

## **LAYHAM PARISH COUNCIL**

### **Minutes of the meeting of the Council held at 7.30pm on Wednesday 29 October 2014 in the Village Hall**

**Present:** Louise Allen - Vice Chairman (LA)  
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:** Sue Wigglesworth, Babergh DC (SW)

**Apologies:** PCSO Amanda Coleman (AC)  
Gordon Jones, Suffolk CC (GJ)

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#### **14.10.1 APOLOGIES**

See above.

#### **14.10.2 DECLARATIONS OF INTEREST**

None.

#### **14.10.3 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES**

##### **14.10.3.1 Police report**

There had been no reported crimes since the last meeting.

##### **14.10.3.2 District Council report**

A written report was circulated, a copy of which is filed with these minutes. With regard to Babergh's Community Infrastructure Levy (CIL), SW said there would be a second opportunity to respond to the consultation. She also said that the Section 106 agreements would continue; CIL would only come into force if there was pressure on schools, roads etc which would add to the need for increased infrastructure. Parishes would then receive 15% of the charge, capped at £100 per dwelling for infrastructure needs; parishes with a Neighbourhood Plan would receive 25% of the charge - but they would be the parishes taking on more development and therefore with greater infrastructure needs. SW's report also mentioned the issue of future office accommodation. Specialist surveyors had carried out an analysis of the Needham Market and Hadleigh buildings and there would be a public consultation in due course. SW suggested that one solution could be the creation of 'satellite' offices in different parts of the region.

##### **14.10.3.3 County Council report**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. It was agreed that JC would ask Gordon Jones for an update on the Children's Centres consultation; she would also query the reference to '40 years' of the Suffolk Fire & Rescue Service.

#### **14.10.4 MINUTES OF PREVIOUS MEETING**

It was proposed by RG, seconded by LG and agreed unanimously that the minutes of the meeting held on Wednesday 24 September 2014 should be accepted as an accurate record, and signed accordingly.

#### **14.10.5 ACTIONS FROM THE PREVIOUS MEETING**

##### **14.10.5.1 Children's Centres**

MW had drafted a response to the consultation which JC had submitted. The consultation period had ended on 16 October and she would ask Gordon Jones for an update (see minute 14.10.3.3).

#### **14.10.5.2 Speeding**

JC had asked the Police data management department for a log of accidents in the Benton Street / Upper Layham area; however, she had been required to submit an online request - this had been acknowledged. She had also written to Steve O'Leary, the owner of the Marquis of Cornwallis, to ask if he would support the PC's request to SCC Highways to review the speed limit; he had confirmed that he would. MW had subsequently spoken to Simon Frost, who was working with Steve O'Leary; Simon had confirmed that they would also be prepared to have oak posts and oak frame made for the village sign, which they would like to see moved further down. JC had contacted Steve Merry, Suffolk Highways - he had said moving the 30mph speed limit would require a formal legal process and could take several months. SCC would only consider changing the speed limit *"if there was a significant safety issue or a change in the nature of the road - for example, if the adjacent land is developed. In the latter case we would expect the developer to fund any changes."* The county's revised guidance on speed limits was due to go to the Rights of Way Committee early in 2015. It was agreed that JC would respond to Steve Merry's email now that permission had been granted for the development of the Marquis; MW would liaise with Simon Frost.

#### **14.10.5.3 Section 106 money**

JC had checked the files and found a letter dated 2 August 2010 from Nick Elliott to Louise Allen, Parish Clerk at the time. In his letter Mr Elliott advised that Babergh *"currently holds the sum of £2719.00 for recreational works in your Parish .... The contribution has to be expended by the authority within a fixed period of years ...."*. Mr Elliott had responded saying that the money was paid in advance and could only be used if the planning permission had been granted. Members of the PC believed the development in question related to the application to build two new houses on land west of Antrim Cottage, Upper Street (ref B/08/01806); JC would clarify this. Mr Elliott would liaise with the legal and planning teams and then clarify the position; if the money was available, it could be spent up to twenty years after occupation of the development.

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

JC had chased SCC and had received confirmation that contractors had been instructed to repair the damaged section of footpath by 31 October 2014. With regard to the damaged tree, however, SCC said it did not currently represent a hazard to members of the public and they would not be taking any action at the moment; however, they would continue to monitor the tree on regular routine maintenance inspections. It was agreed that MW and RG would remove the damaged tree once the pavement had been repaired.

JC would ask SCC Highways whether the priority could be changed to give vehicles priority down Brett Green, as this might help to slow vehicles down.

