

LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on Wednesday 28 October 2015 in the Village Hall

Present: Jane Cryer - Clerk (JC)
John Curran (JDC)
Ron Gunn (RG)
Sheila Roberts (SR)
Doreen Sillett (DS)
Michael Woods - Chairman (MW)

In attendance: No one

Apologies: Steve Laing - Vice Chairman (SL)
David Pratt (DP)
PCSO Amanda Coleman (AC)
Gordon Jones, Suffolk CC (GJ)
John Ward, Babergh DC (JW)

15.10.1 APOLOGIES

See above.

15.10.2 DECLARATIONS OF INTEREST

RG declared an interest in agenda item 15.10.13.

15.10.3 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

15.10.3.1 Police report

No report received.

15.10.3.2 District Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. With regard to Babergh's request for villages to identify local demand for housing, MW commented that there were already more than 100 homes in Layham suitable for first-time buyers, which was unusual in a small village.

15.10.3.3 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. With regard to SCC's bid to find locations for Short Stay Stopping Sites for the gypsy and traveller community SR noted that, ideally, such sites should be close to main roads.

15.10.4 MINUTES OF PREVIOUS MEETING

It was proposed by RG, seconded by JDC and agreed unanimously that the minutes of the meeting held on Wednesday 23 September 2015 should be accepted as an accurate record, and signed accordingly.

15.10.5 ACTIONS FROM THE PREVIOUS MEETING - PURPOSE AND USE OF LIST

MW reiterated that 'matters arising' should not be part of the agenda for parish council meetings; the list of actions was simply designed to be an aide memoire. Matters dealt with since the last meeting were noted:

- JC had circulated details about the Babergh Community Awards;
- Letters about the Woodland Trust's scheme to replace trees affected by ash die-back had been sent to the major landowners in the parish - this would be an agenda item for the next meeting;

- RG would clean and check the War Memorial before Remembrance Sunday; it was also agreed that he would lay the PC's wreath in DP's absence.

15.10.6 FINANCIAL MATTERS

15.10.6.1 RFO's report

It was proposed by DS, seconded by SR and agreed unanimously that payments of £735.77 should be authorised. JC confirmed that the payment to CAS for renewal of insurance now included the defibrillator. It was noted that recycling credits had been received for the textile bin at the Queen's Head.

15.10.6.2 External audit report

JC had received a letter from BDO confirming that only minor issues had been noted; there was no separate 'issues arising' report. The Notice of Conclusion of Audit had been displayed for 14 days, as required, and the Annual Return would be put on the website.

15.10.6.3 Clerk's qualification

It was noted that JC had passed the Certificate in Local Council Administration (CiLCA) and was now a qualified Clerk; it was agreed that her salary would be increased by one point to SCP26 with effect from October 2015.

15.10.6.4 Budget working group

The budget working group comprised MW, SL and JC; it was proposed by MW, seconded by RG and agreed unanimously that JDC would join the group, which would meet during November.

15.10.7 WRITTEN REPORTS FROM COUNCILLORS

15.10.7.1 Playing Field Management Committee

MW's report was noted (see also minute 15.10.9, Section 106)

15.10.7.2 Local History Recorder

MW's report was noted.

15.10.7.3 Emergency Planning

JDC's report was noted; the key points were:

- JDC proposed that DS and SR should replace Lesley Garnett and Louise Allen as PC representatives liaising with ELVs; this proposal was seconded by MW and agreed unanimously.
- JDC proposed that all PC representatives should contact their ELVs before the next meeting in order to confirm that they were still happy to be involved; this was seconded by DS and agreed unanimously. JDC would email DP and SL accordingly. JC would let SR have contact details for her ELVS, and more information about their role. RG said he was happy to take responsibility for nos 67-76 Brett Green; he was already responsible for nos 57-66.
- It was agreed that the communications tree required updating; this would be an agenda item for the next meeting. JC would send a reminder in mid-November.
- JDC had attended two training courses since the last meeting and was currently reviewing the risk assessments.
- Rest centres - JDC explained that these were more locations where people could gather in an emergency situation, refreshments could be provided etc - not necessarily places for overnight accommodation. In addition, they could be places that the emergency services could use as their headquarters. Possible locations were the Village Hall, the Queen's Head and the Marquis of Cornwallis. It would also be sensible to liaise with other nearby villages in the unlikely event that the whole village had to be evacuated; however, it was noted that, in an extreme emergency, Babergh DC would become involved. JDC also noted the importance of a register being kept as people would also need to be informed when it was safe to return to their homes. JDC would circulate a copy of a presentation given at one of the training courses he had attended, and asked everyone to give some thought to potential locations for rest centres before the next meeting; this would also be an agenda item.

