

## LAYHAM PARISH COUNCIL

### Minutes of the Annual General Meeting of the Council held at 7.30pm on Wednesday 21 May 2014 in the Village Hall

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| <b>Present:</b>       | Jane Cryer - Clerk (JC)<br>John Curran (JDC)<br>Lesley Garnett (LG)<br>Ron Gunn (RG)<br>David Pratt (DP)<br>Michael Woods - Chairman (MW) |
| <b>In attendance:</b> | Gordon Jones, Suffolk CC (GJ)<br>Patrick King, Parishioner (PK)   |
| <b>Apologies:</b>     | Louise Allen - Vice Chairman (LA)<br>Amanda Coleman, PCSO (AC)<br>Steve Laing (SL)<br>Sue Wigglesworth, Babergh DC (SW)                   |

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#### PUBLIC FORUM

Patrick King said he was pleased to see the potholes in Church Lane had been filled in, although he thought the repairs might only be temporary.

#### 14.5.1 ELECTION OF CHAIRMAN

It was proposed by RG, seconded by JDC and agreed unanimously that Michael Woods be re-elected Chairman for 2014/15. It was agreed to defer the election of Vice-Chairman until the next meeting.

#### 14.5.2 APOLOGIES

See above.

#### 14.5.3 DECLARATIONS OF INTEREST

None.

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

##### 14.5.4.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. It was noted that Babergh was holding Section 106 funding of £2719 in a reserve account for Layham Parish Council. The new Community Infrastructure Levy (CIL) was more flexible than the old 106 agreements and allowed money to be spent on routine repairs and maintenance; MW would be attending the Parish Liaison meeting at Babergh on 3 June and would clarify whether this applied only to new CIL money, or whether the £2719 could also be used for this purpose. In response to a question from LG, JC said she would ask SW to confirm the name of the new Locality Officer.

##### 14.5.4.2 County Council report

A written report was circulated, a copy of which is filed with these minutes; MW asked that reports be submitted in advance of meetings in future. GJ said that, despite the tough financial climate, the SCC would be pushing ahead with important projects such as 'Raising the Bar (driving up attainment levels in education) and the roll-out of super-fast broadband across the whole of Suffolk. The road maintenance budget, used for fixing potholes, had been protected from cuts. GJ was in discussions with Higham Parish Council to provide a vehicle-activated sign to help address the issue of speeding through the village, which could be shared with other villages; most (if not all) of the cost of the sign would be met from his Locality Budget. It was agreed that this would be useful in Upper Layham particularly; GJ would keep the PC informed.

#### **14.5.4.3 Police report**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. There had been two reported crimes during the month so far: a burglary from a shed in Upper Street, and damage to a vehicle parked on a driveway on Brett Green. JC had also received a note from a Brett Green resident informing her that there had been an attempt to steal their caravan; the police had been informed. In response to a question from JDC, MW said the Fire Brigade had found no evidence of criminal damage in respect of the burnt out van on the corner of Brett Green and Mill Lane. However, the fire had caused damage to the pavement and surrounding trees. JC would try to contact the owner of the van, and would also speak to Babergh's horticultural team.

#### **14.5.5 MINUTES OF PREVIOUS MEETING**

It was proposed by RG, seconded by JDC and agreed unanimously that the minutes of the meeting held on Wednesday 26 March 2014 should be accepted as an accurate record, and signed accordingly.

#### **14.5.6 ACTIONS FROM THE PREVIOUS MEETING**

##### **14.5.6.1 Attendance at PC meetings by Police**

To be discussed at the June meeting.

##### **14.5.6.2 Wind turbines**

JC had chased Babergh for a response to the PC's request that the issue of wind turbines should be included in the Rural Areas Growth Guidance. She had received a response saying that the policy approach to renewable energy was set out nationally in the National Planning Policy Framework and at district level in the Core Strategy. Babergh was currently working on more detailed development management policies which would replace the Babergh Local Plan (2006), and which were likely to include criteria on issues to be considered when renewable energy proposals were submitted.

##### **14.5.6.3 Risk Register**

JC would use the SALC model to draft a register for Layham - *ongoing*.

##### **14.5.6.4 Post Office**

*Ongoing.*

##### **14.5.6.5 Driveway at Brook Cottage/Blacksmith's**

JC had spoken to the landlords and appropriate action had been taken.

##### **14.5.6.6 Footpaths & Highways**

JC would request a definitive statement on the status of Wyncolls Lane track.

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

JC had requested an update from Tom Barker; he would continue to try to broker a meeting to discuss the various possibilities. GJ said he would liaise with Babergh over this.

##### **14.5.6.8 Community Lunch**

LG would ask SL for an update on the current situation re menus / finance etc.

##### **14.5.6.9 Wyncolls Farm**

It was agreed not to pursue the possibility of asking English Heritage to list Wyncolls Farm at the present time.

##### **14.5.6.10 Community email**

JC had circulated a list of current participants, representing around a quarter of the village. Members would continue to encourage further sign-up.

