

LAYHAM PARISH COUNCIL

Minutes of the AGM of the Council held at 7.30pm on
Wednesday 30 May 2018 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: John Ward, Babergh DC (JW)

Apologies: None

18.5.1 ELECTION OF CHAIRMAN AND OFFICERS

SL took the chair for this item. It was proposed by JDC, seconded by DS and agreed unanimously that Michael Woods be re-elected Chairman for 2018/19; he confirmed he was happy to accept the nomination and the Declaration of Acceptance of Office form was duly signed and MW took the chair. It was further proposed by RG, seconded by JDC and agreed unanimously that Steve Laing be re-elected Vice-Chairman; SL accepted the nomination. MW proposed that councillors' individual responsibilities remained the same for the coming year; this was agreed.

DS said this would be her last meeting as she had moved to Ipswich; she would send a formal letter of resignation to the Chairman. MW thanked her for her contribution over the last three years.

18.5.2 PUBLIC FORUM

No parishioners were present.

18.5.3 APOLOGIES

None.

18.5.4 DECLARATIONS OF INTEREST

SL declared a non-pecuniary interest in item 18.5.10.1.

18.5.5 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

18.5.5.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. In response to a question from RG concerning the new housing development in Holbrook, JW said some of the houses were owned by BDC, but others were shared ownership with Orbit Housing. There would be a Q&A meeting in Hadleigh Guildhall on Saturday 9 June from 10am-12 noon, when JW and the Deputy Leader of BDC would answer residents' questions and discuss any concerns. With regard to a question from MW, JW confirmed that a gate to the conservation area on the playing field might qualify for Section 106 funding (see minute 18.5.11.1). In response to a question from SL, JW said the CIL Expenditure Scheme was not affected by the proposed merger with Mid Suffolk being put on hold; the two councils continued to work closely together. However, if plans for a Unitary Authority went ahead, there could be some changes in the future. In response to a comment from MW that a vulnerable Layham resident lived in a Babergh-owned house without central heating, JW said he would follow this up.

18.5.5.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. The report on the Suffolk Roadsafe Partnership's speeding strategy was also noted.

18.5.6 MINUTES OF PREVIOUS MEETING

It was proposed by DS, seconded by MW and agreed unanimously that the minutes of the meeting held on Wednesday 28 March 2018 should be accepted as an accurate record, and signed accordingly.

18.5.7 ACTIONS FROM PREVIOUS MEETINGS

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

18.5.7.1 Sign at the top of Water Lane

JC had contacted the owners of the cottage outside which such a sign would be located; they had confirmed they would be happy to see one erected. JC had therefore contacted SCC and was awaiting a response.

18.5.7.2 Benton Street

MW would try to obtain another copy of the report for GJ. JC had written to Cllr Mick Fraser re the recent questionnaire to ask that the survey be widened to residents of Upper Layham; however, Cllr Fraser had said the questionnaire had been circulated by the U3A group and was not 'official'. She had contacted Hadleigh Town Council who had promised that, should there be any further meetings or surveys, Layham would be included.

18.5.7.3 CPR training

MW confirmed that he had organised a session for residents of Watermill Close in June. JC said an expression of interest had been received from a resident of Lower Layham; MW urged councillors to spread the word and try to recruit other residents.

18.5.7.4 Sign to Village Hall

JC had received confirmation from SCC Highways that the Operations Team was in the process of scheduling the work and would confirm a date in due course.

18.5.7.5 Gardeners Close

JC had received a response to her letter regarding parking and access issues to say that a Flagship representative would visit the area on 23 May and report back - she would chase this. In the meantime she had written to the resident who had complained to update him on progress.

18.5.7.6 No Access sign for Mill Lane

JC would chase SCC for a response.

18.5.8 FINANCIAL MATTERS

18.5.8.1 RFO's reports

It was proposed by SR, seconded by DS and agreed unanimously that the finance report for 31 March 2018 should be approved. It was further proposed by RG, seconded by SR and agreed unanimously that the finance report for 30 May 2018 should also be approved and payments of £1,244.16 should be authorised. It was noted that the cash-back incentive of £40 from Epson in respect of the new scanner/printer had been received; other income received included £188.13 for recycling credits, £400 from Hadleigh Health Centre Charitable Trust towards the new defibrillator and the first tranche of the precept for 2018/19.

18.5.8.2 External audit

It was proposed by JDC, seconded by SL and agreed unanimously to certify Layham Parish Council as exempt; the Certificate of Exemption was duly signed by the Chairman and the Clerk/RFO.

18.5.8.3 NJC pay scales

It was proposed by DS, seconded by RG and agreed unanimously that the Clerk's hourly rate should be increased in line with the NJC pay scales for 2018/19, and backdated to 1 April 2018.

18.5.9 REPORTS FROM COUNCILLORS

18.5.9.1 Green Team

SR's report was noted. Rosey Nicholls had volunteered to carry out an audit of the insects and plants in the conservation area. SR had decided it was not necessary at the moment to request a visit from Suffolk Wildlife Trust as she had obtained the 2013 report, which was helpful. MW and SR said they were grateful for the support of all the volunteers. SL suggested the team might like to consider a 'pollination pledge'. There would be a working party at 6pm on Tuesday 26 June to tackle the Himalayan Balsam growing near the ditch; SR confirmed that permission had been granted by the owner of the Mill House.

