

## LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 25 August 2021 in the Village Hall

**Present:** Charlotte Britton (CB)  
Graham Coleman (GC)  
Jane Cryer - Clerk (JC)  
John Curran (JDC)  
Sheila Roberts (SR)  
Michael Woods - (MW)

**In attendance:** 1 Parishioner

**Apologies:** David Pratt (DP)  
Georgia Hall, Suffolk CC (GC)  
John Ward, Babergh DC (JW)

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### 21.8.1 APOLOGIES

See above. Apologies were accepted from DP.

### 21.8.2 DECLARATIONS OF INTEREST

None.

### 21.8.3 PUBLIC FORUM

The parishioner present reported that the textile bank at the Recycling Centre was full; he had reported this. JC would contact the supplier to see if a larger bank could be provided.

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

#### 21.8.4.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. SR had downloaded the new 'Parish Councillors' Guide to Rural Affordable Housing' produced by the Rural Housing Alliance, and suggested this might be an agenda item for a future meeting. With regard to the 'Help Suffolk Say Thanks' initiative, JC would ask whether the village as a whole could have a badge, rather than an individual. She would also ask JW for confirmation that when parking charges were introduced in Hadleigh, the first hour (not half hour) would be free of charge.

#### 21.8.4.2 County Council report

No report had been produced this month.

### 21.8.5 MINUTES OF PREVIOUS MEETING

It was proposed by MW, seconded by SR and agreed unanimously that the minutes of the meeting held on Wednesday 28 July 2021 should be accepted as an accurate record, and signed accordingly.

### 21.8.6 ACTIONS FROM PREVIOUS MEETINGS

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

#### 21.8.6.1 Flooding in Layham Road

JC said the Hadleigh Town Clerk had confirmed that Suffolk Highways would carry out remedial work near the Rugby Club by 9 September 2021.

#### **21.8.6.2 Overgrown footpath between Upper Layham and Hadleigh**

MW would follow up on this with JW.

#### **21.8.6.3 Festival of Suffolk 2022**

CB confirmed that the Events Committee would take this forward, liaising with the PCC and the Local History Group.

#### **21.8.6.4 Antisocial behaviour**

CB said antisocial behaviour could be reported on line to the Hadleigh Safer Neighbourhood team, led by Inspector Kirsty Graefe, at <https://www.suffolk.police.uk/your-area/hadleigh>.

#### **21.8.6.5 Co-option**

JC updated councillors on the applications received to date; she would circulate them to all councillors after the closing date. It was agreed that MW, JDC and SR would comprise the working party who would interview the applicants and bring a recommendation to the September meeting, when there would be a vote and the successful applicant would be co-opted.

#### **21.8.6.6 Budget for 2022-23**

As previously agreed, there would be an initial discussion about the 2022-23 budget and grants to village organisations at the September meeting; JC would invite representatives from the PCC, Village Hall Committee and Playing Field Committee to attend to help inform the discussion. In response to a question from SR, JC confirmed that parish councils were not required to have a reserves policy, although some did.

### **21.8.7 FINANCIAL MATTERS**

#### **21.8.7.1 RFO's report**

It was proposed by JDC, seconded by GC and agreed unanimously that the finance report for 25 August 2021 should be approved and payments of £457.48 were authorised. A VAT repayment of £389.73 had been received from HMRC.

### **21.8.8 REPORTS FROM COUNCILLORS**

#### **21.8.8.1 Speeding**

JDC gave a verbal update. As reported at the last meeting, the posts for the SID devices were in place; the devices had now been delivered. However, no battery charger had been included; JDC would contact the supplier. Some additional items would be required before installation (jubilee clips, strong padlock) and additional expenditure up to £100 was authorised. Once the devices were in place, a launch date would be agreed. With regard to the ANPR (automatic number plate recognition) trial, JDC confirmed that Suffolk Highways now had all the information they required.

### **21.8.9 PLANNING**

#### **21.8.9.1 DC/21/03730 - Raworth Park**

This application replaced DC/21/00084 dated 9 March, which had been withdrawn). Councillors had no objections to the change of use of land for siting of a log cabin for use by an agricultural worker for a temporary period of 3 years. However, it was agreed to seek clarification as to whether the word 'temporary' referred to the cabin itself or its occupation, and what would happen after 3 years.

#### **21.8.9.2 DC/21/04559 - May Cottage, Stoke Road**

Councillors had no objections to the application for the erection of a two-storey extension including porch and two-bay cartlodge with storage.

### **21.8.10 POLICIES**

#### **21.8.10.1 Internal Controls Statement**

It was proposed by MW, seconded by JDC and agreed unanimously to approve the Internal Controls Statement for 2021-22.

**21.8.10.2 Risk Assessments**

JDC would add the SID speeding devices to the general risk assessment. With this amendment, it was proposed by GC, seconded by JDC and agreed unanimously to approve both the general and the management/financial risk assessments for 2021-22.

**21.8.11 POST-COVID SUPPORT**

A councillor had been approached by a parishioner requesting clarification on on-going support from the PC following lockdown in 2020; there appeared to be some confusion between this support and support for non-COVID related issues, which were not the responsibility of the PC. It was agreed that JC would draft a communication explaining that the special arrangements introduced last year related solely to the pandemic and were no longer in place, and pointing people in the right direction to access the support they needed; she would ask SCC and BDC for guidance.

**21.8.12 CLERK'S ANNUAL REVIEW**

The Clerk's annual review was usually carried out in April, May being the anniversary of her appointment; however, due to the pandemic, the 2020 review had been postponed until later in the year. It was agreed to revert to the original timetable; the next review would be in April 2022.

**21.8.13 AUTUMN CLEAN**

It was agreed not to hold an organised event in the autumn, but SR would remind parishioners that the litter-picking equipment was available to borrow. A 'spring clean' would be held in 2022.

**21.8.14 CORRESPONDENCE**

JC had circulated details of the next SALC Babergh Area Forum, on 9 September. MW encouraged councillors to attend at least some of these meetings as he felt they were very useful.

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

None.

**21.8.16 DATE OF NEXT MEETING**

7.30pm on Wednesday 29 September 2021, in the Village Hall.

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