

LAYHAM PARISH COUNCIL

Minutes of the meeting of the Council held at 7.30pm on Wednesday 5 June 2013 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:	Gordon Jones, Suffolk CC (GJ) John Smith, Parishioner John Ruiz, Parishioner
Apologies:	Amanda Coleman, PCSO (AC) Sue Wigglesworth, Babergh DC (SW)

The Parish Council welcomed Councillor Gordon Jones, from Suffolk County Council.

13.6.1 ELECTION OF CHAIRMAN

It was proposed by LA, seconded by LG and agreed unanimously that Michael Woods be re-elected Chairman for 2013/14. It was further proposed by MW, seconded by SL and agreed unanimously that Louise Allen should continue as Vice-Chairman for 2013/14. Councillors confirmed that they were all happy to continue with their respective roles for the coming year.

13.6.2 APOLOGIES

See above.

ADJOURNMENT FOR PUBLIC FORUM

John Smith, owner of Hillside (see minute no 13.6.9.2) explained that he wished to extend the property, which currently had three bedrooms, to provide additional accommodation.

John Ruiz expressed concern about the planning application in respect of Raworth Bungalow, particularly the proposal to remove an ancient hedge. He was also surprised that an application could be submitted by a third party. MW emphasised that only the amendment to the original application could be discussed at this meeting, everything else having been discussed at the last meeting.

13.6.3 DECLARATIONS OF INTEREST

LA said she would not take part in the discussion about the planning application in respect of Raworth Park (see minute 13.6.9.4) due to a social connection with the owners.

13.6.4 ADJOURNMENT TO RECEIVE WRITTEN REPORTS FROM OUTSIDE BODIES

13.6.4.1 District Council report

No written report had been submitted.

13.6.4.2 County Council report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. GJ referred to the Development Control Committee, which would be holding meetings on the current situation with National Grid. He said he felt strongly that the power supply to the Brett Valley should be underground wherever possible, and that the cost consideration was minimal. MW said that the Stour and Box valleys were both due to be undergrounded, but the Brett Valley was not, despite being of a similar nature.

GJ said he was prepared to spend some time with the working group to discuss the issues further; MW would invite him to the next meeting.

In response to a question from JDC about roll-out of high speed broadband, GJ said this would happen during 2013 - if it was felt to be uneconomic, alternative arrangements would be made to ensure all areas had the same level of access.

GJ was due to meet the Highways team for an update on current issues throughout Babergh.

13.6.4.3 Police report

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. There had been one reported crime since the last meeting: a burglary from a dwelling in Overbury Hall Road, Lower Layham. RG said he had recently called 101 after escorting a youth from the Playing Field, obviously under the influence of alcohol.

13.6.5 MINUTES OF PREVIOUS MEETING

It was proposed by RG, seconded by SL and agreed unanimously that the minutes of the meeting held on Wednesday 27 March 2013 should be accepted as an accurate record, and signed accordingly.

13.6.6 ACTIONS FROM THE PREVIOUS MEETING

13.6.6.1 Neighbourhood Watch

JC confirmed that she had written to thank Joanna Moore for attending the previous meeting. She would remind Dusty Miller to send the *policedirect* newsletters to her so that she could circulate them to the community email group. MW would try to recruit two more coordinators in Upper Layham.

13.6.6.2 Textile recycling

LG had asked Babergh to chase delivery of the 'satellite' textile bin to be located in the Queen's Head car park, which had been ordered in February.

13.6.6.3 Noticeboard at Recycling Centre

LA would approach Bob Barbiaux, who had offered some time ago to make a new noticeboard for the PC.

13.6.6.4 Speeding

JC had reminded Suffolk CC's Highways department about her request for speeding surveys in Upper Layham, either side of the bend where the 30mph sign was situated, and also in Lower Layham on Stoke Road, from Turner's Cottage to just beyond Cobbler's Corner; she would chase a response. GJ offered to raise this when he met representatives from the Highways department.

13.6.6.5 Grit bin

JC had asked Suffolk CC to confirm that they were happy with the location (junction of Mill Lane and Watermill Close). As she had received no response to the contrary, it was agreed that SL would deliver the bin and MW, JDC and RG would put the bin in place.

13.6.6.6 Marquis Of Cornwallis

JC had chased Babergh for an update; they had confirmed that nothing further had been heard from the owners since the planning applications were withdrawn - *ongoing*.

13.6.6.7 Telephone boxes

Refurbishment was now urgent in order to prevent any further deterioration. It was agreed that SL, DP and RG would start by repainting the box in Lower Layham during June. With regard to the box in Upper Layham, MW suggested finding out whether, if it could be moved, anyone had room to enable it to be painted under cover.

13.6.6.8 New councillor training

JDC had completed new councillor training with SALC.

13.6.6.9 Rally

JC confirmed that she had written to the Police in Martlesham to express concern that information regarding the rally held on 16 February had not been passed on to the Hadleigh Police.

13.3.6.10 Pavement between Upper Layham and Hadleigh

JC had written to Suffolk CC Highways but had received no response; MW had also spoken to Steve Merry from the Highways department.

13.6.6.11 Handover of RFO duties

LA and JC had almost completed the handover.

13.6.6.12 Ownership of Playing Field

LA to seek legal advice before the next meeting.

13.6.7 FINANCIAL MATTERS

13.6.7.1 RFO's Report

It was proposed by LA, seconded by SL and agreed unanimously that the financial statement as at 5.6.13 should be accepted and payments of £1,364.63 authorised.

