

LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on Wednesday 29 June 2016 in the Village Hall

Present: Jane Cryer - Clerk (JC)
John Curran (JDC)
Ron Gunn (RG)
Steve Laing - Vice Chairman (SL)
David Pratt (DP)
Doreen Sillett (DS)
Michael Woods - Chairman (MW)

In attendance: Gordon Jones, Suffolk CC (GJ)

Apologies: Sheila Roberts (SR)
John Ward (JW)

16.6.1 APOLOGIES

See above.

16.6.2 DECLARATIONS OF INTEREST

None.

16.6.3 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

16.6.3.1 District Council report

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

16.6.3.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. The key points to note were:

- Suffolk County Council's Record Office had received a grant of over £0.5 million from the Heritage Lottery Fund (HLF) towards their proposals for a new heritage centre. Development funding of £538,100 was awarded to help SCC proceed with their plans to apply for a full grant of £10.3m at a later date. The new facility would house most of Suffolk's archives and a range of archaeological records, and would also be a unique visitor attraction and cultural resource for the community.
- The council was allocating £10m of additional investment from its reserves into the current programme of road surface dressing during the spring and summer.
- Suffolk Fire & Rescue had published revised proposals for service changes, forming part of its 2015-18 draft Integrated Risk Management Plan.

With regard to the 40mph speed limit through Upper Layham, GJ said he had chased progress on this as the consultation period had not yet started. In response to a comment from MW that the new metal sign had not yet arrived, GJ said he would follow this up with Steve Merry; he would also ask Steve about the white lines, cat's eyes and road markings being reinstated following resurfacing work.

16.6.4 MINUTES OF PREVIOUS MEETING

It was proposed by JDC, seconded by DS and agreed unanimously that the minutes of the AGM held on Wednesday 18 May 2016 should be accepted as an accurate record, and signed accordingly.

16.6.5 ACTIONS FROM PREVIOUS MEETINGS

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

16.6.5.1 Grounds management issues

MW and RG would discuss the outstanding issues and approach Babergh again in the autumn.

16.6.5.2 30mph speed limit in Lower Layham

With regard to the possibility of extending the 30mph speed limit in Stoke Road to the parish boundary, GJ and JC would both follow up.

16.6.5.3 Section 106

MW had submitted the application for laying artificial turf in front of each goal mouth on the playing field and Nick Elliott had confirmed that the application had been successful. Mr Elliott had also confirmed that there was now more money in the 106 account - a total of £9843.61. MW's application had been for £2719, the original amount available. It was therefore proposed by DP, seconded by JDC and agreed unanimously that the total cost of the artificial turf - £2900 - should be met from the 106 money, rather than the Playing Field Committee paying the difference. In response to a question from JDC, it was confirmed that Section 106 money had to be used on public land, not necessarily Parish Council-owned land.

16.6.5.4 Gardeners Close

Flagship had confirmed that works were being carried out to cut back overhanging trees to the fence line.

16.6.6 FINANCIAL MATTERS

16.6.6.1 RFO's report

It was proposed by DS, seconded by JDC and agreed unanimously that payments of £597.71 should be authorised. It was noted that the first half of the precept had been received (£5000), together with the grant from Babergh of £122.33.

16.6.6.2 Annual Return - Governance Statement

Section 1 of the Annual Return was completed and signed by the Chairman and the Clerk/RFO.

16.6.6.3 Annual Return - Accounting Statements

The accounts showed a balance of £22,707.86 for 2015/16. It was proposed by SL, seconded by RG and agreed unanimously that they should be approved. Section 2 of the Annual Return was signed by the Chairman and Clerk/RFO.

16.6.6.4 NJC pay scales

It was proposed by SL, seconded by DP and agreed unanimously that the Clerk's hourly rate should be increased in line with the new NJC pay scales for 2016-18, backdated to 1 April 2016.

16.6.7 REPORTS FROM COUNCILLORS

16.6.7.1 Green Team

SR and DS had met with MW to discuss possible actions for the coming months; their report was noted. The conservation area of the playing field was working well and MW said there were volunteers willing to help. One idea was to install gates, which would make it more obvious that it was a conservation area and would encourage people to keep their dogs on leads whilst in there; it would also make the area safer. It was proposed by SL, seconded by DS and agreed unanimously to obtain quotes for gates; SR and DS would take this forward.

