (£5,250) had been received, as had the allotment rents for 2017/18.

## **17.5.9 REPORTS FROM COUNCILLORS**

### **17.5.9.1 Emergency Plan - weather warnings**

JDC said Storm Doris had resulted in a need for clarification of the Emergency Plan processes. Following a discussion with SR, he had produced a paper on actions to taken when Met Office warnings were issued. JDC proposed that a brief 'refresher' training session should be held in the Village Hall in September; this proposal was seconded by SR and agreed unanimously. JDC would bring a more detailed proposal re format etc to the next meeting. It was also agreed that the purchase of a fourth defibrillator to be located on Brett Green should be an agenda item for the next meeting.

## **17.5.10 VILLAGE KEEPER**

MW said he would like to see some activity continuing during the year, so that this could be reviewed when considering the precept for 2018/19. He proposed that Anthony Owers should be asked to quote for edging the Green in Upper Layham, up to a maximum of £150; his proposal was seconded by RG and agreed unanimously. If the quotation was acceptable, MW would contact Mr Owers to ensure the task was clearly understood.

MW suggested people living in Lower Layham should be encouraged to put forward ideas for future activity.

**17.5.11 DATA PROTECTION**

JC said all organisations that electronically processed personal information were required to register with the Information Commissioners' Office; the cost was £35 per annum. It was proposed by JDC, seconded by DS and agreed unanimously that Layham Parish Council should register with the ICO; JC would prepare a cheque for signature at the next meeting.

**17.5.12 SUFFOLK DAY - 21 JUNE**

The first Suffolk Day would be held on 21 June 2017 and Parish Councils had been asked to consider purchasing and flying a Suffolk Flag. It was agreed to review the event and consider purchasing a flag in 2018.

**17.5.13 CORRESPONDENCE**

None.

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

None.

**17.5.15 DATE OF NEXT MEETING**

7.30pm on Wednesday 21 June 2017, in the Village Hall.

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