

## LAYHAM PARISH COUNCIL

### Minutes of the meeting of the Council held at 7.30pm on Wednesday 27 March 2013 in the Village Hall

<b>Present:</b>	Louise Allen - Vice Chairman (LA) Jane Cryer - Clerk (JC) Ron Gunn (RG) Steve Laing (SL) David Pratt (DP) Michael Woods - Chairman (MW)
<b>In attendance:</b>	Dusty Miller, Parishioner (DM) - part Joanna Moore, Community Watch Liaison Officer (JM) - part Brian Smith, Parishioner (BS) - part Sue Wigglesworth, Babergh DC (SW) - part
<b>Apologies:</b>	Amanda Coleman, PCSO (AC) John Curran (JDC) Lesley Garnett (LG) David Yorke-Edwards, Suffolk CC (DYE)

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Before the meeting started, MW reported that he and JC had accompanied DP and his son to the Babergh Community Achievement Awards on 6 March, when DP had been presented with a certificate and commemorative glass.

#### 13.3.1 APOLOGIES

See above.

#### 13.3.2 DECLARATIONS OF INTEREST

None.

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

##### 13.3.3.1 District Council report

No written report had been submitted. However, SW said she would prepare a report for the Annual Parish Meeting. She referred to the Community Engagement exercise carried out in 2012 and said that feedback had highlighted a wish for a better understanding by Babergh of local needs. She also referred to changes to the way in which planning applications were handled; in future, from the moment an application was registered at Babergh, she would have only 28 days to decide whether to recommend a site visit by the Planning Committee, and the Committee could vote on whether or not they agreed to this.

##### 13.3.3.2 County Council report

No report had been submitted.

##### 13.3.3.3 Police report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. There had been a number of reports of so-called builders 'casing the joint' in the village and people were urged to remain vigilant.

#### 13.3.4 NEIGHBOURHOOD WATCH

MW introduced Joanna Moore, Community Watch Liaison Officer. He explained that, although in the past some individuals had been enthusiastic about the initiative, Layham's Neighbourhood Watch coordinators were not really working as a team. He explained that approximately one third of parishioners lived in Lower Layham, with the remaining two-thirds in Upper Layham.

In response to a question from MW, JM said if a NW initiative was being set up from scratch, she would suggest first calling a meeting of interested parties to identify the issues. She said there were no fixed guidelines - it was up to communities to decide how to operate the initiative.

In response to a question from JM, DM said the population in Lower Layham was more stable, whilst in Upper Layham people tended to move in and out more frequently, which had led to some apathy around initiatives such as Neighbourhood Watch. BS said there were currently five people covering Lower Layham. He felt one of the main problems was lack of information from the Police and the lack of feedback; however, he realised that some people preferred not to have any publicity. He also commented on the poor attendance at the twice-yearly meetings of NW Coordinators - on some occasions there had been no representation from the Police.

JM referred to the regular newsletter on the *policedirect* website; DM said he posted an edited version of these on the village noticeboards - JC asked him to send these to her as well, so that she could forward them to the community email group. BS and DM would also send MW items for the Hadleigh Community News. MW said the PC would try to recruit two more coordinators in Upper Layham. JM would send details to DM of how to obtain further supplies of the free window stickers.

JC would write to thank Joanna for her attendance at the meeting.

### **13.3.5 MINUTES OF PREVIOUS MEETING**

It was proposed by RG, seconded by DP and agreed unanimously that the minutes of the meeting held on Wednesday 27 February 2013 should be accepted as an accurate record, and signed accordingly.

### **13.3.6 ACTIONS FROM THE PREVIOUS MEETING**

#### **13.3.6.1 Police Security event**

This would take place on Friday 5 April, from 9am - 11am, by the new gate into the Playing Field. MW had advertised the event in the HCN; JC would send a community email and also put up notices.

#### **13.3.6.2 Textile recycling**

LG confirmed that Babergh had placed the order for the 'satellite' textile bin to be located in the Queen's Head car park. JC would email the community email group when this was in place and ask them to spread the word.

#### **13.3.6.3 Locality budget**

JC had sent the estimates for the gates and their installation to DYE, who had confirmed that the funds were available; the new gates had therefore been ordered.

Noticeboard: LA would approach Bob Barbiaux, who had offered some time ago to make a new noticeboard for the PC.

#### **13.3.6.4 Speeding**

JC had reminded Suffolk CC's Highways department about her request for speeding surveys in Upper Layham, either side of the bend where the 30mph sign was situated, and also in Lower Layham on Stoke Road, from Turner's Cottage to just beyond Cobbler's Corner.

#### **13.3.6.5 Grit bin**

JC had asked Suffolk CC to confirm that they were happy with the location (junction of Mill Lane and Watermill Close). She would write again to say that, in the absence of a response to the contrary, the bin would be put in place.

#### **13.3.6.6 Marquis Of Cornwallis**

JC had chased Babergh for an update; they had confirmed that nothing further had been heard from the owners since the planning applications were withdrawn.