#### **14.10.5.5 Ownership of Village Hall**

JC would discuss ownership of the Village Hall with DP, with the aim of clarifying the position by the end of the calendar year.

#### **14.10.5.6 Allotments**

RG had obtained a copy of Capel St Mary's agreement and passed it to JC, who would look into updating Layham's agreement before the annual renewals in April 2015.

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

JC would follow this up with Babergh.

#### **14.10.5.8 Potholes**

SL had drawn up a list allocating roads:

- Brett Green - RG
- Upper Street - MW
- Water Lane & Watermill Close - LG
- Stoke Road, Popes Green Lane & Wyncolls Lane - SL
- The Street, Overbury Hall Road & Church Lane - DP
- Mill Lane & Gardeners Close - JDC
- Rands Road & Kennels Road - LA

All agreed to report back to the next meeting.

#### **14.10.5.9 Internal controls**

These would be reviewed at a future meeting, in line with a recommendation arising from the internal audit.

#### **14.10.5.10 Footpath across the Playing Field**

MW had asked the Playing Field Committee to make its decision by the deadline of mid October. He said that, in principle, the PFC was in favour of a path across the playing field and had asked MW and LG to gather more information. MW said there were three options:

- Grass reinforced mesh - cost approx. £1672 plus turf - this had originally been the preferred option, but having seen it in situ MW and LG were less impressed as the resulting surface was uneven;
- Paver - cost approx. £3105 plus grass seed;
- Rubber matting, as used on golf courses - £17 per mat, total cost approx. £1700 plus turf where required.

LG had seen the third option in use at Sheringham Golf Course and said this appeared to be the most attractive; MW had not yet been able to make a site visit but would speak to the manager of the Golf Club. In addition to the costs above, there would be the cost of hiring a digger or employing a contractor. MW said it was too late now to do anything before the winter; the optimum time for the work to be carried out would be March 2015.

#### **14.10.5.11 Telephone boxes**

JC had asked SALC to send an email on her behalf to all Parish Clerks in Suffolk asking if they could recommend someone to carry out the work as she was aware that several parishes had already refurbished telephone boxes to use as noticeboards etc. With regard to noticeboards JC reported that, following the erection of the new noticeboard next to the Queen's Head, Bob Barbiaux had refurbished the old noticeboard. It was agreed that this should replace the board at the top of Mill Lane which was in poor condition.

#### **14.10.5.12 Environmental matters**

JC had chased Anglian Water and Babergh. She had copied her letter to Flagship concerning the area around Gardeners Close to SW's contact at Flagship, but had not yet received a response.

#### **14.10.5.13 Risk register**

JC and JDC had arranged to meet on 14 November to discuss this, and would bring a revised draft to the next meeting.

#### **14.10.5.14 Provision of leisure football pitches in Hadleigh**

JC had received a response from Hadleigh Town Council to say that this issue would be considered by the group working on the Neighbourhood Plan for Hadleigh. The Town Clerk had said Layham Road Sports Ground was high on the agenda for improvement.

#### **14.10.5.15 Defibrillators**

JDC expressed concern about the timescale. However, he had not been present at the last meeting and LA assured him that everything was being done to move the initiative forward as quickly as possible; SL said a defibrillator could be installed in the telephone box before the box was painted. JDC had circulated information on various options and their respective costs. It was proposed by LA that JDC's recommendation to purchase a Heartsine 500P defibrillator for £930 and an ABS case for £485 should be accepted; her proposal was seconded by DP and agreed unanimously. SL confirmed that the Queen's Head charity fund would contribute £500. JDC would let JC have the details so that she could place the order; she would also invite David Jones from BOC, the supplier, to speak to members immediately before the next PC meeting on 26 November, at 7pm. Once the defibrillator was installed and training had taken place further information, including the youtube clip, would be put on the website.

MW said the first defibrillator should be up and running before committing to a second one and a suitable location would need to be identified in Upper Layham if another defibrillator was to be purchased. JDC proposed that "if" should be replaced by "when"; this was seconded by SL and agreed unanimously, subject to location and funding. It was also agreed that JDC and RG would try to identify potential locations and report back, and would also look into the possibility of obtaining a grant for the second machine.

#### **14.10.5.16 Raworth Bungalow**

Following Babergh's decision to approve the reduction in the visible splay, JC had written to request an explanation of how planning policy could be disregarded; she would chase a response.

#### **14.10.5.17 Standing Orders**

JC confirmed that the Standing Orders had been amended to delete the clauses relating to photography/filming during meetings.

