

LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on Wednesday 30 March 2016 in the Village Hall

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

16.3.1 APOLOGIES

See above.

16.3.2 DECLARATIONS OF INTEREST

MW declared an interest in agenda items 16.3.8 and 16.3.9.

16.3.3 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

16.3.3.1 District Council report

A brief written report had been circulated prior to the meeting, a copy of which is filed with these minutes; JW explained that a longer report would be submitted for the Annual Parish Meeting in April. Babergh had increased council tax for 2016/17 by 3.5%, equating to 9.6p per week / £5 per year for a Band D property. In response to a question from SL about the proposed housing development in East Bergholt, JW said although the village was working on a Neighbourhood Plan, this had not yet been formally approved and adopted; it could not, therefore, be considered as material evidence. He confirmed that Neighbourhood Plans would be statutory documents.

16.3.3.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. GJ had attended the recent Speed Panel Committee meeting, when it had been agreed to extend the 30mph speed limit away from the Marquis, and also the 40mph speed limit between Benton Street and Upper Layham, there would now be a three week consultation period, which was part of the legal process. MW thanked GJ for his support. GJ would be attending a meeting in April about Benton Street and would report back (see also minute 16.3.14). In response to a question from SL, GJ said the cost of the contract for an interim satellite broadband scheme to improve Broadband speed had meant it had to be referred to the EU (state aid). In response to a further question from SL concerning Academies, GJ said Department of Education approval was required if they wished to dispose of any school land, and the proceeds must be used for educational purposes.

16.3.4 MINUTES OF PREVIOUS MEETING

It was proposed by DS, seconded by RG and agreed unanimously that the minutes of the meeting held on Wednesday 17 February 2016 should be accepted as an accurate record, and signed accordingly.

16.3.5 ACTIONS FROM PREVIOUS MEETINGS

16.3.5.1 7 & 8 Upper Street

MW and JC would continue to liaise with Babergh's new team.

16.3.5.2 Village Keeper

This item was postponed until the May meeting.

16.3.5.3 CPR training

The open session had been cancelled due to poor response; it was hoped to reschedule this later in the year. However, in the meantime DS, MW and SR had run an informal session for the Social Club, which had been well received. MW reported that the owner of the Marquis of Cornwallis had agreed to install another defibrillator on the premises.

16.3.5.4 30mph speed limit in Lower Layham

SL confirmed that he had raised this with Steve Merry; JC would now make a formal request to SCC for the 30mph speed limit in Stoke Road to be extended to the parish boundary.

16.3.5.5 Quiet Lanes Suffolk

JC had requested further information; it appeared that existing Quiet Lanes were all in the Suffolk Coastal area. She had some leaflets for anyone interested.

16.3.6 FINANCIAL MATTERS

16.3.6.1 RFO's report

It was proposed by RG, seconded by SL and agreed unanimously that payments of £770.14 should be authorised. JC reported that the application for Transparency Code funding had been approved. She would shortly be sending out the invoices for allotment rents for the coming year; it was agreed that the covering letter should highlight that payment was required within two weeks.

16.3.6.2 Clerk's annual review

MW, SL, SR and JC had met on 22 March and MW gave a verbal summary (a written report is filed with these minutes). JC did not feel it necessary to increase her hours at the moment (30 per month), but it was agreed that if a particular project or event warranted extra hours for a short period, an overtime payment would be made. It was proposed by DS, seconded by RG and agreed unanimously to accept the working group's recommendation that JC's salary should be increased by one salary point to LC1 SCP 27 with effect from 1 May 2016.

16.3.6.3 Payroll

JC suggested asking SALC to take over the payroll, including liaising with HMRC, which would free up some of her time; the cost would be £7.50 per month. This would also seem to be good practice, as the Clerk was the only employee. It was proposed by MW, seconded by RG and agreed unanimously that JC should ask SALC to do so with effect from 1 April 2016.

16.3.7 REPORTS FROM COUNCILLORS

16.3.7.1 Annual Spring Clean

SR's report was noted; MW thanked her and DS for organising the event. JC had written to thank all those who took part and MW had included a report in the HCN. In response to a question from MW, GJ said unfortunately litter collection was not high on SCC's list of priorities.

16.3.8 SECTION 106 FUNDING

MW said the Playing Field Committee felt that, rather than using the money for something new, it would be better to improve the existing facilities. Football was the most common activity on the playing field and the areas around the goal mouths tended to flood. The PFC's proposal was to lay artificial turf in front of each goal. MW had obtained three quotes ranging from £7040 to £2990 (plus VAT), for two pieces of turf 8m x 4m; these would be held in place by sand. It was proposed by DS, seconded by SL and agreed unanimously that the Section 106 funding of approximately £2,700 should be used, with the remainder of the cost being met from existing Playing Field funds.

16.3.9 ASH TREE

MW said the Playing Field Committee had obtained four quotes for the removal of the ash tree in Mill Lane; the lowest quote was for £690. The PC had already agreed to increase its grant to the PFC by £400 and this would help towards the cost. The PFC had sufficient funds from the sale of the cricket bat willows to meet the rest of the cost, but MW proposed that the PC might consider paying part of it as those funds had been earmarked for a new mower. However, after discussion this proposal was withdrawn and it was agreed that the PFC would meet the full cost of removing the ash tree. The PC would consider whether to contribute towards the cost of a new mower if and when the need arose.

16.3.10 PLANNING

No applications had been received since the last meeting. JC had written to Babergh concerning a possible planning breach on the site of the former Rayworth Bungalow, which was being investigated.

16.3.11 TRAINING

JC had compiled a log of training undertaken by PC members over the last five years. Legislation was constantly changing, and new councillors had been elected since the in-house training course in 2011. JC would contact SALC to find out the cost of another in-house training course and would also ask Raydon PC if they would like to participate. She would also circulate SALC's programme of training courses for 2016/17.

16.3.12 WW1 BOOKLET

The last booklet from the print run of 80 had now been sold. It was agreed that JC would ask the printer whether an additional small print run would be feasible; she would report back to the May meeting.

16.3.13 ANNUAL PARISH MEETING - WEDNESDAY 27 APRIL

The format would be the same as in previous years, with reports from councillors and external organisations and an opportunity for parishioners to raise any matters of concern. Following this, refreshments would be served and there would be a presentation from the Layham Local History Group: "*Layham in the newspapers 1760 - 1922*". MW urged everyone to keep their reports as short as possible - no more than five minutes each. JC would invite the external organisations and would also explore the possibility of borrowing a screen; SL would organise the refreshments.

16.3.14 CORRESPONDENCE

Hadleigh Town Council had sent JC a copy of a report about Benton Street submitted to their February meeting by Councillor Kathryn Grandon; JC would circulate this to councillors.

16.3.15 DATES OF NEXT MEETINGS

- Annual Parish Meeting at 7.30pm on Wednesday 27 April 2016, in the Village Hall
- Annual General Meeting at 7.30pm on Wednesday 18 May 2016, in the Village Hall

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