##### **14.5.6.11 Defibrillators**

Parishioners present at the APM had expressed an interest and had asked the PC to pursue its research into the possible purchase of defibrillators for the village. JDC confirmed that work was continuing on a detailed proposal and costings; JC would contact Christian Bone, Head of Member & Community Services at the East of England Co-operative Society, for further information on funding etc. DP said that if defibrillators were purchased, and the plan was still to install them in the telephone boxes, these would need to be refurbished first. The paint had already been purchased and DP and RG agreed to start work on the refurbishment as soon as possible.

#### **14.5.6.12 Noticeboards**

Bob Barbiaux had presented the new noticeboard to the Parish Council at the Annual Parish Meeting. It was agreed that this should replace the noticeboard next to the Queen's Head, and that the old noticeboard should replace the broken one in Mill Lane. Bob had offered to help install the new noticeboard - however, MW proposed that the PC should pay Brian Smith to do this; this was seconded by RG and agreed unanimously.

#### **14.5.6.13 Raworth Bungalow**

JC had written to Babergh following their decision to approve the planning application for the erection of two dwellings, garaging and vehicular access; she would chase a response.

#### **14.5.6.14 Ownership of Village Hall**

JC would try to clarify ownership of the Village Hall during the summer.

#### **14.5.6.15 Allotments**

JC would look into updating the current agreement.

### **14.5.7 FINANCIAL MATTERS**

#### **14.5.7.1 RFO's report**

It was proposed by LG, seconded by JDC and agreed unanimously that the financial statements as at 31.3.14 and 21.5.14 should be accepted. Payments of £3030.00 were authorised (NB: it was noted that this amount included five cheques totalling £2549.41 signed on 18 April).

JC circulated information on funds held by the Parish Council for the Village Hall, Playing Field, Green Team etc; in future she would include the totals in her regular reports.

JC had purchased a second-hand filing cabinet for Parish Council use. It was proposed by MW, seconded by JDC and agreed unanimously that the PC should reimburse the cost of £90.

#### **14.5.7.2 General expenditure**

In response to a comment from MW that money held by the PC had been raised from parishioners over time and expenditure should be in response to a declared need, LG proposed that an agenda item for the next meeting should be the setting of targets for the coming year; this proposal was seconded by JDC and agreed unanimously. A further proposal from MW that there should be a half-hour public forum at the June meeting to enable parishioners to give their views on this was seconded by RG and also agreed unanimously.

### **14.5.8 WRITTEN REPORTS FROM COUNCILLORS**

#### **14.5.8.1 Emergency Planning**

JDC's report was noted. He had received some more completed questionnaires, but response was still quite low and he asked everyone to liaise with their ELVs to ensure as many questionnaires as possible were completed; if anyone declined to complete one, it would be useful to know so that a nil return could be noted. JDC would circulate an updated spreadsheet showing who had returned completed questionnaires to date. As they were both absent, he would contact SL and LA before the next meeting.

Babergh had now refined its Emergency Plan template which JDC would circulate, for info.

### **14.5.9 PLANNING**

#### **14.5.9.1 B/14/00149 - Land west of Squirrells, 2 Rands Road**

It was noted that the application for change of use from agricultural land to domestic curtilage had been approved by Babergh.

### **14.5.10 REVIEW OF ANNUAL PARISH MEETING**

The draft minutes of the Annual Parish Meeting held on 30 April were noted. Fewer people had attended than in 2013, but those who had attended had found the defibrillator demonstration interesting (*see minute 14.5.6.11, above*).

#### **14.5.11 GENERAL MAINTENANCE**

##### **14.5.11.1 Fence between Brett Green and Mill Lane**

MW said the broken fence between Brett Green and Mill Lane was a risk to children and proposed that the PC should pay someone to install a new fence; at the same time, they could be asked to make permanent the temporary repair made by RG to the gap at the top of Mill Lane. He estimated the cost would be in the region of £50 for labour, plus materials. It was proposed by LG, seconded by JDC and agreed unanimously that MW should take this forward; if the total cost was likely to exceed £150, he would bring the matter back to members.

##### **14.5.11.2 Lower Layham 'roundabout'**

MW suggested purchasing some looped metal edging for the 'roundabout' in Lower Layham, which might help to prevent lorries from driving over the flower bed. DP said that when Suffolk County Council had agreed that flowers could be planted, this was with the proviso that the planting was low level in order to avoid it being a distraction to drivers. JC would check with SCC before any edging was purchased.

##### **14.5.11.3 Potholes**

MW said GJ had emphasised the importance of reporting all potholes in order to ensure they were repaired. In SL's absence, this item was deferred to the next meeting.

#### **14.5.12 REMEMBRANCE DAY**

MW suggested inviting some of the descendants of men from Layham who lost their lives in the First World War to lay a wreath at the War Memorial on Remembrance Sunday. It was agreed that JC would write to them, and that the PC would pay for five additional wreaths.

#### **14.5.13 CORRESPONDENCE**

See minute 14.5.4.3, above.

#### **14.5.14 DATE OF NEXT MEETING**

7.30pm on Wednesday 25 June 2014, in the Village Hall.

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