

## LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 28 February 2018 in the Village Hall

**Present:** 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)

**In attendance:** Parishioner (part)

**Apologies:** David Pratt (DP)  
Gordon Jones, Suffolk CC (GJ)  
John Ward, Babergh DC (JW)

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### 18.2.1 APOLOGIES

See above - apologies from DP were accepted.

### 18.2.2 DECLARATIONS OF INTEREST

None.

### 18.2.3 PUBLIC FORUM

The Parishioner present said the road from Upper Layham to Hadleigh had been affected several times recently by roadworks and accidents blocking the road. A recent water leak had led to water freezing on the road; Anglia Water had attended and closed the road for repairs. Several drivers had ignored the SCC signs and turned into Mill Lane, thinking they would be able to reach Lower Layham. When they realized this was impossible, they turned round and drove out again, some of them driving far too fast. He said he would like to see signage to tell drivers there was no access to Lower Layham or Hadleigh from either Mill Lane or Water Lane. If SCC was unable to provide these, he suggested the PC might consider paying for them. It was agreed that this issue would be an agenda item for the March meeting.

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

#### 18.2.4.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. It was agreed that any questions for JW could be put at the March meeting.

#### 18.2.4.2 County Council report

GJ had emailed JC to say the main issues at the moment were the increase in council tax (2.99%) and the 2% adult care precept, and the Home to School transport consultation, which had ended on 28 February. SL said he felt strongly that the PC should object to any reduction in free school transport for the children of the parish. As the consultation period had now closed, it was agreed to wait for the recommendations in the paper due to go to Cabinet in June, before writing formally to SCC.

### 18.2.5 SUFFOLK COUNTY COUNCIL - OUTSTANDING ISSUES

It was agreed to defer this item until the March meeting, when it was hoped GJ would be present. In the meantime, MW and JC would write formally to ask him to provide clarification on the various outstanding issues at that meeting; JC would circulate the letter to councillors.

## **18.2.6 MINUTES OF PREVIOUS MEETING**

It was proposed by SR, seconded by RG and agreed unanimously that the minutes of the meeting held on Wednesday 17 January 2018 should be accepted as an accurate record, and signed accordingly.

## **18.2.7 ACTIONS FROM PREVIOUS MEETINGS**

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

### **18.2.7.1 Website**

JC confirmed that the website was now up to date. She would investigate whether it was possible to have clearer 'signposting' to the page advertising local services.

### **18.2.7.2 Litter Pick**

The annual spring clean on 24 February had been well attended and JC had emailed participants to thank them; SR thanked RG for his help. She would provide a report for the March meeting, when the possibility of holding another litter pick later in the year would be discussed.

### **18.2.7.3 Allotments**

JC was in touch with the new person at Flagship and would continue to chase a response to her letter regarding parking and access issues.

### **18.2.7.4 Emergency boxes**

Following JW's confirmation that he no longer had a Locality Budget, MW and JC would include a request for assistance in the letter to GJ (*see minute 18.2.5, above*).

## **18.2.8 FINANCIAL MATTERS**

### **18.2.8.1 RFO's report**

It was proposed by JDC, seconded by DS and agreed unanimously that payments of £512.78 should be authorised.

### **18.2.8.2 NEW SCANNER/PRINTER**

JC said the Transparency Code funding received in 2016 included £70 for the purchase of a scanner/printer. However, as Babergh no longer supplied hard copies of planning applications, it was agreed that a printer capable of printing A3 plans was required. It was therefore proposed by SL, seconded by RG and agreed unanimously that the PC should purchase an Epson scanner/printer and cover the additional cost from reserves.

### **18.2.8.3 LOCAL HISTORY GROUP**

MW said the Marriages in Layham exhibition held in 2017 had raised over £1000, all of which had been given to the church's fabric fund. The Local History Group would be holding another exhibition in May, showcasing the history of Layham - MW asked whether the PC would be willing to help by covering the cost of the hire of the Village Hall. In response to a question from SL, MW said a nominal £1 per person entry fee would be charged. After discussion, MW proposed that he should ask the Village Hall Committee if they would waive the hire cost and, if not, the PC would make up any difference between the income from entry fees and the hire cost; this proposal was seconded by DS and agreed unanimously.

