

## LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 27 September 2023 in the Village Hall

**Present:** Gillie Cranfield (GC)  
Jane Cryer - Clerk (JC)  
John Curran - Vice Chairman (JDC)  
Will Dunn (WD)  
Steve Laing - Chairman (SL)  
Sheila Roberts (SR)  
Julie Thickpenny

**Apologies:** Sue Keeble (SK)  
Georgia Hall, Suffolk CC (GC)  
John Ward, Babergh DC (JW)

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### **23.9.1 APOLOGIES**

See above - apologies were accepted from SK.

### **23.9.2 DECLARATIONS OF INTEREST**

None.

### **23.9.3 PUBLIC FORUM**

No members of the public were present.

### **23.9.4 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES**

#### **23.9.4.1 District Council report**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes; it was agreed to review the report at the October meeting. It was noted that JW was now Acting Leader of Babergh following Cllr Busby's decision to step down temporarily due to ill health.

#### **23.9.4.2 County Council report**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes; it was agreed to review the report at the October meeting; it was noted that some work had been carried out along the footpath between Upper Layham and Hadleigh.

### **23.9.5 MINUTES OF PREVIOUS MEETING**

It was proposed by SR, seconded by GC and agreed unanimously that the minutes of the meeting held on Wednesday 30 August 2023 should be accepted as an accurate record, and signed accordingly.

### **23.9.6 ACTIONS FROM PREVIOUS MEETINGS**

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

#### **23.9.6.1 Village signs**

WD confirmed that the working party would be meeting during the first week of October.

#### **23.9.6.2 Maps showing location of defibrillators**

JDC had produced maps using Parish Online, which GC had laminated. These would be put up on the noticeboards and added to the website; the locations would be publicised in the Hadleigh Community News. JDC said Parish Online software could be used for other projects, eg Green Team activity; he would forward the log-in details to SR.

### **23.9.6.3 Training**

Training sessions for the whole council had been confirmed and would take place on the evenings of 11 and 28 October, in the Village Hall.

### **23.9.7 FINANCIAL MATTERS**

#### **23.9.7.1 RFO's report**

It was proposed by JDC, seconded by GC and agreed unanimously that the finance report for 27 September 2023 should be approved and payments of £1,056.70 were authorised. It was noted that the second tranche of the precept for 2023-24 had been received, as well as a VAT refund of £875.85.

#### **23.9.7.2 Insurance renewal**

It was proposed by WD, seconded by SL and agreed unanimously to renew the Zurich insurance policy; there had been no increase in the premium for 2024-25. JC confirmed that the amount insured was more than sufficient to cover the assets.

### **23.9.8 REVIEW OF INTERNAL CONTROLS STATEMENT**

It was agreed that the last sentence under 'Payments' should be removed as the Clerk was now a signatory to the bank account; with this change it was proposed by SL, seconded by GC and agreed unanimously to approve the Internal Controls Statement for the year 2023-24.

### **23.9.9 REVIEW OF RISK ASSESSMENTS**

#### **23.9.9.1 Management & Financial**

It was proposed by GC, seconded by JDC and agreed unanimously to approve the Management & Financial risk assessment for 2023-24.

#### **23.9.9.2 General**

It was proposed by SL, seconded by JDC and agreed unanimously to approve the General risk assessment for 2023-24.

### **23.9.10 COMMUNITY SPEED WATCH**

Fewer than six parishioners had responded to JC's email requesting volunteers should the scheme go ahead. It was agreed to put this on hold for the time being, and wait for the results of the ANPR trial which was currently taking place. Speeding and traffic calming was also due to be discussed with Suffolk CC during October.

### **23.9.11 AUTUMN TIDY-UP**

This would take place at 10am on Saturday 14 October and had been publicised via the community email and in the Hadleigh Community News. SR would approach the owners of The Granary for permission to cut back brambles. She would order additional brown bins from Babergh and produce a risk assessment, and would confirm nearer the time the jobs to be done on the day.

### **23.9.12 REMEMBRANCE DAY - SUNDAY 12 NOVEMBER**

It was agreed to purchase a wreath as usual; this would be laid by WD or GC. SR would check whether the War Memorial required cleaning.

### **23.9.13 CLERK'S CORRESPONDENCE**

JC was liaising with Suffolk CC over the closure of the bridge between Upper and Lower Layham - the bridge had been closed on 6 September but to date no work had started. She would update parishioners via the community email when she had any further information.

JC had been appointed to the SALC Board with immediate effect; she was also now Vice-Chair of the SALC/Babergh Forum.

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

None.

**23.9.15 DATE OF NEXT MEETING**

7.30pm on Wednesday 25 October 2023, in the Village Hall.

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