18.5.9.2 Clerk's annual review (CONFIDENTIAL ITEM)

The report from the working party was noted.

18.5.9.3 Defibrillator for Brett Green

JDC's report was noted. The new defibrillator had been delivered, together with a further supply of 'mini annie mannequins'. Robert Keeble had designed the mounting and MW had obtained a quotation for the oak. It was proposed by RG, seconded by DP and agreed unanimously to accept the quotation from Thorogood Timber Merchants in Ardleigh. MW said a local builder had offered to make the mounting free of charge. JDC said that, once there was clarity on possible donations from the Masons and the Queen's Head charity, the figures could be finalised; GJ had already offered to make up half of the shortfall.

18.5.9.4 Suffolk Local History Recorders' Day

MW's report on the event held on 5 May was noted.

18.5.10 PLANNING

18.5.10.1 B/17/00964&5 - Marquis of Cornwallis, Upper Street

The re-consultation on the external lighting layout was discussed and comments submitted by Richard Cranfield were noted. It was agreed to reiterate the comments made by the PC in June 2017 and to state that councillors agreed with the general thrust of the comments made by Mr Cranfield, which they felt reflected a common sense approach.

18.5.10.2 DC/18/01783 - Kiln Cottage, Upper Street

There were no objections to the erection of a two-storey rear extension. However, councillors were surprised that permission had been granted before the meeting, despite BDC having agreed an extension to the deadline for the PC's comments. This had happened recently with another application and JC had been assured that it would not happen again; she would write to BDC with a copy to JW.

18.5.10.3 DC/18/ 01028 - Partridge Cottage, Stoke Road

There were no objections to the application for the erection of a retaining wall.

18.5.10.4 DC/18/01992 - Frogg Hall Farm, Potts Lane

There were no objections to the application for prior approval of agricultural to dwelling.

18.5.10.5 DC/18/00033 - Stows Cottage, Upper Street

It was noted that outline planning permission had been granted for the erection of a detached dwelling and garage.

18.5.10.6 DC/18/00432 - The Laurels, Upper Street

It was noted that planning permission had been granted for the erection of a single storey rear extension.

18.5.10.7 DC/18/01012 - Dovecote Cottage, Upper Street

It was noted that planning permission had been granted for the erection of a single storey dwelling.

18.5.10.8 DC/18/01017 - Walnuts, Upper Street

JC apologised for the error on the agenda, which had stated 'single storey dwelling'. It was noted that outline planning permission had been granted for the erection of a single **detached** dwelling.

18.5.11 PLAYING FIELD

18.5.11.1 Section 106 funds

MW said both the PFC and the Green Team were becoming increasingly concerned at the large number of young men from outside Layham playing football on the playing field, as well as swimming in the river and using the conservation area with their friends. The conservation area was beginning to take shape now and was not a playground or a place for dogs to run free. Both groups felt there should be a gate from the playing field into the conservation area and a notice. The cost of the gates would be in the region of £600, and a notice would cost around £30-40. In response to a suggestion from MW that the PC should apply to BDC for some of the Section 106 funding, all felt this would be sensible. It was agreed that MW would obtain detailed costings and would bring them to the next meeting.

18.5.11.2 Litter

JC had received an email and photographs of litter on the playing field which a resident of Upper Layham regularly collected when walking his dogs. One suggestion was that another litter bin should be located near the football goal areas. However, it was noted that the existing bins were currently emptied by volunteers - it was agreed to find out how much BDC would charge to empty them; JC would contact Peter Garrett and would copy her email to JW. A decision on whether to purchase an additional bin would be an agenda item for the next meeting.

18.5.12 GENERAL DATA PROTECTION REGULATION (GDPR)

JC said the Government had now accepted a proposed amendment to legislation to remove the requirement for Parish Councils to appoint a Data Protection Officer.

18.5.13 ANNUAL PARISH MEETING

The draft minutes of the APM held on Wednesday 25 April had been circulated. JW commented that the Layham meeting was the best of all the ones he attended; he enjoyed the presentation and the convivial atmosphere. MW suggested displaying the agenda on a screen in future.

18.5.14 CORRESPONDENCE

18.5.14.1 Barclays

JC had received a letter from Barclays offering condolences on the death of a previous Parish Clerk to Layham PC and confirming that Barclays had removed him from the PC's bank account. JC had written to express concern that they still had him listed as a contact as he had not been associated with the PC for a long time, and she had notified them of this several years ago. She had requested confirmation that their records were now up to date.

18.5.15 CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

None.

18.5.16 MEETING DATES

18.5.16.1 Next meeting

7.30pm on Wednesday 27 June 2018, in the Village Hall.

18.5.16.2 August meeting

It was agreed to change the date of the August meeting to **Wednesday 22 August**.

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