

## LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on  
Wednesday 26 July 2017 in the Village Hall

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

**In attendance:** Gordon Jones, Suffolk CC (GJ)  
John Ward, Babergh DC (JW)

**Apologies:** None

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### 17.7.1 APOLOGIES

None.

### 17.7.2 DECLARATIONS OF INTEREST

JDC declared an interest in agenda item 17.7.9.1 as he was a close friend of the applicant; SL declared an interest in agenda item 17.7.9.2.

### 17.7.3 PUBLIC FORUM

There were no parishioners present.

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

#### 17.7.4.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. JW explained that his role as Cabinet Member for the Economy involved helping and promoting local businesses, including visiting them to build relationships and understand how they saw their businesses developing and how Babergh might assist with growth and promotion. It also involved ensuring that Babergh had identified sufficient development sites in the right locations for expected business growth, and liaising with neighbouring authorities and other organisations such as the New Anglia LEP, the South East LEP (covering Essex and Kent) and the Haven Gateway Partnership. JW said the Boundary Commission would welcome responses to its consultation as part of the Boundary Review. He explained that the last review of Babergh's boundaries was in 2003 and all councils were required to have a review every few years; he assured the meeting that the review would not lead to any dilution of services. It was proposed by SL, seconded by DS and agreed unanimously that the PC would not submit a formal response, although individuals were free to comment if they so wished. With regard to the new pre-planning application service, the fees would depend on the size of the application, and whether basic or specialised advice was required. A written response would be provided to the applicant, but this would not be for public knowledge. In response to SL's request for clarification on the consultants' fees relating to the council's decision to sell the offices in Hadleigh and move to Endeavour House, JW said he now had the information and would email the Clerk.

#### 17.7.4.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. With reference to the 'Raising the Bar' awards, GJ said several schools had shown a marked improvement. However, the worst performing included the free schools; a new Regional Schools Commissioner had been appointed with responsibility for those, and also for academies. In response to a comment from MW about the timing of the recent announcement concerning

increased salaries for officers and members, GJ said the timing was because the previous year's accounts had been signed and were now in the public domain. The increases had been recommended by an independent review panel; GJ noted that members had only received a 1% increase over the last 12 years.

#### **17.7.5 MINUTES OF PREVIOUS MEETING**

It was proposed by JDC, seconded by RG and agreed unanimously that the minutes of the meeting held on Wednesday 21 June 2017 should be accepted as an accurate record, and signed accordingly.

#### **17.7.6 ACTIONS FROM PREVIOUS MEETINGS**

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

##### **17.7.6.1 Advertising sign**

JC had spoken to the estate agent who had erected the sign on the road between Upper Layham and Hadleigh and confirmed that this was a 'for sale' sign relating to the fields behind the sign; it would be removed as soon as the sale had been finalised. JC had relayed this information to the parishioner who had raised the matter.

##### **17.7.6.2 Sale of Babergh's offices / Members' expenses**

JC confirmed that she had written formally to Babergh to request clarification on the consultants' fees and also whether there had been an increase in Members' expenses.

##### **17.7.6.3 30mph speed limit in Stoke Road**

GJ requested clarification on how far the PC would like to see the 30mph limit on Stoke Road extended; as far as Portmans Farm was considered desirable.

##### **17.7.6.4 Layham Road playing field lights**

SL said the Rugby Club was about to renew some of the lights and would replace the ones in question before the winter.

##### **17.7.6.5 Road sweeping**

JC would chase a response to her request for a timetable for future activity.

##### **17.7.6.6 Upper Layham phonebox**

It was agreed that SL would ask Cowle's to investigate the possibility installing a time switch or photocell - or perhaps a PIR system. JC confirmed that an invoice had been received from Cowle's for the work already carried out.

##### **17.7.6.7 Land in front of 7 & 8 Upper Street**

GJ had arranged to meet MW and JC on 10 August to discuss a possible course of action.

##### **17.7.6.8 CPR training**

MW and JDC had met the two parishioners willing to help, both of whom had practical experience of administering CPR. They had suggested that the first session should be with a small group of people who knew each other; MW had approached the PCC and was awaiting a response.

##### **17.7.6.9 Village Keeper**

MW confirmed that Anthony Owers had agreed to edge just the bottom half of the Green and Robert Sargent would be collecting the rubbish and tip it on the playing field conservation area; this would be on a Sunday and MW had asked for two weeks' notice. Once the work had been completed, the Green Team would seek volunteers to edge the other half of the Green.

##### **17.7.6.10 Reserves**

JC would ask BDO to confirm the acceptable level of reserves for a parish council.

##### **17.7.6.11 Allotments**

The annual rent would be reviewed later in the year. It was noted that plot 5 had now been cleared and there was no need to write to the allotment holders. MW confirmed that he had reminded parishioners of the allotments' existence in the next issue of the HCN.

#### **17.7.6.12 Water bursts**

JC had written to Anglian Water about the continuing water bursts/leaks near Dixie Cottage to request a site visit; she was awaiting a response.

#### **17.7.6.13 Speed signs**

JC would email GJ concerning possible locations for a mobile speed sign.

