

LAYHAM PARISH COUNCIL

**Minutes of the meeting of the Council held at 7.30pm on
Wednesday 31 July 2013 in the Village Hall**

Present:

Jane Cryer - Clerk (JC)
John Curran (JDC)
Lesley Garnett (LG)
Ron Gunn (RG)
Steve Laing (SL)
David Pratt (DP)
Michael Woods - Chairman (MW)

In attendance: Gordon Jones, Suffolk CC (GJ)

Apologies: Louise Allen - Vice Chairman (LA)
Amanda Coleman, PCSO (AC)

13.7.1 APOLOGIES

See above.

13.7.2 DECLARATIONS OF INTEREST

None.

13.7.3 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

13.7.3.1 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes.

13.7.3.2 County Council report

GJ said there was little to report since the last meeting. The Broadband roll-out was ahead of schedule, although postcodes were currently being checked. MW, JDC and David Pearce had briefed GJ on the situation with National Grid. Following a meeting at Suffolk CC, GJ would attend a further meeting later on 19 August and would update MW and JDC afterwards.

13.7.3.3 Police report

There had been no reported crimes since the last meeting. However, there had been seven thefts from cars in Elmsett recently - in each case, the car had been left unlocked. JC would send a community email highlighting the importance of ensuring parked cars were always locked and no valuables were left inside.

13.7.4 MINUTES OF PREVIOUS MEETING

It was proposed by DP, seconded by JDC and agreed unanimously that the minutes of the meeting held on Wednesday 26 June 2013 should be accepted as an accurate record, and signed accordingly.

13.7.5 ACTIONS FROM THE PREVIOUS MEETING

13.7.5.1 Neighbourhood Watch

MW would continue to approach people to see if they would be interested in acting as coordinators in Upper Layham. However, he said it was proving difficult to engage people's interest. JC confirmed that she would start to circulate updates to the community email group.

13.7.5.2 Textile recycling

JC confirmed she had sent a community email informing people that a 'satellite' textile bin was now located in the Queen's Head car park.

13.7.5.3 Noticeboard at Recycling Centre

Bob Barbiaux had confirmed he was willing to provide a new noticeboard and would contact JC for further details of what was required - MW and LG to brief JC.

13.7.5.4 Speeding

JC said she would contact PC Sam Gilkes, who was responsible for speeding issues in the area.

13.7.5.5 Grit bin

SL had delivered the bin to MW; he, JDC and RG would put it in place.

13.7.5.6 Marquis Of Cornwallis

JC was asked to contact the property company as the building and its surroundings continued to deteriorate.

13.7.5.7 Telephone boxes

DP had found three companies who could supply the correct paint and had emailed the nearest one; he was awaiting a response. SL said the area behind the box in Lower Layham had now been cleared.

13.7.5.8 Risk Register

JC had obtained a 'model' from SALC and would forward it to JDC.

13.7.5.9 Ownership of Playing Field

LA had sought legal advice - it had been confirmed that the Scheme had amended the trust in the original conveyance and transferred the land to the Parish Council as Trustee, on behalf of Laying Playing Field Association. JC was asked to seek further clarification from SALC.

13.7.5.10 Audit

JC had circulated the internal audit report and the recommendations had been noted. The Annual Return had been sent to BDO for external audit.

13.7.5.11 'Green' issues

A community email and a note to those residents living near the Recycling Centre had been sent concerning the incident involving a parked car and the lorry emptying the bottle bank.

JC had contacted Suffolk Wildlife Trust to invite them to a future meeting - however, in the meantime an invitation had been received to a free SWT conference on 21 September and it was agreed that MW and LG should attend.

MW confirmed that the new 'kissing gates' had now been installed at both ends of the field in Church Lane, together with new waymarkers indicating the footpath. John English and Gerry Aggiss had assisted Brian Smith with their installation and had provided equipment; it was proposed by MW, seconded by DP and agreed unanimously that they should each be given a bottle of whisky as a thank-you from the Parish Council (MW would organise). MW said he would arrange a guided walk later in the summer - date to be confirmed.

Further to the meeting with the Cranfields earlier in the year concerning the possible re-routing of the bridleway running through Waterhouse Farm, it was agreed that SL would follow this up.

13.7.5.12 Post Office

It had been agreed that flowers should be presented to Marian Hughes on behalf of the Parish Council to mark her retirement as Postmistress; this had been done on her last day, Tuesday 30 July. JC had been in touch with the Post Office and it was hoped that an outreach post office facility would operate for two hours per week in the Village Hall, at no cost to the Parish; she was awaiting confirmation.

13.7.6 FINANCIAL MATTERS

13.7.6.1 RFO's Report

It was proposed by SL, seconded by DP and agreed unanimously that the financial statement as at 31.7.13 should be accepted and payments of £500.46 were authorised. MW asked councillors to give some thought to how a proportion of funds held by the PC might be spent in future to benefit the community.

