

## LAYHAM PARISH COUNCIL

### Minutes of the meeting of the Council held at 7.30pm on Wednesday 30 July 2014 in the Village Hall

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

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#### 14.7.1 APOLOGIES

See above.

#### 14.7.2 DECLARATIONS OF INTEREST

None.

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

##### 14.7.3.1 Police report

There had been no reported crimes since the last meeting.

##### 14.7.3.2 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. Following a discussion about Section 106 funding, SW said she would check on any available funds for Layham PC. The new CS11, which would replace Section 106, allowed for a small amount of new development in hinterland villages. SW said there were already some affordable housing developments in the county that abutted village envelopes and in the future it may be acceptable in planning terms for other kinds of housing to do the same. Babergh's Small Grant Fund for Holiday Activity was discussed - see minute no 14.7.12.

##### 14.7.3.3 County Council report

A written report was circulated, a copy of which is filed with these minutes. MW referred to the consultation on changes to parking and the guidance concerning a minimum of two car parking spaces per three bedroom dwelling, suggesting that as some households might not have a car, it might be sensible for the parking spaces to be for general use, rather than for designated houses. GJ would feed this comment back. Additional items not covered in the report included the review of Children's Centres; Hadleigh was on the list for review and there was a possibility that it would close. The aim was to spend more money on services and less on overheads, and it was likely that provision for such centres in future would be in village halls, community centres, libraries etc. GJ was due to have a meeting with Highways on 6 August to discuss outstanding issues around the area, and would raise the issue of extending the 30mph limits in the village. MW said this was becoming more urgent with the development of the Marquis of Cornwallis; a gate providing access for the contractors had now been installed leading onto the main road. In response to a request from SL, GJ said he would also chase action re Water Lane, which was now almost impassable - see also minute no 14.7.7.3.

#### 14.7.4 MINUTES OF PREVIOUS MEETING

It was proposed by LG, seconded by RG and agreed unanimously that the minutes of the meeting held on Wednesday 25 June 2014 should be accepted as an accurate record, and signed accordingly.

## **14.7.5 ACTIONS FROM THE PREVIOUS MEETING**

### **14.7.5.1**

JC had been told by Babergh that there was no Section 106 available for Layham; SW would follow this up and report back (see also minute 14.7.3.2).

### **14.7.5.2 Vehicle-activated speed sign**

GJ explained that this was currently on hold as a query had been raised concerning installation. However, he would register Layham's interest in this.

### **14.7.5.3 Burnt-out van on Brett Green**

The barriers were still in place surrounding the damaged area; JC would write to Babergh.

### **14.7.5.4 Post Office**

JC would write to request a definitive statement on whether or not there was any possibility of a replacement service.

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

Both MW and JC had chased Tom Barker at Babergh, who had promised to check with the Land Registry about ownership.

### **14.7.5.6 Community Lunch**

See minute 14.7.7.2.

### **14.7.5.7 Defibrillators**

SL and JDC would report to the next meeting. JC would contact Christian Bone, from East of England CoOp. Refurbishment of telephone box in Lower Layham - see minute 14.7.7.1.

### **14.7.5.8 Ownership of Village Hall**

JC would try to clarify ownership of the Village Hall by the end of the calendar year.

### **14.7.5.9 Allotments**

RG would try to obtain a copy of Capel St Mary's agreement and JC would look into updating the current agreement before the annual renewals in April 2015.

### **14.7.5.10 Fence between Brett Green & Mill Lane**

It was agreed to ask Babergh if they would consider renewing the fence.

### **14.7.5.11 Potholes**

It was agreed to publicise the link for reporting these via the HCN and community email. Each PC member agreed to help - SL would draw up a list allocating roads.

## **14.7.6 FINANCIAL MATTERS**

### **14.7.6.1 RFO's report**

It was proposed by DP, seconded by RG and agreed unanimously that the financial statement as at 30.7.14 should be accepted and payments of £526.83 were authorised.

### **14.7.6.2 Internal audit recommendations**

The internal audit report prepared by SALC had been circulated. Some minor adjustments had been made to the Annual Return before submitting it to BDO for external audit. It was noted that the PC's internal controls should be reviewed on an annual basis.

## **14.7.7 WRITTEN REPORTS FROM COUNCILLORS**

### **14.7.7.1 Targets for future expenditure**

The working group had met and LG's report was noted; a copy is filed with these minutes. A key issue arising from the Public Forum held in June was speeding; however, this was more about lobbying than expenditure. There had been two recent accidents on Upper Street and it was agreed that JC would write to Highways repeating the PC's request to extend the 30mph limit, especially in view of the proposed developments at the Marquis of Cornwallis and Raworth Bungalow.

GJ would advise JC of the appropriate person to write to and she would copy the letter to Tim Passmore, the Police & Crime Commissioner for Suffolk. SL also suggested providing stickers for people to put on their wheelie bins, as in Higham.

