

## LAYHAM PARISH COUNCIL

**DRAFT** Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 26 July 2023 in the Village Hall

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

**In attendance:** Julie Thickpenny

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

---

The Chairman welcomed Gillie Cranfield to her first meeting.

### **23.7.1 APOLOGIES**

See above.

### **23.7.2 DECLARATIONS OF INTEREST**

SR and SK declared an interest in agenda item 23.7.9.3, as Chairman and Secretary respectively of the Layham Events Group.

### **23.7.3 PUBLIC FORUM**

The parishioner present did not wish to speak; she was attending as an observer with a view to being co-opted onto the Parish Council (*see 23.7.15*).

### **23.7.4 CO-OPTION**

This item was deferred to the end of the agenda.

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

#### **23.7.5.1 District Council report**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. In the absence of JW, it was agreed that any questions would be raised at the August meeting. It was further agreed that the Parish Council would give further consideration to developing a Neighbourhood Plan; this would be discussed at the next meeting.

#### **23.7.5.2 County Council report**

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

### **23.7.6 SPEEDING**

JDC expressed disappointment with the response from SCC Highways, who had suggested a speed survey at a cost of approximately £420; such a survey had been carried out along the B1070 in October 2019 and had showed clearly that the majority of vehicles had been speeding. In addition, the position of the SID at the top of Mill Lane (Highways' preferred location) meant that the data was affected by vehicles turning into and out of that road; JC would invite a representative from Highways to a discussion at the next meeting. It was agreed to re-form a working party to consider

speeding issues, comprising JDC and SK, with assistance from WD. It was also agreed that the next meeting would discuss the possibility of introducing Community Speedwatch.

#### **23.7.7 MINUTES OF PREVIOUS MEETING**

It was proposed by WD, seconded by SK and agreed unanimously that the minutes of the meeting held on Wednesday 28 June 2023 should be accepted as an accurate record, and signed accordingly.

#### **23.7.8 ACTIONS FROM PREVIOUS MEETINGS**

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

##### **23.7.8.1 Training**

JC had contacted SALC re bespoke training for the whole council. SALC were offering two evening sessions or one session on a Saturday. It was agreed that councillors should consider which option they preferred and some possible dates; a decision would be made at the next meeting.

##### **23.7.8.2 Defibrillator locations**

It was agreed that JDC would look at producing a map showing the locations of defibrillators in the parish, to be published on the website and displayed on noticeboards.

#### **23.7.9 FINANCIAL MATTERS**

##### **23.7.9.1 RFO's report**

It was proposed by JDC, seconded by WD and agreed unanimously that the finance report for 26 July 2023 should be approved and payments of £977.38 were authorised.

##### **23.7.9.2 Internal audit report**

JC's summary of the comments and recommendations made by SALC was noted; she would bring an update to a future meeting.

##### **23.7.9.3 Holding funds for other bodies**

JC's paper was noted. For many years the Parish Council had held funds for other bodies in the Parish. During the financial year 2022-23, the new Village Hall Committee had decided to manage its own funds; however, money was still held for the Playing Field, the Layham Events Group (LEG) and the Layham Local History Group (LLHG). The PC had been unable to declare itself exempt from external audit for the year 2022-23 as the additional funds held took it over the threshold for doing so. In addition, the internal auditor had reminded the PC that it was not good practice to hold funds for other bodies. It was proposed by JDC, seconded by GC and agreed unanimously to return the funds held for the Playing Field Committee with immediate effect; it was noted that it already had a bank account. LEG was about to award grants as any funds raised were used to benefit the community. LLHG maintained a small balance to be used for equipment, or as a 'float' for future events. It was therefore agreed to continue to hold funds for these two bodies up to a maximum of £3000 in each case, which would cover money held for LEG pending distribution of grants etc.

#### **23.7.10 REPORTS FROM COUNCILLORS**

##### **23.7.10.1 Refurbishment of telephone boxes**

SL's paper was noted. It was proposed by SK, seconded by SR and agreed unanimously that both telephone boxes should be refurbished and painted. JC would send out a community email requesting quotes from any interested contractors in the parish.

#### **23.7.11 PLANNING**

##### **23.7.11.1 DC/23/03101 - The Granary, Mill**

Councillors raised no objections to the conversion of an outbuilding to an annexe. However, JC would request confirmation that bat boxes would be installed as per Babergh's recommendation, and that there would be no disruption to the public footpath during the works.

##### **23.7.11.2 DC/23/02818 - Lots Farm, Rands Road**

The discharge of conditions was noted.

**23.7.12 CORRESPONDENCE**

**23.7.12.1 Water Lane**

An email had been received from a parishioner who was concerned about the poor maintenance and cleaning of Water Lane, and houseowners not maintaining their hedges. It was agreed that this would be an agenda item for the August meeting.

**23.7.12.2 Christmas Fair**

It was noted that LEG would be organising a Christmas Fair from 11am - 2pm on Saturday 9 December, in the Village Hall.

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

None.

**23.7.14 DATE OF NEXT MEETING**

7.30pm on Wednesday 30 August 2023, in the Village Hall.

**23.7.15 CO-OPTION**

Julie Thickpenny confirmed that she wished to be co-opted to fill the remaining vacant seat on the council; she duly signed the Declaration of Acceptance of Office.

\* \* \* \* \*