- RG and JDC confirmed that the grit bins were all full. JC would send the list of volunteers to JDC so that he could check it was up to date and re-circulate SCC's advice for volunteers.
- It was agreed that JC would send a community email asking parishioners to complete the questionnaire relating to skills and equipment if they had not already done so, and to update their details if necessary - she would attach a copy of the questionnaire.
- It was agreed that the Emergency Plan should be formally adopted by February 2016, although it would remain a work in progress and would be regularly updated. There would be a further discussion about the Plan at the next meeting.

In response to a question from RG, it was agreed that JDC would save vital information relating to what should happen in an emergency onto a memory stick, in case an emergency should occur while he was away; this would be kept by MW. It was confirmed that RG and DP were JDC's deputies.

The programme for a conference on Community Emergency Planning had been circulated. JDC was unable to attend but anyone wishing to do so would let JC know.

15.10.7.4 Defibrillators

JDC's report was noted. The application for another defibrillator from the British Heart Foundation had been submitted on 8 October, but approval from the East of England Ambulance Service was awaited; JDC had been in touch with Jon Needle to try and speed up the process. MW had suggested that two more defibrillators might be acquired, subject to appropriate locations being identified. He planned to raise the subject with the owner of the Marquis of Cornwallis; SL had suggested one could be installed at the Village Hall, as there was already an electricity supply.

15.10.8 PLANNING

15.10.8.1 B/15/01328 - Cherry Orchard Farm

There were no objections to the application for construction of new vehicular access and the erection of a single storey outbuilding/garage.

15.10.8.2 B/15/01364&5 - Marquis of Cornwallis

There were no objections, in principle, to the various improvements, extensions and alterations (amendments to previous permission). However, it was proposed by JDC, seconded by DS and agreed unanimously that JC would request clarification on whether or not the proposed new building was outside the village envelope.*

(BDC subsequently confirmed that all new development was within the village envelope)*

15.10.9 SECTION 106

MW had raised this with the Playing Field Management Committee at its recent meeting. The committee did not wish to encourage more non-residents, so some suggestions from members of the community for rugby posts, a bandstand, outdoor keep fit apparatus, a zip wire and skateboard ramps had been discounted. The committee had offered the following suggestions:

- A pair of smaller UNBREAKABLE football goals and nets
- A concrete or steel table tennis table with surrounding surfacing
- Seesaw
- Roundabout
- Another picnic table
- Water / electricity supply to garage

MW said the cost of some of these items would be prohibitive, in part due to Health & Safety legislation. It was agreed to continue to research the possibilities - ongoing.

15.10.10 BENTON STREET

MW's report was noted. He said Suffolk CC had launched a new initiative aimed at encouraging people to walk if their destination was within twenty minutes; this was the time it would take to walk from Upper Layham into Hadleigh, but the lack of a pavement for the whole distance meant it

was not safe to do so. His proposal to contact Hadleigh Town Council and suggest a meeting to discuss the widening of the footpath etc was seconded by RG and agreed unanimously. It was also agreed to seek the advice of GJ and JW.

DS said there was a meeting on 10 November to which residents of Benton Street had been invited; she would obtain a copy of the letter and circulate it.

15.10.11 COMMUNITY CARETAKER SCHEME

JC had received a letter from Babergh and Mid Suffolk inviting parishes to take part in a trial Community Caretaker Scheme. However, the scheme was aimed mainly at litter collection and cleansing; other odd jobs would not be covered. It was therefore proposed by MW, seconded by JDC and agreed unanimously that JC would explore the possibility of the PC employing a 'village keeper' through an agency.

15.10.12 GROUNDS MANAGEMENT MATTERS

MW had drafted letters to be sent to the residents of Old Orchard and 1-11 Brett Green concerning tree planting, hedge management and an area of natural grass growth. His proposal was seconded by DS and agreed unanimously.

15.10.13 ALLOTMENTS

A revised and updated contract had been sent to all allotment holders in April 2015; one person had still not returned the signed copy, despite several reminders, and it was noted that the allotment in question was not being properly maintained. In addition, JC had sent out invoices for the water supply in mid-October, but some allotment holders had still not paid. The new contract required bills to be paid within two weeks, and the allotments to be kept in good condition. It was proposed by MW, seconded by JDC and agreed unanimously that JC would write to the allotment holders in question, pointing out that now was the right time to be preparing the ground. If no action had been taken within two months, it would be assumed that they no longer required the allotments.

15.10.14 CORRESPONDENCE

None received.

15.10.15 DATE OF NEXT MEETING

7.30pm on Wednesday 25 November 2015, in the Village Hall.

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