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

JC would continue to chase Tom Barker for a meeting date.

#### **14.10.5.19 Grit & Dog bins**

RG had spoken to the parishioner who had requested an additional dog refuse bin. MW was liaising with Nigel Morsman about a grit bin at the top of Water Lane.

#### **14.10.5.20 PCC**

JC had responded to the PCC's letter about future grants.

### **14.10.6 FINANCIAL MATTERS**

#### **14.10.6.1 RFO's report**

It was proposed by LA, seconded by JDC and agreed unanimously that the financial statement as at 29.10.14 should be accepted and payments of £1,131.66 were authorised. It was noted that recycling credits of £204.18 had been received. In response to a suggestion from JC, LA proposed that the cost of producing the Memorial Booklets should come out of the remaining Leisure & Learning funds, with any income from sales going back to the PC; this was seconded by LG and agreed unanimously. JC had invoiced allotment holders for the water supply; once again, the same people had not yet paid. In future JC would inform everyone that prompt payment was required, or it would be assumed that the allotment was no longer required. RG said he was about to turn off the water supply for the winter.

#### **14.10.6.2 External audit report**

The 2013/14 Annual Return had been approved by BDO with only one comment, referring to the requirement to have a Risk Register (see 14.10.5.13, above). The Notice for Conclusion of Audit had been posted on the noticeboard. LA proposed a vote of thanks to JC, which was seconded by MW and agreed unanimously.

#### **14.10.6.3 Budget working party**

MW, SL, LA and JC would meet at 7.30pm on Monday 24 November at The Queen's Head; JC would circulate papers in advance.

### **14.10.7 WRITTEN REPORTS FROM COUNCILLORS**

#### **14.10.7.1 Footpaths & Highways**

SL's report was noted. He was disappointed that the refurbishment of the entrance to the war memorial had been postponed by the PCC, pending their next meeting, as this meant it would not now be carried out before Remembrance Sunday. In response to a request from LG, SL said he would chase SCC Highways re Water Lane.

#### **14.10.7.2 Playing Field**

MW's report was noted (see also minute 14.10.5.10).

### **14.10.8 PLANNING**

#### **14.10.8.1 B/14/01211 - Squirrels, 2 Rands Lane**

Councillors had no objections to the erection of a two-storey side extension and detached garage/carport. However, they felt the parking area was disproportionate to the size of the property and would welcome Babergh's confirmation that parking would be restricted to private use only.

#### **14.10.8.2 Marquis of Cornwallis**

It was noted that Babergh had approved the application in respect of the Marquis of Cornwallis (see also minute 14.10.5.2, above).

#### **14.10.8.3 Pannington Hall, Wherstead**

It was noted that additional information was now available with regard to the application in 2013 to erect a wind turbine on land south of Pannington Hall, in Wherstead - JC would circulate the planning reference.

### **14.10.9 ART WORKSHOP / REMEMBRANCE SUNDAY**

#### **14.10.9.1 Art Workshop - Sunday 2 November**

MW said 18 young people had signed up for the workshop. Four parents would also attend, to supervise the younger children, together with five helpers; following the workshop, JC would send thank-you cards. A risk assessment had been completed.

#### **14.10.9.2 Remembrance Sunday**

MW asked councillors to act as hosts for the guests on the day and circulated a list of those attending. JC would lay a wreath on behalf of the Parish Council. SL would ask Neil Luxton if he would be able to clean the war memorial before the day (*it was subsequently confirmed that Neil would do so, at a cost of £50*).

#### **14.10.10 BABERGH DC COMMUNITY ACHIEVEMENT AWARDS**

It was decided not to make any nominations for the 2014/15 awards.

#### **14.10.11 CORRESPONDENCE**

##### **14.10.11.1 Complaint**

A letter had been received highlighting a problem with chickens owned by the resident of 6 Upper Street, which were roaming free and destroying crops on the allotments and flowers in neighbouring gardens. Requests by several people to keep the chickens contained had been ignored. It was proposed by MW, seconded by LA and agreed unanimously that JC should write to the owner; as no 6 was a Housing Association property, she would also check with Flagship whether there were any rules in place governing the keeping of poultry.

#### **14.10.12 FUTURE MEETINGS**

##### **14.10.12.1 Date of next meeting**

7.00pm on Wednesday 26 November 2014, in the Village Hall.

##### **14.10.12.2 2015 meeting dates**

The draft schedule of meeting dates for 2015 was agreed (attached). This would be posted on the noticeboards.

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