It was noted that the NALC pay award for 2013/14 had now been agreed and the new pay scales issued.

It was agreed that JC should attend the next Clerks' Networking Day at SALC, on 17 September, at a cost of £15. It was also agreed that JC should purchase the latest edition of 'Arnold-Baker on Local Council Administration' (the clerk's 'bible') - this cost £60, but JC would ask Raydon PC to share the cost.

13.7.6.2 External audit

As noted above, JC confirmed that the accounts and Annual Return had been sent to BDO for external audit.

13.7.7 WRITTEN REPORTS FROM COUNCILLORS

13.7.7.1 Green Team - Community Lunch

LG's report was noted; the next Community Lunch would be held on Wednesday 6 November 2013. The original start-up money of £100 had been repaid to the PC, and LG said a profit of £140 had been made to date. She suggested that part of this should be retained as a 'float', but asked for ideas on how the remainder might be spent in order to benefit the community.

13.7.7.2 Emergency Planning

JDC's report was noted. The working group had taken everyone's comments on board and an amended letter, questionnaire, risk assessment and communications tree for Upper Layham had been circulated. The communications tree for Lower Layham was in the process of being amended. It was agreed that the term 'Emergency Link Volunteer', rather than Coordinator, should be used when asking people to help with passing on information. JDC would check with David Pearce and the owners of The Granary as to what existing links they might have with the Environment Agency. It was agreed that everyone should have a final look at all the documents and let JDC have any comments before the next meeting - JC would send a reminder in two weeks' time. The mailing would take place in the autumn.

Facebook and Twitter

JDC said that several Parish and Town Councils in the county were already using Facebook and Twitter to assist with emergency planning and he was keen to use these additional communication methods in the future. MW suggested that this could be looked at again in a few months' time, when the Emergency Plan had been finalised and everything was in place.

13.7.8 PLANNING

13.7.8.1 B/12/01433 - Raworth Park, Upper Street

It was noted that the application for conversion of existing outbuildings to form annex accommodation had been refused.

With regard to the tree felling that had taken place at Raworth Bungalow, Babergh had confirmed that permission had not been required.

13.7.8.2 B/13/00677 - Hill Farm, Overbury Hall Road

The application to build a ménage at Hill Farm was considered; it was noted that the actual height of the perimeter fence **above ground** would be 1.5m, not 2.7m. There were no objections.

13.7.8.3 B/13/00379 - Deaves Farm, Potts Lane

MW and SW had spoken at the appeal and Babergh had now granted permission for the alterations and renovations.

13.7.9 BABERGH SUMMER HOLIDAY ACTIVITY PROVISION

MW confirmed that Babergh and Mid-Suffolk DCs would provide a free day of fun for young people aged 7 and over, and their friends. This would take place on the Playing Field on Tuesday 20 August, from 10am to 4pm and the event would be supervised by a youth worker and two sports coaches. Parents would be required to complete a registration form giving permission. MW proposed that the form, together with an information sheet and a poster, should need to be delivered to each household with a child or children over 7 years old, at a cost of approximately £7 for printing. His proposal was seconded by LG and unanimously agreed - DP offered to do the printing. MW would approach families in Upper Layham, but would need some help to identify families in Lower Layham. Posters would also be put on the noticeboards, and JC would send a community email.

13.7.10 WIND TURBINES

SL and JDC had attended a meeting in Belstead Village Hall to discuss a proposed wind turbine installation. They expressed concern at the impact on residents - as well as the aesthetic impact and the noise, there was also 'shadow flicker' - clearly seen on a short video which councillors watched. SL said the company involved in a new housing development in the village were also concerned. The default position for wind turbine applications appeared to be that they should be approved, unless there was something in the Core Strategy to the contrary. LG proposed that JC should contact Babergh to ask whether there was anything in its Core Strategy preventing wind turbines from being built near houses. This was seconded by MW and unanimously agreed. JC would pass any information to JDC and SL before the next meeting.

13.7.11 CLERK'S CORRESPONDENCE

13.7.11.1 Football on Brett Green

JC had received a letter from Brian Strutt concerning children playing football on the grass between the houses and bungalows on Brett Green. Windows had been hit and plants and flowers damaged. MW said he would highlight this problem in the next edition of the Hadleigh Community News, and suggest that the Playing Field was the appropriate place for such activity.

13.7.11.2 Bench on Brett Green

Following an email from a parishioner, RG said he would take responsibility in future for the maintenance of the bench and the ground underneath.

13.7.11.3 Circular walks

Hadleigh Town Council had requested assistance with checking and updating their circular walks - MW and SL agreed to check Walk 4 (Bullocky Fen).

13.7.12 DATE OF NEXT MEETING

The next meeting would be at 7.30pm on Wednesday 28 August 2013, in the Village Hall.

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