16.6.7.2 Emergency Plan

The draft Plan had been circulated and JDC urged members to complete any gaps, eg contact details etc. In response to a question from MW, JDC said there were really two parts to the document - the first part outlined action to be taken and who was responsible and the second part explained the process. It was agreed that the final Plan would be brought to the August meeting for approval; JC volunteered to format the final documents. The working party (JDC, RG, DP and SL) would also make a recommendation about the contents and location of an emergency box(es).

16.6.7.3 Defibrillators

JDC and MW had cleaned the inside of the phone box in Upper Layham, and had pressure washed the outside. It would need to be painted inside and out; DP confirmed that there was enough red paint left for the outside. SL would ask for volunteers to carry out the work and would also contact would contact the electrician. JC would check the file to see what needed to be done about the power supply.

16.6.7.4 Playing Field

MW confirmed that Mr Bartrum would carry out the tree felling work. See also minute 16.6.5.3 re improvements to the playing field.

16.6.8 PLANNING

16.6.8.1 B/16/00579 - White Gable, Upper Street

It was noted that the application for the erection of a cart lodge with storage above had been approved.

16.6.8.2 B/13/0115 - site of Raworth Bungalow, Upper Street

With regard to the gardens for the two new houses (planning enforcement case B/16/00048), it was agreed that JC would write to Jack Wilkinson, Planning Enforcement Officer at Babergh/Mid Suffolk, to request clarification.*

(JC subsequently received a response from Mr Wilkinson stating that “the land will be used as agricultural land as per the approved plans, unless otherwise stated in writing by the Local Planning Authority. The works are being monitored.”)*

16.6.9 PRIORITIES FOR 2016/17

MW referred to the consultation held four years ago, which had led to the Community Lunch events and the Local History Group being formed; he proposed carrying out a similar exercise to consider priorities for 2016/17. His proposal was seconded by DS and agreed unanimously. It was agreed to use the Hadleigh Community News and the community email to ask for ideas from parishioners; MW would produce a draft to be used for both. There would then be a formal discussion at the August meeting to agree priorities.

16.6.10 TRAINING

It was proposed by MW, seconded by SL and agreed unanimously to book a SALC trainer for four two-hour sessions for all councillors and the Clerk, at a cost of £620 plus VAT. The training sessions would be held in the restaurant at the Queen’s Head at 7.30pm on Mondays 1, 8, 15 and 22 August.

16.6.11 RISK REGISTERS

General Risk Register

This was reviewed; no changes were deemed necessary.

Financial Risk Register

Under ‘Assets’, it was agreed to increase the risk of theft to high, as the new defibrillator for Upper Layham would be left unlocked under the terms of the agreement with the British Heart Foundation. It was agreed that SL would de-code the defibrillator in Lower Layham as well. JC would notify the insurers.

16.6.12 WW1 BOOKLETS

The printer had confirmed that the cost for 25 booklets would be £10 each. However, as previously agreed, no further booklets would be ordered unless there was a demand for them.

16.6.13 LIGHTS ON LAYHAM ROAD PLAYING FIELD

DP had expressed concern about the new lights on the Layham Road playing field being too bright and badly positioned, causing a potential hazard to motorists. It was agreed that he would draft a note for JC to send to Hadleigh Town Council.

16.6.14 CORRESPONDENCE

16.6.14.1 Waterhouse Farm

A letter had been received from Carolyn Webb following an incident with a Waterhouse Farm dog while she was walking on the public footpath. It was agreed that JC would write to Mr & Mrs Cranfield as the PC had a duty to draw their attention to this. JC would also respond to Carolyn.

16.6.14.2 Environment Agency

A letter had been received from the Environment Agency explaining some changes to the operation and maintenance of mill gates in the area. The information was noted.

16.6.14.3 Countryside Access Consultation

An email had been received from Suffolk CC asking for responses to this consultation by 24 July, which would help in the preparation of the new Rights of Way Improvement Plan, which included footpaths, bridleways, byways and restricted byways. It was agreed that MW and SL would meet on Wednesday 13 July to discuss this and complete the questionnaire.

16.6.15 DATE OF NEXT MEETING

7.30pm on Wednesday 27 July 2016, in the Village Hall

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