13.6.7.2 Accounts for year ended 31.3.13

The accounts for the year ended 31.3.13 were circulated. It was proposed by MW, seconded by LA and agreed unanimously that the accounts as viewed should be approved.

13.6.7.3 Annual Return for 2012/13

The Annual Return showed a balance of £13,638.34 for 2012/13; sections 1 and 2 were subsequently signed by the Chairman and Clerk/RFO. The Accounts and Annual Return for the year ended 31 March 2013 would go to SALC for Internal Audit, and then to BDO for External Audit. The Annual Governance Statement was also signed.

13.6.7.4 VAT Return

JC would submit the final VAT Return for 2012/13, showing a claim for £1117.49.

13.6.8 WRITTEN REPORTS FROM COUNCILLORS

13.6.8.1 Emergency Planning

JDC's report was noted; the draft Risk Assessment would be an agenda item for the next meeting.

MW suggested that the first action should be to recruit people willing to assist by being part of the communications tree; once that had been done, it would be possible to allocate properties. It was agreed that everyone would study the proposals and respond to JDC with amendments/suggestions. JDC felt that the proposed letter to parishioners should be hand delivered rather than posted, so that further explanation could be given if required; MW suggested that a script should be produced to ensure that all everyone was conveying the same messages. It was agreed that the working group should consider the plan in more detail and report back.

13.6.8.2 Green Team

There was no written report this month; however, LG said the next Community Lunch would be held in July, date to be confirmed.

13.6.9 PLANNING

13.6.9.1 B/13/00407 - 2 Orchard Cottages, Upper Street

In response to a comment from LA, MW said he had visited the property and felt the extension would be more spacious than the impression given by the plans. After a brief discussion it was agreed that councillors had no objections to the application, especially as the cottage was the only one in the row that had not already been extended.

13.6.9.2 B/13/00477 - Hillside, Upper Street

The application to insert new dormer windows and roof lights to the garage attic would not result in any change of aspect and would fit well with the property. There were no objections.

13.6.9.3 B/13/00285 - Raworth Bungalow, Upper Street

The amendments to the planning application previously submitted, and discussed at the planning meeting held on 29 April, were noted. The site outlined on the plans appeared to have been reduced in size, with no explanation. In addition, councillors were concerned about access and traffic issues (*see also comments on application in respect of Raworth Park, below*), the removal of an ancient hedge and damage to protected trees. Concern was also expressed about the density of the housing for the size of the plot.

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

There were no objections in principle to the application for the conversion of existing outbuildings to form annex accommodation. However, there were concerns raised about access and traffic issues, particularly taking into account the planning application for Raworth Bungalow (*see above*). JC would write to Babergh asking that the two applications be considered together as far as these issues were concerned.

13.6.9.5 Water Lane Cottage, Water Lane

Councillors were surprised that Babergh had refused the application for a first-floor extension on the grounds that *'it would result in a disproportionate and unsympathetic addition which would not adequately blend with, or enhance, the design and architectural balance of the existing dwelling'*. Given that the PC had considered the proposed development to be in harmony with the host dwelling and the surrounding area, it was agreed that JC would write to Babergh to request guidance from the Planning Officers on what was considered appropriate, and what was not.

13.6.10 NATIONAL GRID

National Grid had written to request baseline data to support the socio-economic and land use assessment in respect of the Bramford to Twinstead Connection Project; a copy of the response from Chattisham & Hintlesham Parish Council had been circulated, suggesting that the Planning Performance Agreement (PPA) could be used to provide professional advice. It was agreed that JC would write to National Grid to request an extension to the deadline for submission of data in order to give the PC time to research the implications of the request. She would also request guidance on how to access financial assistance through the PPA and clarification as to how it could be used.

13.6.11 RISK REGISTER

JC would ask SALC for a copy of a model Risk Register, and would forward it to JDC.

13.6.12 REVIEW OF ANNUAL PARISH MEETING

The draft minutes of the Annual Parish Meeting held on 24 April were noted. The meeting had been well attended and it was agreed that the format worked well.

13.6.13 ROUGH GROUND IN FRONT OF 7 & 8 UPPER STREET

MW said he had been trying for several years to have the piece of ground improved. He explained that there was a 'bite' out of the kerb leading to the parking area for all the houses. The owner of no 8 had recently built a garage and as part of the work would resurface and make good the piece of ground in front of it, up to the footpath. GJ said he would raise the matter with SCC Highways and report back.

13.6.14 CLERK'S CORRESPONDENCE

13.6.14.1 Armed Forces Day

Following a request from the Ministry of Defence that Councils should fly a flag during the week leading up to Armed Forces Day on 29 June, it was proposed by MW, seconded by SL and unanimously agreed that a flag should be purchased. JC would inform parishioners via the community email.

13.6.14.2 Rights of Way annual surface clearance programme

The letter from Suffolk CC enclosing a map showing the paths to be cut during the summer was noted. JC would write acknowledging receipt.

13.6.14.3 Closure of Post Office in Upper Layham

A letter had been received from Marion Hughes informing the Clerk that she intended to retire as Sub-Postmistress and that the Layham Post Office which had operated from 37 Brett Green for many years would close at 1pm on Tuesday 30 July 2013.

13.6.14.4 Babergh DC summer holiday activity provision

MW would take this forward, as Chairman of the Playing Field Committee.

13.6.14.5 Wind Turbines

An email had been received from SALC sent on behalf of Belstead Parish Council, which was holding a meeting on Wednesday 24 July regarding the proposed application for two 430ft wind turbines. JDC said he would attend.

13.6.15 DATE OF NEXT MEETING

The next meeting would be at 7.30pm on Wednesday 26 June 2013, in the Village Hall.

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