## **18.2.9 CLERK'S ANNUAL REVIEW**

It was agreed that this would be carried out by the same working group as in 2017. MW, JDC, SR and JC would meet at 10.30am on Wednesday 18 April.

## **18.2.10 REPORTS FROM COUNCILLORS**

### **18.2.10.1 Playing Field**

MW's report was noted. He requested JC to minute that special thanks should go to James Moseley, Colin Brown, George Wyatt and Ron Gunn.

#### **18.2.10.2 Local History Group**

MW's report was noted (*see also minute 18.2.8.3, above*).

#### **18.2.11 DEFIBRILLATOR FOR BRETT GREEN**

JDC confirmed that the quote from UK Power Networks for £1,933 (ex VAT) for placing the electrical supply underground expired at the end of May. It included an amount of £851 for a temporary walkway; JDC would query whether this was absolutely necessary. It was agreed that a cheque should be raised for signature at the March meeting. JDC would also obtain a quote for the defibrillator itself and a cabinet; SL would then discuss this with the Masons, who had indicated their willingness to assist with funding. MW would contact Robert Keeble about the housing for the defibrillator.

#### **18.2.12 PLANNING**

##### **18.2.12.1 DC/17/06317 - Mill House, Mill Lane, Upper Layham**

It was noted that the application for internal and external structural and general repairs had been approved.

##### **18.2.12.2 DC/18/00088 - 4 Upper Street**

Councillors had no objections to the application for the erection of a front porch, side/rear wrap around extension, alteration to Juliet balcony and garage. However, it was noted that, despite confirmation from Babergh's planning department that the PC could have until 1 March to submit its comments, the application had been approved in the meantime. JC had asked Babergh to explain why this had occurred; councillors asked her to record their concern.

##### **18.2.12.3 DC/17/00432 - The Laurels, Upper Street**

Councillors had no objections to the application for the erection of a single-storey extension.

#### **18.2.13 POLICIES FOR REVIEW**

##### **18.2.13.1 Risk Assessments**

The Risk Assessments (general, financial & management) for 2017/18 were reviewed. It was proposed by SL, seconded by DS and agreed unanimously that they should be formally adopted and signed by the Chairman.

##### **18.2.13.2 Internal Controls**

JC had made some draft amendments to the Internal Controls Statement for 2017/18. It was proposed by JDC, seconded by SL and agreed unanimously to formally adopt the revised Statement, which was signed by the Chairman.

#### **18.2.14 ANNUAL PARISH MEETING**

MW suggested inviting a representative from the Air Ambulance to give a brief presentation; it was agreed that JC would contact them. SL agreed to organise the after-meeting refreshments.

#### **18.2.15 CORRESPONDENCE**

##### **18.2.15.1 Barclays Bank**

JC had received official notification that the Hadleigh branch of Barclays would close on 1 June. However, there would be no changes to the PC's bank accounts.

##### **18.2.15.2 Suffolk Neighbourhood Watch Association (SNWA)**

The SNWA had written to all parish and town councils asking them to consider making a one-off donation of £50 to 'help sustain the support of neighbourhood watch across the county'. However, it was felt that the PC were fulfilling this role themselves with the Emergency Plan and community emails.

##### **18.2.15.3 Flooding**

A resident had complained about the road from Lower Layham to Hadleigh, near the playing field, frequently flooded making it difficult for walkers. However, as this part of the road was actually in Hadleigh, it was not considered appropriate for the PC to take any action. However, JC would report the flooding on SCC's website and would also encourage residents to do the same.

**18.2.15.4 Gravel Pit - Wyncolls Farm**

JC had received confirmation from the owners of Wyncolls Farm that, should they be unable to find a tenant at any time, Brett Aggregates must rent the property.

**18.2.15.5 Armistice 100**

The Suffolk Royal British Legion had written to all parish and town councils about an event they were organising to mark the centenary of the 1918 Armistice in November 2018; MW confirmed that he was already working with the PCC on this.

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

None.

**18.2.17 DATE OF NEXT MEETING**

7.30pm on Wednesday 28 March 2018, in the Village Hall.

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