### **17.7.7 FINANCIAL MATTERS**

#### **17.7.7.1 RFO's report**

It was proposed by JDC, seconded by SL and agreed unanimously that payments of £621.89 should be authorised. It was noted that a VAT refund of £996.04 had been received.

### **17.7.8 REPORTS FROM COUNCILLORS**

#### **17.7.8.1 Defibrillator for Brett Green**

The report from the working party (JDC, RG and DS) was noted. It was recommended that the best location for the defibrillator was opposite no 29 and near to the garage of no 30 Brett Green. However, before any further action was taken, including contacting UK Power Networks, confirmation was required from Babergh as to whether or not planning permission was necessary. JC had contacted the planning department and was awaiting a response. MW had requested advice from Robert Keeble on a suitable design for the post/housing for the cabinet. With regard to funding, JDC had spoken to the Grants Officer at the Suffolk Community Foundation, who controlled the Suffolk Rural Fund. Grants of up to £4,000 were awarded, although grants for defibrillators were usually up to a maximum of £1,000. However, MW noted that the Suffolk Rural Fund had awarded a grant to the Parish Council for the Local History Group of £772 in February 2017 and the Foundation had a policy of only one grant per year per fund; JDC would find out whether this meant a calendar or financial year. Other possible sources of funding identified so far were:

- Suffolk Giving Fund, also administered by Suffolk Community Foundation - MW would investigate;
- Hadleigh Thrift Shop - MW to approach;
- Centenary Fund - SL to ask the PCC if they were able to assist;
- SL to see if a local Masonic Lodge might be able to assist;
- Viridor Credits Funding - SR to investigate;
- CAS - JC to investigate;
- Cloud funding - this might not be appropriate, but JDC would find out more.

It was agreed that everyone would continue to research possible funding sources and would email any details to JC to pull together into one document. It was also agreed that the aim was to raise as much funding as possible, but the PC had committed to the provision of a fourth defibrillator and it would therefore make up any shortfall.

#### **17.7.8.2 Emergency Plan**

The draft agenda for the ELVs' meeting on 11 September was agreed; JC would send it out by email where possible, together with a covering note which JDC would draft. JDC had made some amendments to the original questionnaire regarding skills and equipment and it was agreed that this should be sent to all parishioners, whether or not they had completed one a few years ago. In response to a query raised by DS, JDC said he would seek advice from Sue Herne at Babergh concerning risks and insurance cover relating to individuals' equipment being used. After discussion, it was agreed that copies of the questionnaire and a covering letter, again drafted by JDC, would be handed to ELVs at the September meeting for onward distribution. JC would re-format the questionnaire to fit onto two pages which could be printed double-sided. JDC confirmed that he would produce some handouts for the meeting, which could also be sent to any ELVs unable to attend.

## **17.7.9 PLANNING**

### **17.7.9.1 DC/17/03017 - Water's Edge, Church Lane**

JDC did not participate in the discussion. There were no objections to the application for the erection of a summerhouse on raised decking.

### **17.7.9.2 B/17/00964 & 00965 - Marquis, Upper Street**

SL left the room for this item. JDC said the lights could clearly be seen from the church and, as there were no street lights in Layham, the impact was obvious. It was noted that the lights were supposed to be turned off overnight, but this was not always the case; JDC suggested that PIR lighting might be considered if overnight illumination was necessary for the safety of guests. The location was currently classed as E3, which actually related to small town centres. It was felt that the classification should be E2 (small villages) and JW said he would follow this up with Linda Bacon at Babergh. It was also considered more appropriate to have lighting that reflected down, rather than upwards. In addition, the trees that had been planted did not provide any screening. MW said there had already been objections from some members of the public. It was agreed that the PC should ask Babergh to give careful consideration to these observations.

## **17.7.10 MAIN AREAS OF RESPONSIBILITY**

The main areas of responsibility were publicly owned land and property; emergency planning; highways and footpaths; Green Team. It was agreed that councillors generally communicated effectively - for example, letting SL know if there were any problems with footpaths.

## **17.7.11 MONITORING OF DEFIBRILLATORS**

It was agreed that a check list should be produced to facilitate regular monitoring, eg when the battery was installed and how often it needed to be replaced. SL agreed to give some thought to this; JC would check her files for relevant information, and JDC would also check his records.

## **17.7.12 WATER LANE**

It had been noted that the banks and hedges in Water Lane were overgrown and causing problems for vehicles. It was agreed that MW would take some photographs and report the problem on the SCC website. JC would also email David Pearce, who owned the land on one side of the lane.

## **17.7.13 CORRESPONDENCE**

Residents in Upper Layham had received invitations to join 'Nextdoor Layham', a free private social network which aimed to share recommendations for traders, discuss safety and local issues, plan neighbourhood events etc. It was felt that this scheme to a certain extent duplicated the PC's community email initiative, but it was agreed not to take any action at the present time.

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

None.

## **17.7.15 DATE OF NEXT MEETING**

7.30pm on Wednesday 30 August 2017, in the Village Hall.

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