#### **13.3.6.7 Telephone boxes**

SL had agreed to form a working party.

#### **13.3.6.8 Social Club**

JC had arranged for the Village Hall Committee to invoice the Parish Council for two sessions, as agreed. MW said that there had been two meetings so far, with around 15 people attending.

#### **13.3.6.9 New councillor training**

JDC to liaise with JC to confirm dates.

#### **13.3.6.10 Rally**

JC had written to Chelmsford Motor Club following the rally on Saturday 16 February, to request that, in future, they should notify the Parish Clerk in advance of any such rallies so that adequate warning could be given to residents. A reply had been received, which confirmed that the Police in Martlesham had been informed about the route, but that this information had not been passed on to Hadleigh Police; JC would write to them. Chelmsford Motor Club had also confirmed that they had asked the RAC Motor Sports Association, the body responsible for appointing local route liaison officers, to inform JC of any future events passing through the village.

#### **13.3.6.11 Pavement between Upper Layham and Hadleigh**

JC had written to Suffolk CC Highways; no response had yet been received. RG noted that work had begun on the Green to clear the dead shrubs.

#### **13.3.6.12 Local History Recorder**

MW confirmed that the role had been advertised in the HCN.

### **13.3.7 FINANCIAL MATTERS**

#### **13.3.7.1 RFO's Report**

Orders for payment of £1,032.75 were authorised. It was proposed by LA, seconded by SL and agreed unanimously that the accounts should be accepted and payments authorised. All invoices for water supplied to the allotments had been paid, with the exception of one; JC had sent a reminder. It was noted that the amount for Section 137 expenditure for 2013-14 had been set at £6.98.

#### **13.3.7.2 Pre year-end review**

JC confirmed that income and expenditure were on target; she would be meeting with LA to discuss year-end.

### **13.3.8 CLERK'S ANNUAL REVIEW - *CONFIDENTIAL***

MW, LG and JC had met on Wednesday 20 March (LA had been unable to attend due to illness). MW summarised the main outcomes:

- In March 2012 JC's hours had been increased to 25 per month, but this decision had not been reviewed after 3 months as agreed. Taking into account JC's increased workload as RFO, it was proposed to increase her hours to 30 per month;
- It was proposed that JC's salary should increase by one salary point in May 2013, the anniversary of her appointment;
- JC and LA should meet as soon as possible in order to complete the handover of RFO duties, eg Year End, PAYE, VAT etc;
- JC wished to attend a half-day 'drop in' session at SALC to help with studying for the CiLCA qualification, at a cost of £25;
- MW suggested that JC could arrange to meet key contacts to further improve relationships with other organisations.

It was proposed by LA, seconded by DP and agreed unanimously that the outcomes of the review should be implemented.

### **13.3.9 WRITTEN REPORTS FROM COUNCILLORS**

#### **13.3.9.1 Emergency Planning**

JDC's report was noted. It was proposed by MW, seconded by LA and unanimously agreed to join Parish Online at a cost of a £20 joining fee plus a £20 annual subscription. With reference to JDC's suggestion that the PC should have a Facebook and Twitter presence, it was agreed to ask JDC to explain in more detail how this might be useful; however, it was not felt to be a priority at the moment.

It was agreed that MW and JC should make suggested amendments to the proposed letter to parishioners, which JC would then forward to JDC. Any other suggestions concerning emergency planning should be sent direct to JDC.

All confirmed that they were happy with the course of action being taken and MW thanked JDC, DP and RG for their hard work; the group would meet again in due course. JDC would present a report on Emergency Planning to the Annual Parish Meeting.

#### **13.3.9.2 Green Team**

LG's report was noted. Approximately 20 people had participated in the Village Spring Clean on Saturday 9 March.

#### **13.3.10 ANNUAL PARISH MEETING - WEDNESDAY 24 APRIL**

JC would prepare a draft agenda and would approach potential speakers. The reports would be followed by a brief presentation by MW on 'The story behind the names on the village War Memorial'; SL volunteered to provide a screen. Soft drinks and wine would be served after the meeting - SL to organise.

#### **13.3.11 OWNERSHIP OF PLAYING FIELD**

JC had circulated a précis of key dates and actions, and had contacted the Charities Commission for a copy of the final Scheme relating to the conveyance, which stated that *'The title to the land described in the schedule to this Scheme is transferred by this Scheme to Layham Parish Council in trust for the charity'*. LA would seek legal advice so that ownership of the Playing Field could be clarified once and for all, and minuted accordingly.

#### **13.3.12 CLERK'S CORRESPONDENCE**

JC had received confirmation that Suffolk Acre had ceased to exist as a separate organisation, but had merged with other organisations to form Community Action Suffolk. It was proposed by LA, seconded by MW and unanimously agreed that Layham PC should join the new organisation at an annual cost of £30.

#### **13.3.13 DATE OF NEXT MEETING**

The Annual Parish Meeting would be at 7.30pm on Wednesday 24 April 2013, in the Village Hall.

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