Two other suggestions arising from the Public Forum had been:

- A fence around the play apparatus on the playing field to keep dogs out. MW had obtained an estimate for galvanised fencing, of £5300, plus £180 delivery, plus installation costs of around £3500; an alternative of wooden fencing on a metal framework was more expensive. In addition, if fencing was erected there would be more maintenance work required, eg grass cutting within the area, etc.
- A path all the way across the playing field - RG had obtained a quote for a cellular section path, which would cost around £1500, plus labour. The sections would then be filled with earth and grass seed.

It was agreed to take one of these suggestions forward - it was proposed by SL, seconded by DP and agreed unanimously to give further consideration to a path across the playing field and to make a recommendation to the Playing Field Committee. MW and RG would take this forward. JC would report back to the parishioners who had attended the Public Forum.

With regard to the telephone boxes, it was agreed that JC would seek a new quotation for refurbishment from Matt Wilding. She would also send a community email asking for volunteers to carry out the refurbishment, and MW would do the same via the HCN.

#### **14.7.7.2 Community Lunch**

LG's report was noted; a copy is filed with these minutes. It was agreed to maintain the cost at £5 for the time being.

#### **14.7.7.3 Footpaths & Highways**

SL's report was noted; a copy is filed with these minutes. He had raised several issues with SCC Highways at his meeting with them in June. Trees pulled down by KMG in Popes Green Lane and Wyncolls Lane had been removed by the landowners. SL suggested that the PC should compile a list of who owned the hedgerows in the village for future reference. The road markings on the B1070 would be reviewed and a suggestion had been made that the road could be narrowed using a gateway feature. A new access onto the B1070 had been created outside the Marquis (see also minute 14.7.3.3; Highways engineers would investigate this. The possibility of upgrading the entrance to the burial ground using York stone would be considered.

### **14.7.8 PLANNING**

#### **14.7.8.1 B/14/00841 - Butterfly Hall, Upper Street**

There were no objections to the application.

#### **14.7.8.2 B/14/00829 - Squirrels, Rands Road**

There were no objections to the application.

#### **14.7.8.3 B/14/00738 - 3 Potts Cottages, Potts Lane**

There were no objections to the application.

#### **14.7.8.4 B/14/00707 - Raworth Bungalow**

The Parish Council had already objected to the original proposal that the visual splay should be reduced to 70m, 5m less than the optimum length, and would object to the proposed further reduction to 60m. The PC was of the opinion that the only acceptable length was as noted in the original planning application, on which basis planning permission had been granted. The designated site was approached in each direction from a blind bend and, consequently, any reduction in visibility from the new turning to the new development would present a danger to all road users.

### **14.7.9 RISK REGISTER**

This item was deferred to the August meeting.

#### **14.7.10 WAR MEMORIAL**

MW would give a presentation on the stories behind some of the names on the War Memorial on Monday 4 August, the anniversary of the outbreak of World War 1. SL would provide a screen and organise fruit juice and nibbles on a sale or return basis. MW estimated that the presentation would take around one and a half hours, with a refreshment break in the middle.

#### **14.7.11 ENVIRONMENTAL MATTERS**

##### **14.7.11.1 Sewerage pumping station**

It was agreed that JC would write to Anglian Water to request that some maintenance work was carried out at the sewerage pumping station in Mill Lane.

##### **14.7.11.2 Gardener's Close**

MW expressed concern about the shared area around the houses in Gardener's Close.

##### **14.7.11.3 Upper Street & Mill Lane**

MW had noted several matters which would soon need attention, eg maintenance of trees, shrubs and fencing, and suggested a meeting with Babergh in order to agree what would be dealt with over the winter.

It was proposed by MW, seconded by SL and agreed unanimously that JC would write to Anglian Water, Flagship and Babergh respectively.

#### **14.7.12 VILLAGE ART ACTIVITY**

It was noted that there was a grant available from Babergh (see also minute no 14.7.3.2) to fund activities in the school holidays. MW had discussed with Victoria Reed the possibility of holding a workshop to produce artwork to be displayed in the church on Remembrance Day; this activity would take place during the October half-term. He was due to have a further meeting with her to discuss the idea in more detail. His proposal to take this forward was seconded by LG and agreed unanimously.

#### **14.7.13 REMEMBRANCE SUNDAY**

JC had written to seven people. Descendants of men from Layham who lost their lives in the First World War, all of whom had accepted the PC's invitation to lay wreaths at the War Memorial on Remembrance Sunday. The arrangements would be discussed at the August meeting.

#### **14.7.14 CORRESPONDENCE**

A request for a donation had been received from St Elizabeth Hospice; it was agreed that JC would write explaining that the PC identified charities to support when it set its budget for the year. The list was reviewed each year in the autumn.

#### **14.7.15 DATE OF NEXT MEETING**

7.30pm on Wednesday 27 August 2014, in the Village Hall.

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